Agenda
Regular Board Meeting
Thursday, July 25, 2019 @ 4:00 PM
Browning Public Schools

1. **CALL TO ORDER**
2. **IMPORTANT DATES**
3. **APPROVAL OF MINUTES:** Regular Board Minutes 7/9/19
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT:**
6. **ITEMS OF INFORMATION**
   - A. **Building Reports:**
     1. Child Nutrition-Warehouse-Copy Center Report - Lynne Keenan
     2. Curriculum & Instruction - Jeri Matt
     3. Activities Department - Everett Armstrong
     4. Technology Department - Everett Holm
     5. Transportation Department-Teri DeRoche
     6. Maintenance-Facilities-Construction Department - Reid Reagan
   - B. **Superintendent's Report**
     1. John Salois
        a. HR Status Update
        b. Coaching Status Update
     2. Resignations
        a. Louis Kicking Woman, Bus Driver-Transportation Effective 7-11-19
7. **ITEMS OF ACTION**
   - A. **Hiring** (Pending Successful Background Check/Drug Test):
     1. Elementary
        a. George Sharbono, Elementary Teacher-KW 2019-2020 ($37,136)
        b. Arlene Wippert, Assistant Principal-BES 2019-2020 ($84,778.00)
        c. Tracy Thomas, Assistant Principal-BMS 2019-2020 ($83,983.00)
        d. Laura No Runner Elementary Teacher-BES 2019-2020 ($37,136.00)
        e. Aspen Many Hides, Elementary Teacher-Napi 2019-2020 ($38,675.00)
        f. Jessica Schauff, SPED Teacher-Napi 2019-2020 ($55,380.00)
        g. Malana Grant, Speech Teacher Assistant-Special Services
     2. High School
        a. Daryl Croff, BHS Assistant GBB Coach 2019-2020 ($3,371.00)
     3. District Wide
        a. Dr. Karen Nielson-Salois, School Psychologist 2019-2020 ($68,102.00)
   - B. **Contract Service Agreements** (Pending Successful Background Check):
     1. High School
        a. Zaire Johnson, 2019 Summer Track & Cross Country Sports Camps Guest Speaker-BHS ($450.00)
     2. District Wide
        a. Gregory Logan, Speech Pathologist 2019-2020 ($34,320.00)
        b. Roberta Kipp, WIDA screening, Assessing, Scoring of District Writing Assessments 2019-2020 ($10,250.00)
        c. Carolann Racine, WIDA Screening, Assessing, Scoring of District WritingAssessments 2019-2020 ($10,250.00)
        d. Sharon Magee WIDA Screening, Assessing, Scoring of District Writing Assessments 2019-2020 ($10,250.00)

e. Lavada Pilling, WIDA Screening, Assessing, Scoring of District Writing Assessments 2019-2020 ($10,250.00)

C. **Out of State Travel**

1. High School
   a. Lucy Muragin, University of Oregon Advanced Placement Summer Institute in Eugene, Oregon ($2,624.00)
2. District Wide
   a. Wayne Bullcalf, Joe Wippert, and Edward Burke, Pickup Activities Bus at Moses Lake, Washington ($243.00)
   b. Board of Trustees, Corrina Hall, 2019 NIISA Annual Conference in Las Vegs, NV ($1,682.32 ea)
   c. Board of Trustees, Corrina Hall 2019 NAFIS Fall Conference in Washington, DC ($4,061.75 ea)

D. **In State Travel**

1. District Wide
   a. Everett Armstrong, 2019 Montana Coaches Clinic in Great Falls, MT ($368.66)
   b. Superintendent, Building Principals and Assistant Principals-School Administrators of Montana Summit in Helena, MT ($966.97)

E. **Approvals**

1. Elementary
   a. Individual Transportation Contract (Aines) 2019-2020
   b. Extended Contract-Andrea Sangray, Leadership Week & Instructional Planning 2019-2020 ($1,157.40)
   c. Extended Contract-Samantha Grant, Leadership Week & Instructional Planning 2019-2020 ($1,791.65)
   d. Extended Contract-Sheila Hall, Administrator Transition 2019-2020 ($2,000.00)
   e. Extended Contract-Angela Heavy Runner, Administrator Transition 2019-2020 ($2,139.53)
   f. SIDE by SIDE Consulting Agreement for MPDG & MCLP Grant 2019-2020 ($6,000.00)
   g. Strive Consulting Agreement-MCLP Grant 2019-2020 ($67,500.00)
2. High School
   a. Extended Contracts-High School Counselors 2019-2020 ($7,268.00)
   b. Create Instructional Coach Position-BHS
3. District Wide
   a. Create 21st Century Learning Grant Positions 2019-2020 see list ($241,047.00)
   b. Colleen Nolan, Administrative Duties for Special Education ($808.00)
   c. Amend Policy 3005, 3010R, 3015, 3020, 3121, 3145, 3200, 3200R, 3205, 3205R, 3416R, 3432, 3525, 3535
   d. Browning Public Schools Student&Staff Handbooks 2019-2020
   e. Remove Policy #3416F Medications Permission Form
   f. Amend Administrative SOPs 2019-2020
   g. NIISA Membership Dues 2019-2020 ($3,000.00)
   h. Trustee Resolution to Transfer Funds to Certificate of Deposit
   i. Commercial Energy-Natural Gas Purchase Agreement 8-1-19 to 7-31-21
   j. Purchases Over $10,000.00
   k. District Claims Report Check #421452-#421534 ($695,690.44)
   l. Student Activities Claims Check #703735-#703846 ($5,095.89); Cancelled Check #703735
   m. Additional Pays-Payroll

F. **PERSONNEL:**

G. **LEGAL ISSUES:** None
H. **ADJOURNMENT**

Ground Rules

- We are courteous in our discussion.
- We honor people's differences.
- We monitor our body language.
- We take "timeouts" when necessary.
- While in this session, we all have an equal part.
- We strive for consensus and once the decision is made, we support it.
- We practice discretion in our communication here and in the community.

Regular Board Minutes (Draft)
Tuesday, July 9, 2019 @ 5:00 p.m.
Administration Conference Room

Present: Donna Yellow Owl-Chair, Wendy Bremner, Brian Gallup, Brenda Croff, Kristy Bullshoe, Rae TallWhiteman, Jess Edwards, James Evans

Ms. Yellow Owl called the meeting to order at 5:00 p.m. NAFIS Fall Conf and NIISA

Approval of Minutes: Motion by Ms. Bremner to approve the regular board minutes of 6/26/19 with no changes. Second by Mr. Edwards. Motion passed.

Approval of Agenda: Motion by Mr. Evans to approve the board agenda with no changes. Second by Ms. Croff. Motion passed.

Staff Recognition: Everett Armstrong recognized Myndi Gallagher Horn for stepping in as the new Activities Secretary, and also for helping the new activities director with procedures and information needed for a smooth transition. Summer activity coaches were recognized for going above and beyond: Ansel Traynor, David Ricci, Robert Miller, Leo Bullchild, and Ee Kah Ki Maht staff: Javier Bustos and Karleen Whitegrass.

ITEMS OF INFORMATION
There were no building Reports.

Superintendent's Report
Superintendents Update: Superintendent Hall noted that the pre-k program changed to early childhood and will not cost the district more. The student enrollment, home visits, staff and student attendance and absences were reviewed. Ms. TallWhiteman noted that Matthew Johnson educates his staff on the school to prison pipeline and felt that this should be taught at middle school and high school; educators learn to deal with kids rather than putting them out of school. Ms. Bremner stated that the tribe received funding for the juvenile court to wellness. Through this program, students can be connected to resources that can help them. Ms. Bremner suggested that the school have a representative in this program from the BMS, BHS, and WBH and noted that Matthew Johnson is on the advisory committee. Ms. Yellow Owl asked how the school gets information on students that are not in our school. Superintendent Hall stated that the school can check to see where a student is and follow-up on them if the names are given to us or if they have the same family already in the system. Ms. Bremner stated that there are kids who have dropped or who are not coming back to school when they transfer from one building to another, i.e. Napi to BMS, BMS to BHS. There is no follow up. Superintendent Hall stated that the secretaries are keeping lists of all students that dropped or transfer while in their building so they can check on them.

Update on Impact Aid Budgets and Adopted Budgets Elementary & High School 7/1/19-6/30/20: Stacy Edwards stated that she does not have information on IA for next year yet. There was a decrease in money after the BIA reviewed student addresses and removed all that were not on trust land. Elementary decrease 97 students, high school increase 23 students. Superintendent Hall stated that some of the land the tribe has was temporarily in trust then changed back to fee. The district will have training for secretaries on entering student data. Ms. Edwards stated that the budgets are set close to last year amounts; high school increase of 10%. Good Medicine staff were added and will have $25,000 discretionary and $198,000 for salaries. ; HR increased by $12,000 for new software for subs and payroll. Impact Aid increases were reviewed noting that the increase is preliminary. Adopted budget to be approved in August and the taxable valuation will be available then. Last year two administrators were moved into IA. The elementary will be under budget the overage taken from IA. Early childhood salary will come out of general fund and will only be a title change.

HR Status Update 7/2/19: Mr. Salois noted that there will be more changes with applicants brought to next meeting. KW position is pending pre-hire paperwork. BES assistant principal (open till filled), need 2 teachers. Napi needs a class 7 teacher and 3 teachers. BMS Assistant principal (pending paperwork), need 1 teacher. BHS math 180 did not work at BHS and they will do math intervention and need 2 math teachers and 3 teachers.

Childcare 1 position/part-time. Food service recommendation is on agenda, cooks are advertised and 1 position is pending interviews. Sped has 3 vacancies with 1 pending pre-hire. Ella Wall transferred to secretary at transportation and need one nine-month position filled.

Resignations: none.

ITEMS OF ACTION

Hiring: Motion by Ms. Bremner to approve the following hiring pending successful background check/drug test: Angela Heavy Runner, Interim BMS Principal 2019-2020 ($92,000.00); Arlan Edwards, Student Support Coordinator 2019-2020 ($43,757.00) and David Ricci, Napi Elementary Athletic Coordinator 2019-2020 ($4,000.00). Second by Mr. Evans. No public participation. *Board discussion:* Mr. Edwards asked about hiring Angela Heavy Runner, Interim BMS Principal 2019-2020. Ms. Yellow Owl stated that she will be interim principal if approved. Ms. Croff asked what interim meant. Superintendent Hall stated that Ms. Heavy Runner is not guaranteed an additional year, this is only a trial period. If the recommendation is good she will be recommended next school year and if not, she will be transferred or not recommended for hire. Ms. Bremner stated that she is glad to see that Mr. Ricci is being recommended for the Napi Coordinator position. Motion passed for all, with Donna Yellow Owl, Wendy Bremner, Brian Gallup, James Evans, Kristy Bullshoe, Rae TallWhiteman voting for. Brenda Croff opposed hiring Angela Heavy Runner, Interim BMS Principal 2019-2020. Jess Edwards abstained from hiring Arlan Edwards, Student Support Coordinator 2019-2020.

Motion by Mr. Evans to approve the following hiring pending successful background check/drug test: Gerald Parrent Jr., Assistant School Secretary, High School; Raymond Augare, BHS GBB Coach 2019-2020 ($4,816.00); Daryl Croff, BHS Assistant GBB Coach 2019-2020 ($3,371.00); Leo BullChild, BHS Assistant GBB Coach 2019-2020 ($2,649.00); Maurice RedHorn, BHS Assistant BBB Coach 2019-2020 ($3,082.00); Katie McDonald, BHS Winter Cheer Coach 2019-2020 ($3,220.00); Marlin Wippert, BHS Assistant Wrestling Coach 2019-2020 ($2,539.00); Mistee Rides at the Door, BHS Assistant Winter Cheer Coach 2019-2020 ($2,147.00); Edith Wagner BHS Speech-Debate Coach 2019-2020 ($3,313.00); Robert Miller, BHS Track Coach 2019-2020 ($3,963.00); Raymond Croff, BHS Assistant Track Coach 2019-2020 ($2,890.00); Ygnatio Laforge, BHS Assistant Track Coach 2019-2020 ($2,353.00); Jim Vaile, BHS Softball Coach 2019-2020 ($3,529.00); Brian Harrell, BHS Assistant Softball Coach 2019-2020 ($2,270.00) and Mistee Rides at the Doore, BHS Assistant Softball Coach 2019-2020 ($2,271.00). Second by Mr. Gallup. No public participation. *Board discussion:* Mr. Edwards asked about BB coaches and stated he still gets complaints and is being told that the team is already picked which won't be fair to all students; also the swearing at students will continue happen. Ms. Yellow Owl stated that she hopes no coach has pre-selected their ball team before tryouts and stated that every child should have a fair shot at trying out for any team. Mr. Edwards felt that all kids should be treated fair across the board and all given the same chance. Ms. Bremner stated that she is strongly opposed to anyone that is aware of and/or hurts any child/ren. Mr. Salois stated that the HR does have charts for rating staff that can be reviewed by the AD to help reduce this and they must justify their selections. Mr. Edwards stated that the challenge is that there is 10 players and spots are not open to other players. Ms. TallWhiteman stated that part of the problem is that social media flares up a lot of these issues of picking players before tryouts, and suggested that they watch how they conduct themselves on social media. Ms. TallWhiteman stated that she has seen coaches on social media and stated that they do not to violate student Ferpa rights; do not mention any kid on social media or off, it will be reason for termination. Ms. TallWhiteman stated that her biggest fear is the behavior that happened before will continue and she does not want kids cussed out; it is important that coaches know about trauma informed and must be mandatory for all coaches. Ms. Croff stated that she feels a lot of kids start this talk because they feel intimidated; the gyms are open for everyone in community and if you show up and you're involved that says a lot about the kind of kid you are. The girls had a traveling team and it was whoever wanted to go; it was not a picked traveling team. The coaches are hard-working and members of community and they are trauma informed and they too have went through a lot, just as many of us did. Ms. Croff felt that the sports programs run very well, and all should be aware that there will be problems. Ms. Bremner agreed and stated that the coaches do things during the summer and all year round. Ms. Bremner stated that she does want the coach, activities director and superintendent to be aware that she will hold them accountable if any individual hurts a child. No further discussion. Motion passed for all with, Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman voting for. Kristy Bullshoe, Wendy Bremner, Jess Edwards opposed to hiring Jim Vaile, BHS Softball Coach 2019-2020. Brenda Croff abstain from

voting to hire Raymond Augare, BHS GBB Coach 2019-2020 and Daryl Croff, BHS Assistant GBB Coach 2019-2020.

Motion by Mr. Gallup to approve hiring Jerrica Lunak, Food Services Site Supervisor 2019-2020 ($35,360.00). Second by Mr. Evans. No public participation. No board discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Contract Service Agreements: Motion by Mr. Evans to approve the following contract service agreements pending successful background check: Anna Armstrong, Provide Mentoring Services for New Teacher 2018-2019 ($250.00); Edi Wagner, Provide Mentoring Services for New Teacher 2018-2019 ($150.00). Second by Ms. Bullshoe. No public participation. No board discussion. Motion passed for all with Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for. Rae TallWhiteman abstained from approving Anna Armstrong, to Provide Mentoring for New Teacher 2018-2019.

Motion by Ms. Croff to approve the following contract service agreements pending successful background check: Jarvier Bustos, Ee Kah Ki Maht Scheduling, Inventories, Interviews 2018-2019 ($128.00) and Karleen White Grass, Ee Kah Ki Maht Scheduling, Inventories, Interviews 2018- 2019 ($128.00). Second by Mr. Gallup. No public participation. No board discussion. Motion passed for all with Donna Yellow Owl, Brian Gallup, James Evans, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for. Rae TallWhiteman abstained from approving Karleen White Grass, Ee Kah Ki Maht Scheduling, Inventories, Interviews 2018- 2019.

Out of State Travel: Motion by Mr. Evans to approve out of state travel for Brian Gallup-NIISA 2019 Summer Directors Meeting in Juneau, Alaska ($332.84). Second by Ms. Croff. No public participation. No board discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

In State Travel: Motion by Mr. Evans to approve in state travel for Jeri Matt, 2019 Summer E-Grants Training in Kalispell, MT ($390.77). Second by Mr. Gallup. No public participation. No board discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Approvals: Motion by Mr. Evans to approve the following items. Second by Ms. Bullshoe. Initial Authorization of Impact Aid Revenue Bonds; Extended Contract-Theodora Weatherwax, NESSP Summer Camp June 2019 ($1,546.24); Individual Transportation Contract 2019-2020. *Public participation; Board Discussion:* Board members asked for more information on the individual transportation contracts. Superintendent Hall stated that the district can claim ANB for the student and she will call the Cut Bank school on this issue of payinge transportation costs.
Ms. Bullshoe removed her second; Mr. Evans removed his motion. Motion by Ms. Bremner to approve Initial Authorization of Impact Aid Revenue Bonds and Extended Contract-Theodora Weatherwax, NESSP Summer Camp June 2019 ($1,546.24). Second by Ms. TallWhiteman. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Motion by Mr. Evans to table the Individual Transportation Contract for 2019-2020 to get clarification on why Browning Schools pays the transportation contact. Second by Ms. Croff. Motion passed. No public participation. No board discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Motion by Mr. Evans to approve the following items: Extended Contracts-Julie Hayes $387.36, Randall Rivas $194.72, Create Rubric, Grade English Project Based Assignment, Grade Math Project Based Assignment; Extended Contract-Jennifer LaFromboise-Wagner, BHS6Principal Transition 2019-2020 ($2,233.00). Second by

Mr. Gallup. No public participation. No board discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Motion by Ms. Croff to approve the following items: Extended Contract-Maureen Stott, Special Education Director Transition 2019- 2020 ($1,907.00); Salary Increase-William Kennedy, Computer Technician 2019-2020 ($1,450.00); MOU Between BPS and ISSKONATAAPI Project (21st Century Grant); Resolution for Participation in Glacier County Investment Pool; Purchases Over $10,000.00 – None; Purchase New Coach Bus ($239,975.00); District Claims Check #421312 - #421451 ($270,974.11); Student Activities Claims Check #703813 - #703839 ($12,253.98), Cancelled Checks #703813 & 703818 and Additional Pays/Payroll. Second by Mr. Evans. *Public participation/Board discussion:* Mr. Evans asked if transportation is going to bring back request to purchase a couple propane buses. Teri DeRoce stated that she did discuss this with Hartley Buses and stated that she would like to order to regular gas buses because they only get 400 miles on propane buses. Ms. TallWhiteman felt that the class of 2019 should not have to pay for their own senior brunch and suggested that the high school general budget pay. Ms. Edwards stated that this is how the paperwork was turned in. Ms. BRemner and Mr. Edwards agreed that the student account should not pay for the senior brunch. Ms. Edwards stated that the Glacier County handles the school's money and the resolution is to invest district money, and it also states they can and they should provide the school with quarterly reports. No further discussion. Motion passed with Donna Yellow Owl, Brian Gallup, James Evans, Rae TallWhiteman, Kristy Bullshoe, Wendy Bremner, Jess Edwards, Brenda Croff voting for.

Public Comment: DYO read MCA 2-3-203 Theda Crowe BIA Superintendent asked to discuss the bridge replacement project that is starting; they will close hill completely and use the alternative right of way; the goal is to complete before school starts. Ms. Crowe will inform the school district if/when this happens. School bus routes have high priority for street repair and will move to other Ms. Crowe offered training for district staff on legal land descriptions. Superintendent Hall stated that this will be done in the fall. Ms. Crowe stated she met with Judge Sam Juneau and will find discretionary funds for family court for truancy and she is looking for other funding for families to have access to; there will also be a satellite court in Heart Butte. Superintendent Hall stated that BPS can help with costs. Ms. Crowe stated that she was told a student was allowed to earn credits during summer school and the student did not attend and asked that the board check into the fairness of how the program is handled. Ms. Crowe stated that she would like to share information with the school bi-annually. Ms. Yellow Owl stated that the BIA can be put on the agenda so that the board can have discussion.

Recess at 6:25 p.m.
Reconvene at 6:50 p.m.

Personnel: Superintendent Evaluation: Corrina Guardipee-Hall held in closed session at 6:50 a.m. and convened to open session at 8:48 p.m.

Legal Issues: None.

Motion by Ms. Croff to adjourn at 8:48 p.m. Second by Mr. Edwards. Motion passed.

Respectfully submitted:

_____ Carlene Adamson, Board Secretary

_____ Donna Yellow Owl, Board Chairperson

_____ Stacy Edwards, District Clerk

Chairperson's statement for any persons that may request to make "public comment" during the public comment section of the board agenda:

This meeting is subject to the provisions of the Montana Open Meeting Law under Section 2-3-103 and Browning School Policy #1441 for Public Participation at Board Meetings. We will proceed as follows:

- *Each* person will have *5 minutes* to comment on a matter of *public interest*.

- *Private personnel* matters, *individual student* matters and *pending legal issues* are not *matters of public interest*. Any *person* who raises any issue concerning *an employee or an individual student matter or grievance* or who wishes to discuss *pending legal cases or issues will be ruled out of order and that person's public comment period will be ended.*

- *There will be no action on any matter raised at this time.* If the board decides that further discussion or action is needed, the matter will be placed on the agenda for a future meeting in order that the public may be notified of the discussion and may participate before any action is taken.

July 2019

Board Report

Lynne Keenan

Child Nutrition Program

This month was Blackfeet Children's Day on July 10, 2019. We served 600 children that day. It is way up from last year at 467.

Native American Indian Days count was 211 on Thursday and 200 on Friday.

The June count total was 11,886. The Mobile Unit called The Lunch Box served 1,508, the bus renamed Park 'N' Eat served 972, Supper served 2,160, and BES fed 4,784 with 1,348 at Breakfast and 3,436 at lunch and BMS serving 2,274. They served 661 at breakfast and 1,613 at lunch.

OPI has a set time for students to eat as a sit down time with their food and not in line waiting.

USDA has announced changes in the regulations as far as whole grains. The whole grains have changed from having to be 100% to having 50%.

Browning Public Schools
Curriculum*Federal Grants*School Improvement
129 First Avenue S.E.
P.O. Box 610
Browning, MT 59417
Phone: (406) 338-2715 ext 4224 ♦ Fax: (406) 338-2708



July 2019

CURRICULUM & INSTRUCTION

The planning for Leadership Week where we create all the instructional planning for all the students and staff is underway. We did a lot of the math during SBE and we still have to plan for literacy and especially our Els. Leadership Week will be August 5-9.

Every year we provide the goals and guidance to our SLTs so that they can disaggregate and analyze their data to determine what our students and staff need. I find this event exciting and critical for our district.

In addition, Debbie Hunsaker and I will provide 2 days of PD to the Principals and their instructional coaches to plan support for their teachers. Principal/Coaching planning PD will be August 12-13th



Professional Development.

The following teachers and coaches attended the SDE conference in Las Vegas. The conference had approximately 4800 educators and had offerings in literacy, math, science, STEM, Trauma and differentiated instruction. I will have the principals, teachers and coaches as well as myself present to you the learning they have taken away from the conference and how we are going to apply it in our district.

Sicily Bird, Brittany Burns, Sheila Grady, Melissa Henderson, Jeri Matt, Kari McKay, Chase Nevaras, Angie Pepion, Andrea Sangray, Ruth Shea, Edith Wagner, Genevieve Wilson-Bragg, Arlene Wippert and Sheila Hall.

These staff members will present to you their learning and how they will apply in their classrooms, grade levels and schools. I will also provide you with information on how my learning aligns with district goals.

Instructional Coaches

I've been busy planning the PD for our new instructional coaches in the district. We will have an opportunity to send them to Butte on September 5-6th. In additional Debbie Hunsaker will be working with all the coaches and myself throughout the year. I was sorry to lose coaches, but I am very happy they are using their skills in leadership roles.

GRANTS

The new ESSA is open in egrants and I've got my worksheet ready to go. I will be attending the egrants PD on the 30th so I will learn the new formulas with some of the ESSA requirements, so all I will have to do is plug in the numbers.

District Committees

SLTs will start in August. Also, the mentors will meet their new teachers during new teacher orientation. All other committees will begin in September.

Browning Public Schools July Activities 2019

July 1-2, 2019- Track Camp with Zaire Johnson. Mr. Johnson is a collegiate track athlete out of the . His mother is working at IHS with coach Robert Millers wife and this is how contact was made. The camp was a success where we had close to 50 students that were serviced, inspired, and encouraged with join track. Pics are included in the attachment

July 1-3, 2019- G.O. Hoops came to the Browning High School and put on a basketball camp for our students. The Southern Piegan Diabetes Program organized the event and utilized the BHS Gym for our athletes. Two Former University of Montana State Bobcat players turned coach lead the camp. Although they were a little late on the first day because of weather effecting their flights from Denver, the camp was a success the first day. Coaches Kellen Hall and Leo Bull Child stepped up to the plate and lead basketball drills for the younger grades and the upper classes. Pics are included in the attachment

July 2, 2019- Cross Country Camp with Coach Steve Laforge and Roy McNabb. Steve and Roy gave motivational talks about getting better in the summer in not only the running but in strength training with weight lifting. They had to hold the camp in doors because of the weather and were unable to run out side.
The BHS runners have been running all summer sporadically every week, meaning, sometimes they'll run at noon and sometimes they'll run at 7 pm. Sometimes running 2-3 times a day.

July8-10^{t,} 2019- Girls Basketball Camp- Coach Ray Augare, Daryl "Poorboy" Croff, and Leo Bull Child had their basketball camp at the BHS Gym. 10:00 am-12:00 pm grades 4-8th, and 9-12th grade from 1:00 pm-4:00 pm. Coaches all helped in this camp with the younger grades and also helped with the upper grade levels. Leo Bull Child worked on strength training and basketball drills, Coach Poorboy Croff helped with the defense, and Coach Ray Augare helped with emphasizing what he wanted to be taught. Pictures are included.

July 9, 2019- Eekahkimaht went to the water slides with over 100 students and staff. Pics are included

July 10, 2019- Blackfeet Youth Day from 9-3:00 pm. Eekahkimaht Staff are the 2019 Tug of War Champions. Pics are included.

July 15, 2019- Professional Development day for Eekahkimaht staff where they started inventory then worked on building relationships with each other. Pics are included

July 15-17, 2019- Volleyball Camp- Grades 4-12th from 8:30am- 12:00 pm with Coach Kayla Jeckell. Coach worked on skill development, drills, and expectations for our students.

July 22-24, 2019- Softball Camp with Coach Jim Vaile, pics may not be available at this time.

Browning Public Schools July Activities 2019

July 23-24, 2019- Basketball Camp with coaches Dan Connelly and Maurice Red Horn. Pics are not available at this time.

July 23-24, 2019- Golf Camp with Coach Brian Harrell. Pics may not be available at this time

July 25-26, 2019- Wrestling Camp with Coach Travis Blue (BMS Coach), pics will not be available at this time

July 29-30, 2019, Cheer Camp with Coaches Katie McDonald and Mistee Rides at the Doore, pics are not available at this time.

Eekahkimaht- July 2019- Utilized the local museum to bring students there, visited historical sites, taught and played stickgame, participated in the North American Indian Days Parade, field trip to Mini Glaciers, mini-golf in East Glacier, going to Woodland Park, Family Fun Movie, made rattles, and had a water war at the football field. Pics may be included.

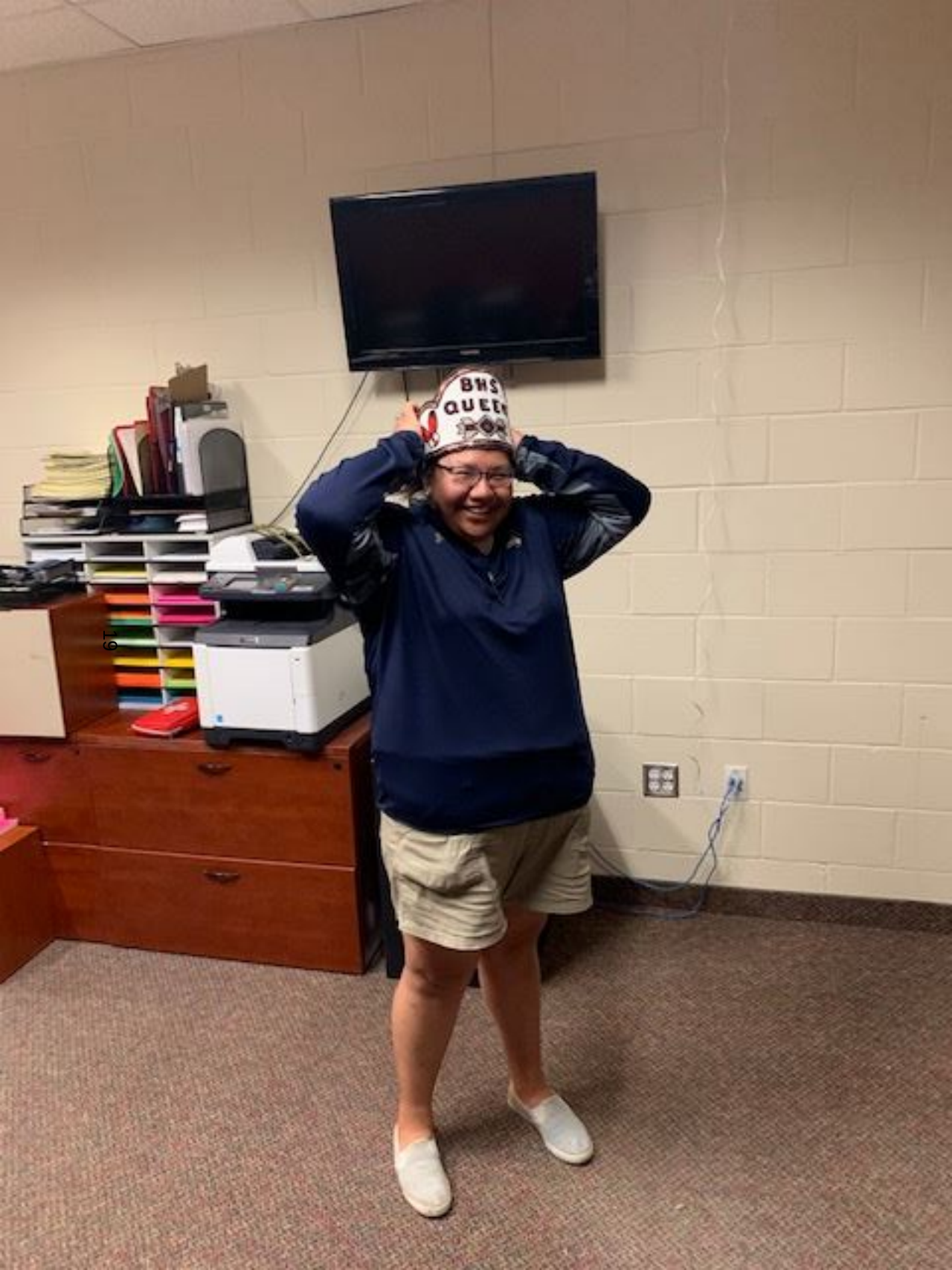
This is my first year working at the high school weight room full-time. Bob and Leo have an awesome program and have set up sport specific workouts with our student athletes. In meshing in with their present weightlifting program, besides helping with students with their workout programs (including proper form and the mind-body connection with being more aware of the muscles they are working for specific exercises), I have also helped promote the importance of aerobic training and worked on incorporating proper stretching, including yoga with our students. Often times athletes spend too much time focusing on strength training but a more balanced program includes aerobic training (improves overall fitness level) and stretching (improves flexibility, aids in recovery and is an important injury prevention strategy). As the only female worker, I am also able to help encourage more girls to get into the weight room and for them to see the benefits of adding strength training and the other 2 components.

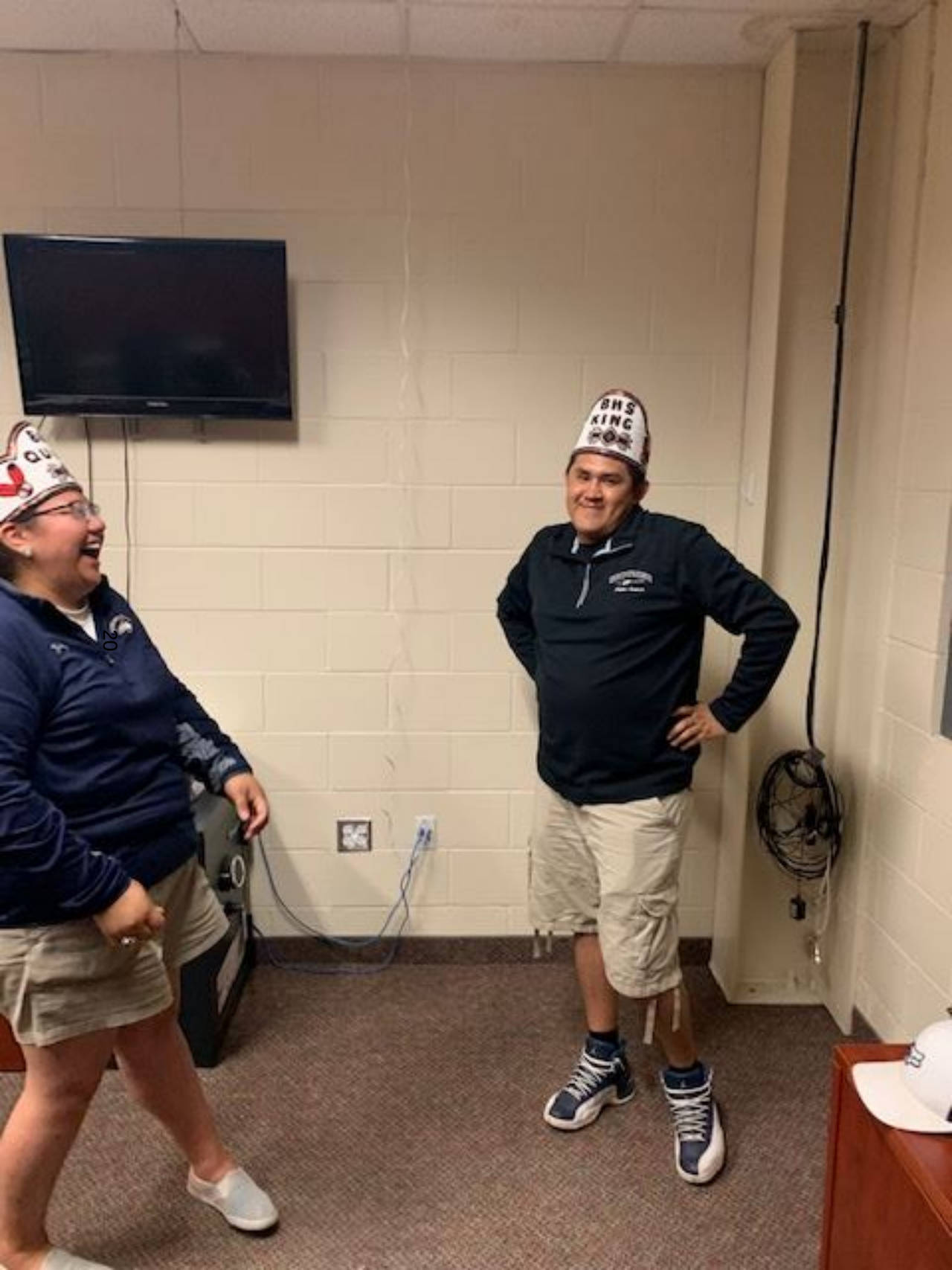

BROWNING ATHLETICS
SPORTS CAMP
NIKE


Home of the Indians
RUNNIN' INDIANS
LADY INDIANS
PLYR FLS PTS
HOME
PERIOD
GUEST
FOULS T.O.L. PLAYER FOUL T.O.L. FOULS
SCORE
MATCH
SCORE
pepsi
3 RIVERS COMMUNICATIONS
Billman's Home Decor
WE'VE ALWAYS TRAVELED SAFE
BUCKLE UP!
BROWNING ATHLETICS
SPORTS CAMP
VOLLEYBALL


INDIAN PRIDE
HAMPTON
10
LBS


WE ARE
AMERICAN


BHS
QUEEN


BHS
KING




pepsi
3 RIVERS
COMMUNICATIONS
Home Decor










CRAYON
CRAYON


28



Summer Happenings

Babb-Security Cameras

Security cameras have been installed at the Babb School covering the interior halls and main entrance. Another trip and some additional tools and two outside cameras will be mounted to cover the playground area and bus garage area.

WiFi Infrastructure

Our oldest access points have now been swapped out with a firmware upgrade to be applied in the next few weeks. With old access points swapped out and the firmware update we will increase the 'density' capability of the wifi network with minimal expense. (Density is the number of devices that can reasonably connect to an access point at one time and have service to the devices that are connected).

Security Cameras - existing

Cameras are being renamed and organized to follow general traffic patterns in the buildings. It has turned out to be quite the task but will help following a situation between camera transitions when needed for monitoring.

Internet-

We cut over our internet service on 6/30/19 from Access Montana to 3 Rivers Telecommunications. The move was required as a condition of e-rate as e-rate requires going with the lowest cost provider from the bidding process. Access Montana was $3000 more than the 3 Rivers proposal for the same 1gb of service. This change doubles our internet speed for the district from a pitiful 500 Mbps to 1Gbps of service to handle the ever growing demand of our internet resources.

Everything else-

Preparing macs and ipads for new teachers starting in August, cleaning projectors, performing various firmware updates on our firewall and web filter and all the other things that still happen on a daily basis for the districts summer operations.

Student Privacy (HB 745)

OPI is sponsoring the annual fee to be a member of the national Student Data Privacy Consortium for all districts in Montana. HB 745 is all about protecting the PII (Personally Identifiable Information) of our students across the state and commits vendors taking on the same role as we at the district are already committed to with FERPA and data protection. Within the next week the model agreement should have it's vetting completed by MTSBA and ready to roll out to software vendors starting the first week of August.

Transportation Board Report

July 22, 2019

We have been working very hard getting all the buses ready to be inspected for the new school year. We will be having our bus inspection on 7-29-2019. While getting our buses ready we clean the bus from top to bottom, front to back, the engine is sprayed down and the outside is cleaned. The mechanics service the engines, do a full check of the engine and check the tires.

We have our new Book Mobile up and running. It needs a paint job so we will be looking for three bids to get some color added to it. The ladies already had it out and the kids love the new look of the inside.

We have been very busy this summer with trips. Normally our summers get quite other than cleaning, but not this summer. We have hauled a group from Minnesota, Manpower, Piikuni Lodge and Health Institute and the Ee-Kah-Ki-Maht. Even with all the trips going our people still managed to get our buses cleaned. This month we had sixteen trips.

We also been approved by the board to purchase the new coach team bus. We are very excited to see it. The bus is being built in Tulsa Ok.

Wayne BC, Ed B and Joe W will be going to Moses Lake Wa on 7-26-19 to pick up our team bus that had broken down during our SR trip to Seattle Wa. The mechanics will also be attending a workshop on propane in Kalispell on 7-25-19, this is a free workshop.

MAINTENANCE REPORT
FACILITIES/CONSTRUCTION REPORT
JULY 2019

Submitted by: Reid Reagan

Maintenance staff has been busy filling summer work order requests throughout the buildings. Mowing and watering lawns, repairing automatic sprinkler systems. Moving surplus items to cold storage. Setting up tables/chairs at the different venues for Food Service's meals during Indian Days. Fire Suppression Systems made the rounds to all the schools testing/recharging fire extinguishers and smoke alarms. State of Mt Fire Marshall inspected the in-town schools with 3 minor violations. Responded to 27 work orders, all repairs or service calls.

HIGH SCHOOL:
ATS performed annual system analysis, upon ATS recommendation we removed 2 air handler motors to be rebuilt in time for start of school.

BMS:
Bruco deep cleaned and sealed/stained gym floor. Replace more 2 1/2" irrigation pipe. Trane serviced chiller, replacing the flow switch.

NAPI:
Bruco deep cleaned and sealed/stained gym floor. Installed 2 new doors, securing the locker rooms. Repaired library roof with asphalt patch.

BES:
Begin landscaping and installing playground equipment. Repaired gym roof with asphalt patch.

KWB:
Installed new drinking fountain with bottle filling station.

VC:
Installed new drinking fountain with bottle filling station.

ANNEX:
Replaced the dirty, soiled carpet tiles in the childcare .

As of 7/16/2019	7/10/2019					
DISTRICT BNAS						
BNAS	VERLIN WHITEMAN					
KW/VINA	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL	TONIA TATSEY					
ASSISTANT PRINCIPAL	REBECCA RAPPOLD					
FAMILY ENGAGEMENT COORDINATOR	SYDNEY ST. GODDARD					
BLACKFEET IMMERSION TEACHER KINDERGARTEN	ASHLEY BURD					
ELEMENTARY TEACHER 1ST	GEORGE SHARBONO	SHAYLEA TATSEY	X			PENDING PRE-HIRE
BNAS TEACHER 1ST GRADE	SHAYLEA TATSEY	TREYACE YELLOW OWL		X 5/31/19		Did not return contract
BNAS TEACHER	JOCELYN BIG THROAT					
ELEMENTARY TEACHER KINDEGARTEN	ANGIE PEPION	MEGAN ADAMS		X 5/31/19		
ELEMENTARY TEACHER 1ST GRADE	MARCI BURD	EVERETT ARMSTRONG	X			Everett Armstrong transferring to Student Activities Director 6/3/19
ELEMENTARY TEACHER PRE-K/KINDERGARTEN	VACANT	ANGIE PEPION				PENDING PRE-HIRE/DECLINED 6-20-10: ADVERTISED "UNTIL FILLED"
ELEMENTARY TEACHER 1ST GRADE SPECIALIST	EGAN BLACK					
ELEMENTARY TEACHER 1ST GRADE	BETTY BROCK					
ELEMENTARY TEACHER KINDERGARTEN	MCKENZIE AUGARE	MARCI BURD	X			
ELEMENTARY TEACHER 1ST GRADE	BRITTANY BURNS					
ELEMENTARY TEACHER KINDERGARTEN	CHERI DAUPHINAIS					
ELEMENTARY TEACHER PRE-K	TAYLOR CRAWFORD	SHEILA GRADY	X			2019-2020
ELEMENTARY TEACHER KINDERGARTEN	CAROL GRANT					
ELEMENTARY TEACHER 1ST GRADE	GAIL HOYT					
ELEMENTARY TEACHER 1ST GRADE	AMY MOLENDA					
ELEMENTARY TEACHER KINDERGARTEN	AMY RUNNER FISHER					
ELEMENTARY TEACHER KINDERGARTEN	SHONTEE JOHNSON					
ELEMENTARY TEACHER KINDERGARTEN	KELLEY SHARP					
ELEMENTARY TEACHER PRE-K	RUTH SHEA					
ELEMENTARY TEACHER KINDEGARTEN	BRITNEY SHOOTER					
ELEMENTARY TEACHER PRE-K	CHERI SHOW					
ELEMENTARY TEACHER 1ST GRADE	NANCY LIGHT					
ELEMENTARY TEACHER 1ST GRADE	SANDI CAMPBELL	NICOLE WHITNEY	X			moving to instructional coach effective 5/31/19
ELEMENTARY TEACHER 1ST GRADE	ZOEE JOHNSON	CALLIE ZIEGLER-EFFECTIVE 5/31/19		X		
ELEMENTARY TEACHER 1ST GRADE	SHEILA GRADY	NATHAN ZIEGLER/EFFECTIVE 5/31/19		X		
GUIDANCE COUNSELOR	TAMMY HALL-REAGAN	LYNNEL BULLSHOE				2019-202 AY
INSTRUCTIONAL COACH PRE K/K	BRANDY BREMNER					
INSTRUCTIONAL COACH 1ST GRADE	NICOLE WHITNEY	SANDI CAMPBELL	X			moving to classroom teacher effective 5/31/19
LIBRARY MEDIA SPECIALIST	SADIE HARWOOD JOHNSON					
NURSE	KIM DESROSIER					
SPECIAL EDUCATION TEACHER	DAWN MARXER					
SPECIAL EDUCATION TEACHER PRE-K	LOUISE GIEBEL					
PERSONAL CARE ATTENDANT	ANNETTE BURDEAU					
PERSONAL CARE ATTENDANT SPED	MIRANDA GRANT					
PERSONAL CARE ATTENDANT	JENNY JO TAILFEATHERS					
PERSONAL CARE ATTENDANT	CHARLES PREE					
PERSONAL CARE ATTENDANT	CLIFTON DEROCHE					
PERSONAL CARE ATTENDANT	JANET LAMERE					
PERSONAL CARE ATTENDANT SPED	SHELDON MARCEAU					VACANCY WAS PREVIOUSLY AT BES-3/6/19
SPECIAL EDUCATION (SPEECH) TEACHER ASSISTANT	JOYCE WALL					
SPECIAL EDUCATION TEACHER ASSISTANT	ASHLEY BULL CALF					
SPECIAL EDUCATION TEACHER ASSISTANT	GENEVIEVE GOUDY					
SPECIAL EDUCATION TEACHER ASSISTANT	SANDRA HENDERSON					
TEACHER ASSISTANT KINDERGARTEN	SHONDELL BLACKMAN					
TEACHER ASSISTANT KINDERGARTEN	MELODY COBELL					
TEACHER ASSISTANT KINDERGARTEN	VACANT	MALANA GRANT	X			MOVED TO BES
TEACHER ASSISTANT PRE-K	LELA GUARDIPEE					
TEACHER ASSISTANT 1ST GRADE	DEEANN INGRAHAM					
TEACHER ASSISTANT PRE-K	CARLISSA NO RUNNER					
TEACHER ASSISTANT 1ST GRADE	JULENE RATTLER					
TEACHER ASSISTANT 1ST GRADE	BONNIE LOU ROBERTS					
TEACHER ASSISTANT PRE-K	SUSIE SMALL					
TUTOR 1ST GRADE	KORI WALTER					
CUSTODIAN	DARREN MAGEE					
CUSTODIAN	DEAN KIPLING					
CUSTODIAN	LAUREN MONROE					
CUSTODIAN	FRANCIS VIELLE					
HEAD SCHOOL SECRETARY	ROSETTA BIRD RATTLER					
ASSISTANT SECRETARY	MEMOREE TATSEY					
BROWNING ELEMENTARY SCHOOL	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL	SHEILA HALL	JENNIFER LAFROMBOISE WAGNER	X			Transfer TO BHS 6-18-19
ASSISTANT PRINCIPAL	VACANT	KARI MCKAY	X			Transfer to BHS 6-18-19 -Advertising
BNAS TEACHER	ARTHUR WESTWOLF					
BNAS TEACHER	AMANDA WHITEMAN					
ELEMENTARY TEACHER 2ND GRADE	MELISSA HENDERSON					
ELEMENTARY TEACHER 3RD GRADE	MARSHA SWITZER	KAYLA JECKELL	X			Moved to Napi
ELEMENTARY TEACHER 3RD GRADE	HEIDI HANNON	MELINDA JUNEAU	X			
ELEMENTARY TEACHER 3RD GRADE	DANA BREMNER					
ELEMENTARY TEACHER 2ND GRADE	VACANT	TAYLOR CRAWFORD	X			
ELEMENTARY TEACHER 3RD GRADE	ELISHA DAVIS					
ELEMENTARY TEACHER 2ND GRADE	JENNIFER DEROCHE					
ELEMENTARY TEACHER 2ND GRADE	JESSI EDWARD					
ELEMENTARY TEACHER/IMMERSION 2ND GRADE	SAMANTHA GRANT					
ELEMENTARY TEACHER 3RD GRADE	ELSIE GROUND					
ELEMENTARY TEACHER 3RD GRADE	RADIUM WOOLF	HEIDI HANNON	X			
ELEMENTARY TEACHER 2ND GRADE	TOMMY HEAVY RUNNER					
ELEMENTARY TEACHER MUSIC	GAYLENE HENDERSON					
ELEMENTARY TEACHER 3RD GRADE	VICTORIA MCCLELLAN					
ELEMENTARY TEACHER 2ND GRADE	VIVIAN SANDERVILLE					
ELEMENTARY TEACHER 2ND GRADE	CARINA STOVES					
ELEMENTARY TEACHER/IMMERSION 3RD GRADE	WILLAMINA TAILFEATHERS					
ELEMENTARY TEACHER 2ND GRADE	VACANT	RADIUM WOLF	X			
GUIDANCE COUNSELOR	DAWN MAGEE COBELL					
HEALTH ENHANCEMENT TEACHER	CALVIN LANG					
INSTRUCTIONAL COACH	VACANT	SHEILA HALL	x			Advertising
INSTRUCTIONAL COACH	ARLENE WIPPERT					
LIBRARY MEDIA SPECIALIST	JIMI LUNAK					
SPECIAL EDUCATION TEACHER	MARY BELCOURT					
SPECIAL EDUCATION TEACHER	VACANT	ELIZABETH TAILFEATHERS			X	Did not return contract
TECHNOLOGY TEACHER	SHAWNEE MOMBERG					

ATTENDANCE AIDE	JILL MADMAN					
HEAD SCHOOL SECRETARY	SASHEEN CAMPBELL					
CUSTODIAN	ANGELA BUTTERFLY					
CUSTODIAN	QUENTIN NEW ROBE JR.					
CUSTODIAN	KIM RADASA					
SPECIAL EDUCATION TEACHER ASSISTANT	FRANCES KITTSON					
SPECIAL EDUCATION TEACHER ASSISTANT	ANGEL MARCEAU					
SPECIAL EDUCATION TEACHER ASSISTANT	MALANA GRANT	JENNIFER GREENE-		X 5/31/19		
SPECIAL EDUCATION TEACHER ASSISTANT	MICHELLE TAIL FEATHERS					POSITON WAS PREVIOUSLY AT KW/VINA 3/6/2019
PERSONAL CARE ATTENDANT	SHAINELL BIRDRATTLER					
PERSONAL CARE ATTENDANT	TERESA REEVIS					
PERSONAL CARE ATTENDANT	JOYCE WATTS					
TEACHER ASSISTANT	DOROTHY BEAR CHILD					
TEACHER ASSISTANT	KORTNI GUARDIPEE					
TEACHER ASSISTANT	DELLYSSA LADD					
TEACHER ASSISTANT	KAMI WELLMAN					
TEACHER ASSISTANT	JAVIER BUSTOS					
NAPI ELEMENTARY SCHOOL	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL	SICILY BIRD					
ASSISTANT PRINCIPAL	JESSICA RACINE					
BNAS TEACHER	VACANT	KEVIN KICKINGWOMAN	x			TRANSFER TO BHS
ELEMENTARY TEACHER 4TH GRADE	BRANDON BERTHELSON					
ELEMENTARY TEACHER PE	ZEBAH BUEDEAU	RAYMOND CROFF		X 5/31/19		APPROVED 6-11-19
ELEMENTARY TEACHER 6TH GRADE	ADRIEN TAILFEATHERS	VICTORIA GUARDPIEE				
ELEMENTARY TEACHER 5TH GRADE	CHASE NEVAREZ					
ELEMENTARY TEACHER SPECIALIST	THEODORA WEATHERWAX					
ELEMENTARY TEACHER 4TH GRADE	VACANT	GENEVIEVE WILSON	X			MOVED INTO INSTRUCTIONAL COACH POSITION
COUNSELOR	JASON ANDREAS					
ELEMENTARY TEACHER 5TH GRADE	ANNA ARMSTRONG					
ELEMENTARY TEACHER 4TH GRADE	PATRICK ARMSTONG JR					
ELEMENTARY TEACHER 5TH GRADE	DANIELLE AUGARE					
ELEMENTARY TEACHER 4TH GRADE	CARSON BRYANT					
ELEMENTARY TEACHER 6TH GRADE	HEIDI DUBRAY					
ELEMENTARY TEACHER 5TH GRADE	KAYLA JECKELL	ROBERT GUNN		X		EFFECTIVE 5/31/19
ELEMENTARY TEACHER 4TH GRADE	SIERRA MATT					
ELEMENTARY TEACHER 6TH GRADE	ASPEN MANYHIDES	DAVID RICCI	X			PENDING PRE-HIRE/A[PPROVAL
ELEMENTARY TEACHER 4TH GRADE	VACANT	ADRIANE TAILFEATHERS	X			moved to 6th grade
ELEMENTARY TEACHER 4TH GRADE	KELLI BURKE					
ELEMENTARY TEACHER 5TH GRADE	JEREMY WELLS					
ELEMENTARY TEACHER	MYLIN LAZYBOY	VACANT				Approved 5/14/19
MUSIC TEACHER	VACANT	ADRIEN WAGNER	X			Adrien W. Moved to BHS/BMS Effective March 27, 2019
GUIDANCE COUNSELOR	DANA BIRD					
LIBRARY MEDIA SPECIALIST	LORINDA DEVINE					
SCHOOL NURSE	JODY SABO					
SFA FACILITATOR	EDITH WAGNER					
SPECIAL ED TEACHER	JUANITA SLOSS					
SPECIAL ED TEACHER	PAMELA MADPLUME					
SPECIAL ED TEACHER	JESSICA SCHAUF	MATTHEW SWENSON		X		PENDING PRE-HIRE
ELEMENTARY TEACHER SPECIALIST	MICHELLE HARRELL					
ELEMENTARY TEACHER 6TH GRADE	VICTOR MADPLUME					
ELEMENTARY TEACHER 4TH GRADE	ANDREA SANGRAY					
ELEMENTARY TEACHER 5TH GRADE	VACANT	MARSHA SWITZER		X		Transfer to BES 2019-2020
ELEMENTARY TEACHER	SHERINA WHITFORD	CANDACE TUCKER		X		
ELEMENTARY TEACHER 6TH GRADE	AUTUMN GILROY					
PERSONAL CARE ATTENDANT	IRIS BEGAY					
PERSONAL CARE ATTENDANT	WHISPER MICHEL					
PERSONAL CARE ATTENDANT	JUSTINE STEWARD					
PERSONAL CARE ATTENDANT	ETTORE WHITFORD					
SCHOOL SECRETARY	KIM BIRDRATTLER					
ATTENDANCE AIDE	AMANDA FLAMMOND					
SPED TEACHER ASSISTANT	SUSAN RACINE					
SPED TEACHER ASSISTANT	ETTA SINCLAIR					
SPED TEACHER ASSISTANT	KARLA MONROE					
SPED TEACHER ASSISTANT	MARNESSA INGRAHAM					
TEACHER ASSISTANT	BETH AUGARE					
TEACHER ASSISTANT	RAQUEL VAILE	KORRINA KENNEDY	X			
TEACHER ASSISTANT	DEE DEE SPOTTED BEAR					
TEACHER ASSISTANT	EARL TAIL JR					
TEACHER ASSISTANT	DELORA BEARCHILD					
TEACHER ASSISTANT	LAURA MADMAN					
TEACHER ASSISTANT	SELMA YELLOW KIDNEY	JUSTIN MARCEAU		X		
CUSTODIAN	LYDELL CALFLOOKING					
CUSTODIAN	RAYMOND DAYRIDER					
CUSTODIAN	YVONNE DEROCHE					
INSTRUCTIONAL COACH	GENEVIEVE WILSON-BRAGG					
INTERVENTIONIST	VICTORIA GUARDIPEE					
BROWNING MIDDLE SCHOOL	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL	ANGELA HEAVYRUNNER	DENNIS JUNEAU-EFFECTIVE 6/17/2019		X		APPROVED 7/9/19
ASSISTANT PRINCIPAL	TRACEY THOMAS	ANGELA HEAVYRUNNER	X			PENDING PRE-HIRE
CLASSROOM TEACHER 8TH GRADE ELA	LORI LAPLANTE					
CLASSROOM TEACHER 7TH GRADE SCIENCE	JODIE GOSS					
CLASSROOM TEACHER 7TH GRADE ELA	JULIE HAYES					
CLASSROOM TEACHER 7-8 ART	APRIL JIMENEZ					
INSTRUCTIONAL COACH	JO ANN POWELL					
CLASSROOM TEACHER 8TH GRADE ELA	RODOLFO RIVAS					
CLASSROOM TEACHER 8TH GRADE ELA	RONALD TUCKER					
CLASSROOM TEACHER 7-8 BNAS	CAROLYN ZUBACK					
CLASSROOM TEACHER 7TH GRADE MATH	ELIZABETH COLEMAN					
COUNSELOR	SHEILA RUTHERFORD					
DEAN OF STUDENTS	MELINDA JUNEAU					
CLASSROOM TEACHER READING	GLENDA EAGLE FEATHERS	PATRICK BLACKWEASEL	X			
CLASSROOM TEACHER READING	SHARON TUCKER					
HEALTH ENHANCEMENT/PE 8TH GRADE	KYLIE BLACK					
HEALTH ENHANCEMENT/PE 7TH GRADE	CODY HENDERSON					
CLASSROOM TEACHER 7-8 JUNIOR ACADEMY	PATRICK HAGAN					
CLASSROOM TEACHER 7-8 JUNIOR ACADEMY	SUNNIE BIRD	JOHANNA HELLMAN JOHNSON	X			TRANSFER TO BHS 2019-20
CLASSROOM TEACHER 7TH GRADE ELA	DAVID RICCI	SUNNIE BIRD	X			
LIBRARY MEDIA SPECIALIST	BRENDA KRAMER					
CLASSROOM TEACHER 8TH GRADE MATH	MARGARET TAILFEATHERS					
CLASSROOM TEACHER 8TH GRADE SCIENCE	RAQUEL LITTLEPLUME					
CLASSROOM TEACHER 8TH GRADE SOCIAL STUDIES	ANSEL TRAYNOR					
CLASSROOM TEACHER 7TH GRADE SOCIAL STUDIES	TRACY MOMBERG					
SPECIAL ED TEACHER	IRENE AUGARE	DONALD COMES AT NIGHT		X		TRANSFER 6-18-19
SPECIAL ED TEACHER	VACANT	LAURA HALL		X		ADVERTISING

CLASSROOM TEACHER 7TH GRADE MATH	ERIN GILHAM					
CLASSROOM TEACHER 7-8 TECHNOLOGY	MISTYNE HALL					
CLASSROOM TEACHER MUSIC .5 FTE	ADRIEN WAGNER					
CLASSROOM TEACHER SHOP .5 FTE	ROBERT BREMNER					
TITLE 1 SPECIALIST	VIOLET SINCLAIR BOGGS					
PERSONAL CARE ATTENDANT	AUDREY CALF ROBE					
SECURITY/CUSTODIAN	CHRISTOPHER CROSBY					
CUSTODIAN	LARRY BEAR MEDICINE					
CUSTODIAN	STEVEN GALLINEAUX					
CUSTODIAN	WILLIAM VIELLE					
HEAD SCHOOL SECRETARY	EDNA POLLOCK					
ASSISTANT SCHOOL SECRETARY	KEVEN SINCLAIR					
TEACHER ASSISTANT	ROBERT JUAREZ					
TEACHER ASSISTANT	ALICIA RAINING BIRD					
TEACHERS ASSISTANT	JACE RACINE					
TEACHER ASSISTANT	SARAH KUKA	SELMA YELLOWKIDNEY	X			Transfer Effective 5/20/19
HOME SCHOOL COORDINATOR	JOSEPHINE BROWN					
HOME SCHOOL COORDINATOR	HAROLD MADPLUME					
SPED TEACHER ASSISTANT	SHONDA MARCEAU					
SPED TEACHER ASSISTANT	NATASHA BARTHA					
BNAS TEACHER .5 FTE	KEVIN KICKING WOMAN	VERLIN WHITEMAN	X			FTE .50 BMS/.50 BHS
BROWNING HIGH SCHOOL	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL	JENNIFER LAFROMBOISE WAGN	BILLIE JO JUNEAU	X			TRANSFER EFFECTIVE 6/17/19
ASSISTANT PRINCIPAL	KARI MCKAY		X 6/26/19			BOARD APPROVAL OF POSITION CHANGE FROM DEAN OF STUDENTS 6/26/19
ASSISTANT PRINCIPAL	WILLIAM HUEBSCH					
CLASSROOM TECHER VO-AG	RICHARD HAGBERG					
CLASSROOM TEACHER BNAS	DARCY SKUNK CAP					
CLASSROOM TEACHER BNAS .5 FTE	KEVIN KICKING WOMAN	VERLIN WHITEMAN	X			FTE .50 BMS/.50 BHS
CLASSROOM TEACHER MATH INTERVENTION	TRAVIS MILLER	JANET GUARDIPEE		X		EFFECTIVE 6-17-19 -BOARD APPROVAL TO CHANGE FROM BUSINESS ED. TO MATH INTERVENTION POSITION 6/26/19
CLASSROOM TEACHER SCIENCE	JIM VAILE					
CLASSROOM TEACHER VO-TECH-AUTO/WELDING	BEN STEELE					
CLASSROOM TEACHER MATH	WHITNEY BREMNER	RAISA ALLEN		X		APPROVED 5-29-19
CLASSROOM TEACHER ELA	BRENDA JOHNSTON					
CLASSROOM TEACHER MUSIC	JUNE MATT					
CLASSROOM TEACHER PE-HEALTH	ROBERT MILLER					
CLASSROOM TEACHER ELA	CHERYL TAILFEATHERS					
CLASSROOM TEACHER TECHNOLGY	ROGER ZENTZIS					
CLASSROOM TEACHER-ART	FRANCIS GUARDIPEE					
CLASSROOM TEACHER-HEALTH	BRIAN HARRELL					
CLASSROOM TEACHER-SOCI	LEO BULLCHILD					
COUNSELOR	LYNNEL BULLSHOE	KATHLEEN BROERE	X 6/26/19			
COUNSELOR	JOHN PARENTE	GLENDA EAGLEFEATHERS	X			2019-2020 AY
COUNSELOR	JACK PARRENT	TAMMY HALL	X			2019-2020 AY
COUNSELOR	SIENNA SPEICHER				X	NEW POSITION-BOARD APPROVAL 6-26-19
DEAN OF STUDENTS		JACK PARRENT	X			POSITION CHANGED TO ASSISTANT PRINCIPAL 6-26-19
CLASSROOM TEACHER ELA	GUSTAVO GARCES					
CLASSROOM TEACHER ELA	VACANT	JOANNE GRANDSTAFF	X 6/26/19			ADVERTISING
CLASSROOM TEACHER ELA	JOHANNA HELLMAN-JOHNSON	QUENTIN MILLER		X		JOHANNA HELLMAN JOHNSON TRANSFER 2019-20
CLASSROOM TEACHER ELA/READING	WILMA MADPLUME					
CLASSROOM TEACHER PE-HEALTH	ROSS DEROCHE					
CLASSROOM TEACHER FAMILY CONSUMER SCIENCE	JOANNE GRANDSTAFF	SUSAN MEINEKE		X		J GRANDSTAFF TRANSFERRED 6-27-19
INSTRUCTIONAL COACH	ANDREA EVANS					
LIBRARY MEDIA SPECIALIST	AMY CONREY ANDREAS					
SOCIAL STUDIESLIBRARY MEDIA SPECIALIST	GLENN CASTEL					
CLASSROOM TEACHER MATH	VACANT	DEBRA HIGH		X		ADVERTISING for 2019-20
CLASSROOM TEACHER MATH	VACANT	TRAVIS MILLER	X 6/27/19			
CLASSROOM TEACHER MATH	LUCY MURGAIN					
CLASSROOM TEACHER MATH	RANDALL RIVAS					
CLASSROOM TEACHER MUSIC .5 FTE	ADRIEN WAGNER					
NURSE	CHARLENE WHITEQUILLS					
CLASSROOM TEACHER-SOCIAL STUDIES	ROBIN BEARCHILD					
CLASSROOM TEACHER-SOCIAL STUDIES	LEA WHITFORD					
SPECIAL ED TEACHER	LAURA MONROE					
SPECIAL ED TEACHER	KATHERINE SKUNK CAP					
SPECIAL ED TEACHER	CARLA WHITEGRASS					
CLASSROOM TEACHER SCIENCE	MERI GOBERT					
CLASSROOM TEACHER SCIENCE	MELODY SMALL					
CLASSROOM TEACHER SCIENCE	VACANT	LEO BIRD		X		ADVERTISING FOR 2019-20
CLASSROOM TEACHER VO-TECH-WOOD SHOP .5 FTE	ROBERT BREMNER					
CUSTODIAN	CALVIN MCKAY	BRANDON BUTTERFLY		X		APPROVED 6/11/19
CUSTODIAN	CLARENCE CAN JR					
CUSTODIAN	ANSON CUMMINS					
CUSTODIAN	CHRIS EDWARDS JR					
CUSTODIAN	WAYNE WIPPERT					
CUSTODIAN/SECURITY	CARL LITTLEDOG SR					
SCHOOL SECRETARY	JOSEPHINE WAGNER					
ASSISTANT SCHOOL SECRETARY	GERALD PARRENT JR.	LORIAL MOMBERG		X		EFFECTIVE 7/29/19
ATTENDANCE RECEPTIONIST	LADEAN RACINE					
OFFICE AIDE, ISS	GAIL OSCAR					
SPECIAL ED TEACHER ASSISTANT	RONELL GOSS	CHERRI RATTLER		X		Approved 5/14/9
SPECIAL ED TEACHER ASSISTANT	EDWARD RUNNING RABBIT					
SPECIAL ED TEACHER ASSISTANT	GALA UPHAM					
SPED TEACHER ASSISTANT	MARY BETH LAZYBOY					
TEACHER ASSISTANT	JOHN MCCLURE					
PERSONAL CARE ATTENDANT	MARJORIE LABUFF					
PERSONAL CARE ATTENDANT	MARY WALL					
HOME SCHOOL COORDINATOR	JOLENE VANCE					
SCHOOL BASED THERAPIST	KATHLEEN BROERE	NEW POSITION			X	POSITION CREATED BY BOARD APPROVAL 6/26/19
SCHOOL RECEPTIONIST	FRANCES RACINE	NEW POSITION				POSITION CREATED BY BOARD APPROVAL
BUFFAL HIDE ACADEMY	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
DIRECTOR OF ALTERNATIVE EDUCATION	MATTHEW JOHNSON					
CLASSROOM TEACHER	GREGORY KLAUK					
CLASSROOM TEACHER	TROY ATCHISON					
CLASSROOM TEACHER	KATIE MCDONALD					
COUNSELOR	CHRISTOPHER LEWIS					
COUNSELOR	CHARLES SPEICHER					
ENGLISH TEACHER	NICHOLAS RINK					
HALF-TIME TEACHER	JASON KRANE					
SCHOOL SECREATARY	BRENDA BIRD					
TEACHERS ASSISTANT	LARRY FISH					

TEACHERS ASSISTANT	KARLEEN WHITEGRASS					
CUSTODIAN WBH-ANNEX	LEROY STILLSMOKING					
HOME SCHOOL COORDINATOR	LACEY SALOIS					
BABB ELEMENTARY	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
(LEAD) TEACHER K-2ND GRADE	JENNIFER FENNER					
ELEMENTARY TEACHER 3RD-6TH GRADE	MARY SUZANNE WEEKES					
TEACHER ASSISTANT	VACANT	JACKY MAKESCOLDWEATHER	X			WILL NOT BE FILLED AT THIS TIME
TEACHER ASSISTANT	JENNIFER REED					
CUSTODIAN	MARYANN FLAMAND					
CHILD CARE-PCOP	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
DIRECTOR	JULIE NICHOLE HANNON					
HISET TUTOR	JERELYN GOBERT					
CHILD CARE AIDE I	BRISTEN BELCOURT	BRITTNEY L RACINE	X			
CHILD CARE AIDE II	MONICA KIPLING	ZITA OTTERSBACH		X		
CHILD CARE AIDE II	NADO MADPLUME					
PART TIME CHILD CARE I	VACANT	MADILYN WALKER CONNELLY		X		ADVERTISING
PART TIME CHILD CARE I	TRISTAN BIRD	BRISTEN BELCOURT-TRANSFER	X			APPROVED 5/14/19
PART TIME CHILD CARE I	CHARLOTTE FLAMMOND					
COLONY SCHOOLS	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PRINCIPAL/TEACHER	NATASHA SILIEZAR					
CLASSROOM TEACHER GLENDALE	CINDY SHOW					
SPECIAL EDUCATION TEACHER ASSISTANT	ELLEN CHRISTFERSON					
ELEMENTARY TEACHER BIG SKY	WILLIE SHARP					
TA & SPED TA	JACKY MAKES COLD WEATHER	CARRIE SPOTTED BEAR		X		
STUDENT ACTIVITIES	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
DIRECTOR	EVERETT ARMSTRONG	TONY WAGNER		X		
SECRETARY	MYNDI GALLAGHER-HORN	CHANEL BIRD		X		
ADMINISTRATION	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
SUPERINTENDENT	CORRINA GUARDIPEE-HALL					
CURRICULUM COORDINATOR	JERI MATT					
HUMAN RESOURCES DIRECTOR	JOHN SALOIS	EMORIE DAVIS BIRD		X		
BNAS COORDINATOR	ROBERT HALL					
SUPERINTENDENT/BOARD ADMINISTRATIVE ASSISTANT	CARLENE ADAMSON					
HUMAN RESOURCES ADMNISTRATIVE ASSITANT	SHERIE BLUE					
FINANCE DIRECTOR	STACY EDWARDS					
IT DIRECTOR	EVERETT HOLM					
IT TECHNICIAN	WILLIAM KENNEDY					
DATA SPECIALIST/GRANT COMPLIANCE ADMINISTRATIVE ASSISTANT	CRYSTAL TAILFEATHERS					
ACCOUNTING CLERK	LINDA BAKER					
BENEFITS CLERK	RIKIE CALICA					
ACCOUNTS PAYABLE	ROSE RACINE					
RECEPTIONIST	TERESA ROLAND					
PAYROLL CLERK	JESSICA RUTHERFORD					
Title IX, Attendance, ,Olweus Coordinator	BILLIE JO JUNEAU	NATASHA SILIEZAR	X			Effective 6/17/19: FTE .25 COLONIES, .75 ADMIN, .375 ATTENDANCE/EWS
GEAR UP	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
GEAR UP COORDINATOR	MELANI MAGEE					
GEAR UP STUDENT ACHIEVMENT SPECIALIST-BHS	CINNAMON CRAWFORD					
GEAR UP STUDENT ACHIEVMENT SPECIALIST-BMS	NATHAN STONE					
FOOD SERVICES-WAREHOUSE	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
DIRECTOR	LYNNE KEENAN					
SITE SUPERVISOR	JERRICA LUNAK	SANDRA RIVAS		X		EFFECTIVE 7/11/19
HD COOK BES	STEPHANIE BLACKMAN					
HD COOK KWB	SARAH DEROCHE					
HEAD COOK NAPI	CARLITA NORUNNER					
HD COOK VINA	JOANNE STILLSMOKING					
HD COOK BMS	CARLA TROMBLEY					
HEAD COOK-BABB	KIMBERLY WALKER					
HEAD COOK BHS	KYLYE FARMER					
ASST COOK BHS	MICHELLE PLOUFFE					
ASST COOK BES	ASHELY BLACKMAN					
ASST COOK NAPI	SHELLY BUTTERFLY					
ASST COOK NAPI	KIMMA FLAMOND					
ASST COOK BMS	PHILLIP SURECHIEF					
F/T ASST COOK VINA	MYRNA RACINE					
ASST COOK NAPI	LAURA IRONPIPE					
PT ASST COOK BMS	VACANT	SARAH KUKA	X			Advertising- TRANSFERRED TO BMS effecite 5/20/19
ASSISTANT COOK KW	VACANT	MARY CALFLOOKING			X	ADVERTISING-EMPLOYEE HIRED DID NOT SHOW
PT FLEX ASSISTANT COOK	VACANT	CECELIA WHITEMAN		X		CLOSED- PENDING INTERVIEWS
ASST COOK VINA	MELODY LERMA					
SUPPER PROGRAM SUPERVISOR	VACANT	JERRICA LUNAK	X			MOVED TO SITE SUPERVISOR
PT HEAD COOK NAPI/SUPPER PROGRAM	KENNETH BURLAND	NEW POSITION				
PT ASSISTANT COOK NAPI/SUPPER PROGRAM	RONALD MADPLUME	NEW POSITION				
WAREHOUSE SUPPLY CLERK	VANCE MATT	DARRELL DEROCHE		X		
WAREHOUSE SUPPLY CLERK	DEAN J. KIPLING	SHANE HEAVYRUNNER		X		0..
DEPT PROG SECRETARY	KIMBERLY WIPPERT					
COPY CENTER OPERATOR	YVONNE MCKENNEY					
GOOD MEDICINE PROGRAM	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
PROGRAM COORDINATOR	KIMBERLY TATSEY MCKAY					Current Grant ends on 9/30/19
PROGRAM SPECIALIST		KARLA BIRD		**X 6/17/19**		Current Grant ends on 9/30/19
YOUTH MENTAL HEALTH SPECIALIST-FLOATER	TESSA RACINE					Current Grant ends on 9/30/19
YOUTH MENTAL HEALTH SPECIALIST-BES	DANIELLE RINEHART					Current Grant ends on 9/30/19
YOUTH MENTAL HEALTH SPECIALIST-NAPI	JENNIFER EHLERS					Current Grant ends on 9/30/19
YOUTH MENTAL HEALTH SPECIALIST-KW/VINA	JULIANA SALOIS					Current Grant ends on 9/30/19
						Current Grant ends on 9/30/19
MAINTENANCE, SECURITY, FACILITIES	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**

MAINTENANCE, FACILITIES, SECURITY DIRECTOR	REID REAGAN					
MAINTENANCE ASST	AARON MCLEAN					
MAINTENANCE SKILLED ELECTRICIAN	NELSON RUNNING CRANE					
MAINTENANCE SKILLED TECH	KYLE COURSEY					
MAINTENANCE SKILLED TECH	LOREN CROFF					
MAINTENANCE SKILLED TECH	DARYL BUTTERFLY					
MAINTENANCE SKILLED TECH	RICHARD SANCHEZ					
MAINTENANCE SKILLED TECH	ALVIN YELLOWOWL III					
MAINTENANCE SKILLED TECH	CALVIN RACINE					
FLEX CUSTODIAN	BRETT WAGNER					
FLEX CUSTODIAN	MARVIN MADPLUME					
FLEX CUSTODIAN	KORRINA KENNEDY	KRISTEN RATTLER	X			
PROGRAM/DEPARTMENT SECRETARY	MICHELLE GUARDIPEE					
PROGRAM/DEPARTMENT SECRETARY	DIXIE GUARDIPEE					
SECURITY	HILLARY GILHAM					
SECURITY	JAMES RUSSELL					
SECURITY	NATALIE TATSEY					
SPECIAL SERVICES	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
SPEECH LANGUAGE AIDE	REGINA RINK					
SPED TEACHER (SELF CONTAINED)	IRENE AUGARE		X			TRANSFER POSITION TO BMS 6-18-19
CLASSROOM TEACHER SPED	VIRGIL BULLSHOE					
SCHOOL PSYCHOLOGIST	GINNY CRAWFORD					
SCHOOL PSYCHOLOGIST	VACANT	BARBARA KAPP				
SCHOOL PSYCHOLOGIST	VACANT				X	NEW POSITION CREATED 6/26/19
SPEECH/LANGUAGE PATHOLOGIST	VACANT	CHERYL RAH LOCK			X	Pending Pre-hire
SPED TA-SELF CONTAINED	MASALA PRELWITZ					
CONFIDENTIAL SECRETARY	COLLEEN NOLAN					
SPED DIRECTOR	MAUREEN STOTT	JILL MATTINGLY		X		APPROVED 5-29-19
TRANSPORTATION	**EMPLOYEE NAME**	**PREVIOUS EMPLOYEE**	**TRANSFER**	**RESIGN**	**OTHER**	**NOTES**
TRANSPORTATION DIRECTOR	TERI DEROCHE	WAYNE HALL			X	Wayne Hall's last day will be June 30, 2019-TERI DEROCHE APPROVED 5-29-19 START DATE 7-1-19
SECRETARY	ELLA WALL	TERI DEROCHE	X			TERI MOVING TO TRANSPORTATION DIRECTOR 7-1-19
RADIO OPERATOR	RACHEL GUERRERO PEREZ					
MECHANIC	MERLIN BIRDRATTLER					
MECHANIC	EDWARD BURKE					
BUS DRIVER 12 MTH	FRANCIS WAYNE BULLCALF					
BUS DRIVER 12 MTH	LISA BULLCALF					
BUS DRIVER 12 MTH	JOSEPH BULLSHOE					
BUS DRIVER 12 MTH	GAYLE RATD SR					
BUS DRIVER 12 MTH	JOSEPH WIPPERT					
BUS DRIVER 12 MTH/BILLING	DEANNA LAHR	ELLA WALL	X			TRANSFER EFFECTIVE 7-1-19
BUS DRIVER 9 MTH	NATHANIEL BIRDRATTLER					
BUS DRIVER 9 MTH	JOEY AIMSBACK					
BUS DRIVER 9 MTH	DESIRAE FLAMMOND					
BUS DRIVER 9 MTH	BRENDA GUARDIPEE					
BUS DRIVER 9 MTH	PHILIP HIGGINS					
BUS DRIVER 9 MTH	LOUIS KICKINGWOMAN					
BUS DRIVER 9 MTH	FRANCIS LAZYBOY					
BUS DRIVER 9 MTH	WESLEY WELLS					
BUS DRIVER 9 MTH	RYAN WOOD					
BUS DRIVER 9 MTH	MARGUERITE HIGGINS					
BUS DRIVER 9 MTH	VACANT	DEANNA LAHR	X			TRANSFER EFFECTIVE 7-1-19-ADVERTISING
BUS DRIVER 9 MTH	BETTY LOYA					
BUS DRIVER 9 MTH	COHRIE LORENZO					
BUS DRIVER 9 MTH	JAMIE BULL CALF					

2019-2020 Coaching STAUS Worksheet

AS OF 7/18/2019

Sport/Activity	School	Season	Coach
	High School		
Head Golf	High School		Brian Harrell
Assistant Golf	High School		
Head Cross Country	High School		Ygnatio Laforge
Assistant Cross Country	High School		Ross Deroche
Assistant Cross Country	High School		Shaylea Tatsey
Head Volleyball	High School		Kayla Jeckell
Assistant Volleyball	High School		Vacant
Assistant Volleyball	High School		Cassandra Finn (Weatherwax)
Head Football	High School		Ansel Traynor
Assistant Football	High School		Vacant
Assistant Football	High School		David Ricci
Assistant Football	High School		Terrance Lafromboise
Assistant Football	High School		Vacant
Assistant Football	High School		Vacant
Head Fall Cheerleading	High School		Vacant
Head Speech & Debate	High School		Edith Wagner
Assistant Speech & Debate	High School		
Head Girls Basketball	High School		Raymond Augare
Assistant Girls Basketball	High School		Daryl Croff
Assistant Girls Basketball	High School		Leo BullChild
Head Boys Basketball	High School		Daniel Connelly
Assistant Boys Basketball	High School		Maurice Redhorn
Assistant Boys Basketball	High School		
Head Wrestling	High School		Casey McDonald
Assistant Wrestling	High School		Marlin Wippert
Assistant Wrestling	High School		
Head Winter Cheerleading	High School		Katie McDonald
Assistant Winter Cheerleading	High School		Mistee RidesAtTheDoor
Head Track	High School		Robert Miller
Assistant Track	High School		Raymond Croff
Assistant Track	High School		Ygnatio Laforge
Assistant Track	High School		
Head Softball	High School		Jim Vaile
Assistant Softball	High School		Brian Harrell
Assistant Softball	High School		Mistee RidesAtTheDoor
Band Director	High School		
Choir Director	High School		
Special Olympics	High School		
After School Activities Coordinator	Ee-Kah-Kii-Maht (7-12)		
Concession Sponsor			

Middle School

Athletic Coor.	Middle School	
Football	Middle School	Steven Gallineaux
Football	Middle School	
Football	Middle School	
Football	Middle School	
Football	Middle School	
Football	Middle School	
Girls Basketball	Middle School	Danielle Augare
Girls Basketball	Middle School	William Whitegrass
Girls Basketball	Middle School	Arlan Edwards
Girls Basketball	Middle School	
Cross Country	Middle School	Waverly Shawl
Cross Country	Middle School	Michelle Calf Tail
Boys Basketball	Middle School	Waylon Bennett
Boys Basketball	Middle School	Jarriel Blackman
Boys Basketball	Middle School	Arlan Edwards
Boys Basketball	Middle School	William Whitegrass
Volleyball	Middle School	
Volleyball	Middle School	
Volleyball	Middle School	
Volleyball	Middle School	
Wrestling	Middle School	
Wrestling	Middle School	
Wrestling	Middle School	
6th/7th/8th Track	Middle School	
6th/7th/8th Track	Middle School	
6th/7th/8th Track	Middle School	
6th/7th/8th Track	Middle School	
6th/7th/8th Softball	Middle School	
6th/7th/8th Softball	Middle School	
6th/7th/8th Softball	Middle School	
Golf	Middle School	
Golf	Middle School	
Band Director	Middle School	
Choir Director	Middle School	
	Napi Elementary	
Athletic Coor.	Napi Elementary	David Ricci
4th/6th Cross Country	Napi Elementary	
4th/6th Cross Country	Napi Elementary	
4th/5th Football	Napi Elementary	Earl Tail
4th/5th Football	Napi Elementary	Edward Fish
4th/5th Football	Napi Elementary	Tommy Heavy Runner
4th/5th Football	Napi Elementary	
6th Girls Basketball	Napi Elementary	
6th Girls Basketball	Napi Elementary	
6th Boys Basketball	Napi Elementary	

6th Boys Basketball	Napi Elementary
4th/5th Volleyball	Napi Elementary
4th/5th Volleyball	Napi Elementary
4th/5th Volleyball	Napi Elementary
4th/5th Volleyball	Napi Elementary
6th Volleyball	Napi Elementary
6th Volleyball	Napi Elementary
4th/5th Girls Basketball	Napi Elementary
4th/5th Girls Basketball	Napi Elementary
4th/5th Girls Basketball	Napi Elementary
4th/5th Girls Basketball	Napi Elementary
4th/5th Boys Basketball	Napi Elementary
4th/5th Boys Basketball	Napi Elementary
4th/5th Boys Basketball	Napi Elementary
4th/5th Boys Basketball	Napi Elementary
4th/5th Softball	Napi Elementary
4th/5th Softball	Napi Elementary
4th/5th Track	Napi Elementary
4th/5th Track	Napi Elementary
After School Activities Coordinator	Ee-Kah-Kii-Maht (K-6)

	Babb Elementary
Flag Football	Babb
Volleyball	Babb
Boys Basketball	Babb
Girls Basketball	Babb
Track	Babb

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 24, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☒ Resignations ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☐ High School/District Wide

Date: July 16, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Resignation

Description: The following resignation has been approved by the Superintendent:

- Louis Kicking Woman, Bus Driver, Transportation, Effective: 07/11/2019

Financial Impact: NA

Attachment(s): Resignation Letter

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

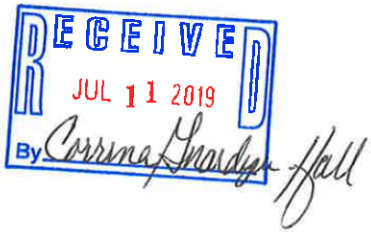
July 11, 2019

To Corrina Guardipee Hall,

This letter is to notify you that I am submitting my resignation as of today's date.

Louis Keith Kicking Woman

Louis Keith Kicking Woman



Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: July 22, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: 1st Grade Teacher for the 2019-2020 SY

Description: Tonia Tatsey is recommending the following for hire for the 2019-2020 school year:

- George Sharbono BA/0

Financial Impact: $37,136 per 2018-2021 Master Contract.

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Elementary Teacher	**George Sharbono**
Department/Location: Special Services	Supervisor: Maureen Stott

Type of Position	Starting Date	Term
Certified	August 20, 2019	187 Day

Recruiting. Date Posted: 4/20/19. Re-advertised: Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	George Sharbono	6/10/19	Yes	6/13/19

Interview Committee	Title	Name	Title
Rebecca Rappold	KW/Vina Assistant Principal		
Jennifer Lafromboise Wagner	BES Principal (at time of interview)		
Sicily Bird	Napi Principal		

Recommendation:

George had very good communication skills in both listening and speaking. His enthusiasm for working with elementary students is apparent in his demeanor and in the questions that he asked the interview committee. He has good knowledge of curriculum, assessment and classroom management. George has an AA and a BA in Elementary Education from the University of Montana Western.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	7/2/19	Yes	Negative
State & Federal Criminal background check	7/12/19	Yes	Negative
Tribal Background check	7/17/19	Yes	Negative

Salary: $**37,136** Placement: BA/0 Contract Days: 187 Days

Prepared by: John E. Salois Date 7/22/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: July 18, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: BES Assistant Principal

Description: Sheila Hall recommending the following for hire:
Arlene Wippert

Financial Impact: $84,778

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Assistant Principal	**Arlene Wippert**
Department/Location BES	Supervisor Sheila Hall

Type of Position	Starting Date	Term
Administrator	July 29, 2019	215 Day

Recruiting. Date Posted: 6/18/19 Re-advertised: Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Egan Black	6/24/19	Yes	7/18/19
	Arlene Wippert	6/19/19	Yes	7/18/19

Interview Committee	Title		Name	Title
Sheila Hall	BES Principal			
Sasheen Campbell	BES School Secretary			
Everett Holm	IT Director			

Recommendation:

Arlene Wippert: She has a strong background in instructional strategies and has provided leadership as instructional coach which are skills that will be helpful as an administrator. Arlene has a BA in Elementary Ed. And MA Degrees in Curriculum Development and Educational Leadership.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Negative
State & Federal Criminal background check	On File	Yes	Negative
Tribal Background check	On File	Yes	Negative

Salary: $84,778 Placement: Contract Days: 215 Days

Prepared by: John E. Salois Date 7/18/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: July 16, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: BMS Assistant Principal 2019-2020

Description: Corrina Guardipee Hall is recommending the following hire for the 2019-2020 school year:

- Tracey Thomas BMS Assistant Principal

Financial Impact: $83,983.00

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
BMS Assistant Principal	**Tracey Thomas**
Department/Location: BMS	Supervisor: Angela Heavy Runner

Type of Position	Starting Date	Term
Administrator	July 29, 2019	215 Days

Recruiting. Date Posted: 4/29/19 Re-advertised: N/A Closing Date: 5/20/19

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Heavy Runner, Angela	5/15/2019	Yes	6/62019
	Murray, David	5/3/2019	Yes	6/62019
	Thomas, Tracey	4/29/2019	Yes	6/6/2019

Interview Committee	Title		Name	Title
Corrina Guardipee Hall	Superintendent			
Wendy Bremner	Board Member			
Jeri Matt	Curriculum Director			

Recommendation:

Tracey Thomas: Tracey has a well-rounded educational experience, including working in special education, which will enhance the leadership at Browning Middle School. She currently holds a BA in Elementary and Special Education, and a MA in Educational Leadership.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test		Yes	Negative
State & Federal Criminal background check		Yes	Negative
Tribal Background check		Yes	Negative

Salary: $83,983.00 Placement:_____ Contract Days: 215 Days

Prepared by: John E. Salois Date 7/16/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 24, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: June 18, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: BES Teacher 2019-2020 AY

Description: Sheila Hall is recommending the following hire for the 2019-2020 school year:

- Laura No Runner Elementary Teacher BA/0

Financial Impact: $37,136.00

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Elementary Teacher	**Laura No Runner**
Department/Location BES	Supervisor Sheila Hall

Type of Position	Starting Date	Term
Teacher	August 20, 2019	187 Days

Recruiting. Date Posted: 2/14/19 Re-advertised: N/A Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	No Runner Laura	6/13/2019	Yes	6/24/2019

Interview Committee	Title		Name	Title
Sheila Hall	BES Instructional Coach			
Sasheen Campbell	BES School Secretary			
Jennifer Lafromboise Wagner	BES Principal			

Recommendation:

Laura No Runner: She has strong connections within the community. She has experience teaching using BPS #9 programs and interventions. Laura has earned her AA in Elementary Education from Blackfeet Community College and her BA in Elementary Education from the University of MT Western.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Negative
State & Federal Criminal background check	On file	Yes	Negative
Tribal Background check	On file	Yes	Negative

Salary: $37,136.00.00 Placement: BA/0 Contract Days: 187 Days

Prepared by: John E. Salois Date 2/9/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: July 16, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: Napi Elementary Teacher 2019-2020

Description: Sicily Bird is recommending the following for hire for the 2019-2020 school year:

- Aspen Many Hides: Elementary Teacher BA/1

Financial Impact: $38,675.00

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Napi Elementary Teacher	**Aspen Many Hides**
Department/Location Napi	Supervisor Sicily Bird

Type of Position	Starting Date	Term
Certified	August 20, 2019	187 Days

Recruiting. Date Posted: 4/25/19 Re-advertised: N/A Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Many Hides, Aspen	6/5/2019	Yes	6/6/2019

Interview Committee	Title		Name	Title
Sicily Bird	Napi Principal			
Jessica Racine	Napi Assistant Principal			
Jennifer Lafromboise Wagner	BES Principal (at the time of the interview)			

Recommendation:

Aspen provided an exemplary interview. The committee was very impressed with her energy, experience, and pedagogy. She will be an asset to the District and Napi Elementary. Aspen has a BS in Elementary Education and has her k-8 certification from Mt OPI.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	7/2/19	Yes	Negative
State & Federal Criminal background check	7/2/19	Yes	Negative
Tribal Background check	7/2/19	Yes	Negative

Salary: $38,675.00 Placement: BA/1 Contract Days: 187 Days

Prepared by: John E. Salois Date 7/23/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: July 16, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: Napi SPED Teacher 2019-2020

Description: Sicily Bird is recommending the following hire for the 2019-2020 school year:

- Jessica Schauff: SPED Teacher MA/7

Financial Impact: $55,380.00

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Napi SPED Teacher	**Jessica Schauff**
Department/Location: Napi	Supervisor: Sicily Bird

Type of Position	Starting Date	Term
Certified	August 20, 2019	187 Days

Recruiting. Date Posted: 4/25/19 Re-advertised: N/A Closing Date: Until Filled

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Schauff, Jessica	5/28/2019	Yes	6/3/2019

Interview Committee	Title		Name	Title
Sicily Bird	Napi Principal			
Jessica Racine	Napi Assistant Principal			
Natasha Siliezar	Colony Principal			

Recommendation:

Jessica Schauff: Her knowledge of special education services is extensive. She has almost 10 years of experience in the field. She has previously held the teacher position for Napi Elementary and did an exemplary job. She currently holds an AA in Elementary Education, a BA in elementary Education with a Special Education endorsement, and an MA in School Counseling.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	7/2/19	Yes	Negative
State & Federal Criminal background check	7/2/19	Yes	Negative
Tribal Background check	7/2/19	Yes	Negative

Salary: $55,380.00 Placement: MA/7 Contract Days: 187 Days

Prepared by: John E. Salois Date 7/16/19 Approved by: _____ Date:_____

C:\Windows\TEMP\wdsrv\8b749746-1b29-43e1-bd61-91b03de5c2d5\vr0oyv5g.jkr\fvqabbgx.mel\opwsxlxp.xxs.doc, 07/23/19

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: July 16, 2019, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E. Salois
Title: Director of Human Resources

Subject: Hiring: Special Services Teacher Assistant-Speech/BES

Description: Maureen Stott is recommending the following for hire:

- Malana Grant: Special Services Teacher Assistant-Speech L3/S2

Financial Impact: $17.24 hourly per Classified Master Agreement

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
Teacher Assistant-Special Services	**Malana Grant**
Department/Location BES	Supervisor Sheila Hall/Maureen Stott

Type of Position	Starting Date	Term
Teacher Assistant	August 20, 2019	9 Month

Recruiting. Date Posted: 5/23/19 Re-advertised: N/A Closing Date: 6/14/19

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	BullCalf, Ashley	5/28/19	Yes	7/3/19
	DeRoche, Kortni	5/31/19	Yes	7/3/19
	Grant, Malana	6/11/19	Yes	7/3/19
	Hall, Laura	5/10/19	Yes	7/3/19
	High, Debra	5/24/19	Yes	7/15/19
	Ottersbach, Zita	6/12/19	Yes	7/3/19
	Wellman, Kami	6/14/19	Yes	7/3/19

Interview Committee	Title		Name	Title
Sheila Hall	BES Principal			
Mary Belcourt	SPED Teacher BES			
Maureen Stott	SPED Director			

Recommendation:

Malana Grant: Malana has experience in speech and Special Education at the grade/age of the position. She is currently employed at BPS as a Teacher Assistant.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Negative
State & Federal Criminal background check	On file	Yes	Negative
Tribal Background check	On file	Yes	Negative

Salary: $17.24 Placement: L3/S2 Contract Days: 189 Days

Prepared by: John E. Salois Date 2/9/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting to Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/1/19

To: **Corrina Hall Guardipee**
Superintendent

From: John Salois
Title: Human Resource Director

Subject: ReHire Browning High School Sports Coach 2019/2020

Description: Everett Armstrong, Activities Director, recommends the following hire for the 2019-2020 Sport Season:

- Daryl Croff BHS Assistant GBB Coach, $3,371.00 (Exp. Credit:10)

Financial Impact: $3,371.00

Funding Source (Budget/grant, etc.): BHS High School Athletic Budget

Attachment(s): None.

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☒ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: July 18, 2019

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: School Psychologist

Description: Maureen Stott is recommending the following hire for the 2019-2020 school year:

- Dr. Karen Nielson-Salois MA+10/10

Financial Impact: $68,102.00 ($2000.00 additional compensation has been added for earned Doctorate degree as per Master Contract 2018-2021).

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

Human Resources Department

Browning Public Schools
Hiring Selection Report

Position	Applicant Recommended
School Psychologist	**Dr. Karen Neilson-Salois**
Department/Location Special Services	Supervisor Maureen Stott

Type of Position	Starting Date	Term
Certified	August 20, 2019	187 Day

Recruiting. Date Posted: 9/17/18 Re-advertised: Closing Date: Until Filled

Comments: Additional compensation for earned doctorate degree as per Master Contract 2018-2021.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Dr. Crystal Evans	6/1/19	Yes	6/10/19
	Dr. Karen Neilson-Salois	5/13/19	Yes	6/10/19

Interview Committee	Title		Name	Title
Laura Gervais	Acting SPED Director			
Ginny Crawford	School Psychologist			
Sicily Bird	Napi Principal			

Recommendation:

Dr. Karen Neilson-Salois: Recommendation is based on interview, previous work experience as a school psychologist/counselor in several different schools, including those with primarily Native American students. She is very knowledgeable about children's behavior, causes of problems, treatment, and environmental factors. She holds a BA is Psychology and a Doctorate in Psychology emphasis in School-Clinical Child Psychology.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	6/19/19	Yes	Negative
State & Federal Criminal background check	6/19/19	Yes	Negative
Tribal Background check	6/19/19	Yes	Negative

Salary: $66,102.00 +$2,000 Placement: MA+10/10 Contract Days: 187 Days

Prepared by: John E. Salois Date 7/18/19 Approved by: _____ Date:_____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/11/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Everett Armstrong
Title: Superintendent

Subject: **High School EE KAH KI MAHT summer sports camps**

Description: Request approval for summer Track and Cross Country sports camps guest speaker Zaire Johnson at the High School on July 1, 2019.

Financial Impact: $450.00

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: 7/25/19/19 **Board Approval:** 7/25/19

Contractor: Zaire Jordan **Phone:** (704) 441-7619

Address: 7402 Sparkelberry Drive Indian Trail. NC. 28079
P.O. Box or Street Address **City** **State** **Zip**

Type of Project/Service (be specific): Ee Kah Kii Maht Summer Sports Camp Speaker-Track Camp and Cross Country Camp

Contracted Dates: 7/1/2019 and 7/2/2019

Rate per hour/per day: $225.00 per day x 2 days	=	$450.00
Per Diem/per day: _____ x _____ # of Days	=	N/A
Mileage: _____miles @ _____ per mile	=	N/A
Other costs (explain): Not to exceed total $ amount	=	N/A
Total Project Cost	=	$450.00

Contract to be paid from:
126.64.170.1340.120

Independent Contractor:
☒ Submit invoice on completion
☐ Other _____

Employee:
☐ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

_____ Everett Armstrong
Contractor's Signature **Principal/Supervisor**

_____ _____
SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor **Yellow – Business Office**

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☒ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 06/18/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Maureen Stott
Title: Director of Special Services

Subject: Contract Service Agreement for Speech/Language Pathologist 2019-2020

Description: Request to approve a contract service agreement for Gregory Logan for Speech Pathology Services

Financial Impact: $ **34,320.00**

Funding Source (Budget/grant, etc.): 115-76-456-2152-330-610

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: June 18, 2019 **Board Approval:** June 26, 2019

Contractor: Gregory Logan **Phone:** (406) 270-1949

Address: P.O. Box 458 Columbia Falls MT 59912
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): The Speech/Language Pathologist will provide speech/language therapy services to include but will not be limited to testing, diagnosis, therapy, writing evaluation reports, conducting evaluation report meetings, supervising therapy aide, writing individual education plans (IEP) and conduct IEP meetings as necessary, writing therapy reports and will maintain appropriate records to meet state and district requirements. The speech/language pathologist will provide the district with appropriate proof of current licensure, workers' compensation exemption and individual liability insurance.

Contracted Dates: 08/29/19 to 06/08/20

Rate per hour/per day: $55.00 x 8 hrs./2 days per week (78 days)	= $34,320.00
Per Diem/per day: _____ x _____ # of Days	= _____
Mileage: _____miles @ _____ per mile	= _____
Other costs (explain): Not to exceed total $ amount	= _____
Total Project Cost	= $34,320.00

Contract to be paid from:
115-76-456-2152-330-610

Independent Contractor:
☐ Submit invoice on completion
☒ Other Submit Timesheet

Employee:
☐ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

Contractor's Signature **Principal/Supervisor**

SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor Yellow – Business Office

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/3/19

To **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: Contract Service Agreement for WIDA screening, assessing, scoring District Writing assessments

Description: Roberta Kipp will administer the WIDA (MODL) screener to incoming Kindergarten students and any Tier 3 grade 2 and 3 students, administer the WIDA ACCESS 2.0 to students and score district writing assessments.

Financial Impact: $10,250.00

Funding Source (Budget/grant, etc.): Title I SchoolWide 115.90.494.2100.120.120

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: July 3, 2019 **Board Approval:** _____

Contractor: Roberta Kipp **Phone:** _____

Address: _____ Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will; screen incoming Kindergarten students with the MODL EL screener (10 days), screen tier 3 grade 2 and 3 students with the WIDA EL screener (5 days), administer the WIDA ACCESS 2.0 assessment (15 days), score district writing assessments (20 days).

Contracted Dates: 2019-20 Academic Year

Rate per hour/per day: $25.00 x 410 hours		= $10,250
Per Diem/per day: _____ x _____ # of Days		= N/A
Mileage: _____ miles @ _____ per mile		= N/A
Other costs (explain): fringe @ 18%		= $
	Total Project Cost	= $10,250

Contract to be paid from:
Title I SW
115.90.494.2100.120.120

Independent Contractor:
☐ Submit invoice on completion
☐ Other _____
Employee:
☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

_____ Jeri Matt
Contractor's Signature **Principal/Supervisor**

_____ _____
SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor **Yellow – Business Office**

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/3/19

To **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: Contract Service Agreement for WIDA screening, assessing, scoring District Writing assessments

Description: Carolann Racine will administer the WIDA (MODL) screener to incoming Kindergarten students and any Tier 3 grade 2 and 3 students, administer the WIDA ACCESS 2.0 to students and score district writing assessments.

Financial Impact: $10,250.00

Funding Source (Budget/grant, etc.): Title I SchoolWide 115.90.494.2100.120.120

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: July 3, 2019 **Board Approval:** _____

Contractor: Carolann Racine **Phone:** _____

Address: _____ Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will; screen incoming Kindergarten students with the MODL EL screener (10 days), screen tier 3 grade 2 and 3 students with the WIDA EL screener (5 days), administer the WIDA ACCESS 2.0 assessment (15 days), score district writing assessments (20 days).

Contracted Dates: 2019-20 Academic Year

Rate per hour/per day: $25.00 x 410 hours		= $10,250
Per Diem/per day: _____ x _____ # of Days		= N/A
Mileage: _____ miles @ _____ per mile		= N/A
Other costs (explain): fringe @ 18%		= $
	Total Project Cost	= $10,250

Contract to be paid from:
Title I SW
115.90.494.2100.120.120

Independent Contractor:
☐ Submit invoice on completion
☐ Other _____
Employee:
☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

_____ Jeri Matt
Contractor's Signature **Principal/Supervisor**

_____ _____
SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor **Yellow – Business Office**

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/3/19

To **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: Contract Service Agreement for WIDA screening, assessing, scoring District Writing assessments

Description: Sharon Magee will administer the WIDA (MODL) screener to incoming Kindergarten students and any Tier 3 grade 2 and 3 students, administer the WIDA ACCESS 2.0 to students and score district writing assessments.

Financial Impact: $10,250.00

Funding Source (Budget/grant, etc.): Title I SchoolWide 115.90.494.2100.120.120

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: July 3, 2019 **Board Approval:** _____

Contractor: Sharon Magee **Phone:** _____

Address: _____ Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will; screen incoming Kindergarten students with the MODL EL screener (10 days), screen tier 3 grade 2 and 3 students with the WIDA EL screener (5 days), administer the WIDA ACCESS 2.0 assessment (15 days), score district writing assessments (20 days).

Contracted Dates: 2019-20 Academic Year

Rate per hour/per day: $25.00 x 410 hours	=	$10,250
Per Diem/per day: _____ x _____ # of Days	=	N/A
Mileage: _____ miles @ _____ per mile	=	N/A
Other costs (explain): fringe @ 18%	=	$
Total Project Cost	=	$10,250

Contract to be paid from:
Title I SW
115.90.494.2100.120.120

Independent Contractor:
☐ Submit invoice on completion
☐ Other _____
Employee:
☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

_____ Jeri Matt
Contractor's Signature **Principal/Supervisor**

_____ _____
SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor **Yellow – Business Office**

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 7/3/19

To **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: Contract Service Agreement for WIDA screening, assessing, scoring District Writing assessments

Description: Lavada Pilling will administer the WIDA (MODL) screener to incoming Kindergarten students and any Tier 3 grade 2 and 3 students, administer the WIDA ACCESS 2.0 to students and score district writing assessments.

Financial Impact: $10,250.00

Funding Source (Budget/grant, etc.): Title I SchoolWide 115.90.494.2100.120.120

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: July 3, 2019 **Board Approval:** _____

Contractor: Lavada Pilling **Phone:** _____

Address: _____ Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will; screen incoming Kindergarten students with the MODL EL screener (10 days), screen tier 3 grade 2 and 3 students with the WIDA EL screener (5 days), administer the WIDA ACCESS 2.0 assessment (15 days), score district writing assessments (20 days).

Contracted Dates: 2019-20 Academic Year

Rate per hour/per day: $25.00 x 410 hours		= $10,250
Per Diem/per day: _____ x _____ # of Days		= N/A
Mileage: _____ miles @ _____ per mile		= N/A
Other costs (explain): fringe @ 18%		= $
	Total Project Cost	= $10,250

Contract to be paid from:
Title I SW
115.90.494.2100.120.120

Independent Contractor:
☐ Submit invoice on completion
☐ Other _____
Employee:
☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

_____ Jeri Matt
Contractor's Signature **Principal/Supervisor**

_____ _____
SSN/Federal ID Number/EIN **Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor **Yellow – Business Office**

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☒ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/2/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Jennifer Wagner
Title: High School Principal

Subject: OUt of State Travel

Description: Request travel for Lucy Muragin to attend the University of Oregon Advanced Placement Summer institute in Eugene, Oregon on 8/12/19 - 8/16/19.

Financial Impact: $2,624.00

Funding Source (Budget/grant, etc.): High School 226.60.150.2213.582

Attachment(s): Travel Request/Course Schedule

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

- Postal Code:
- Country: United States
- Telephone:
- E-mail:

Advanced Placement Course Registration

Costs:

May 17, 2019 deadline for early registration: $830, or $870 for workshops with laboratory fees*
July 3, 2019 deadline for regular registration: $880, or $920 for workshops with laboratory fees*
August 2, 2019 deadline for late registration: $930 or $970 for workshops with laboratory fees*
Chemistry, Biology, Physics

	Early Through May 17
▸ **Registration Rate**	$830

▸ Workshops

- ○ Pre-AP Professional Development in Science
- ○ Chemistry* Experienced Teachers
- ○ Chemistry* New Teachers
- ○ Biology*
- ○ Physics 1*
- ○ US History
- ○ English Language and Composition
- ○ English Literature
- ○ Statistics
- ○ Calculus
- ○ MacroEconomics
- ○ Human Geography

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Lucy Muragin **Employee #**
Building BROWNING HIGH SCHOOL **Substitute Name** _____

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
8/12-17/19	40 hrs	SR
_____	_____	_____

Employee Signature _____ **Date** _____

☒ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN Annual PL Personal Leave ALWO Approved Leave W/O Pay
SL Sick Leave JD Jury Duty (attach verification) ULWO Unapproved Leave w/o Pay
***EX/SR** Extra-Curricular/School Related **NG** National Guard **SWP** Suspended w/Pay
FN Funeral _____ **SWOP** Suspended w/o Pay
(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)
Conference/Workshop University of Oregon Advanced Placement Summer Institute **Attach Brochure/Agenda**
Location Eugene, OR.,
Departure Date 8/12/19 **Return Date** 8/17/19
Departure Time 3:00 p.m. **Return Time** 12:15 a.m.
Transportation: ☐ Personal Vehicle **Mileage** _____ . = 0.00
☐ District Vehicle **Per Diem** 4Dy 2Dn 2Ln@$90/30/42 =504.00
☒ Professional Development

☒ **Registration** PO# =$930.00
☒ **Hotel** PO# =$330.00
☒ **Other** PO# Airline (estimate) =$800.00
☒ **Other** PO# Baggage =$60.00
Sub Total $2624.00

Budget 226.60.150.2213.582.0000 (100%) $504.00 **Check Total $504.00**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☒ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7-9-19

To: **Corrina Guardipee-Hall**
Superintendent

From: Teri DeRoche
Title: Director

Subject: Out of State Travel: Pickup Activities Bus in Moses Lake, Wa

Description: Request travel for Wayne Bullcalf, Joe Wippert, and Edward Burke to pickup the activities bus that broke down during the senior trip at Moses Lake, Washington.

Financial Impact: $81.00 x 3 =$243.00

Funding Source (Budget/grant, etc.): 126-96-167-2710-0582 and 226-96-167-2710-0582

Attachment(s):

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Edward Burke **Employee #13109**

Building Transportation **Substitute Name** NA

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
7-26-19	16	SR.
_____	_____	_____

Employee Signature _____ **Date** _____

☐ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN	Annual	PL	Personal Leave	ALWO	Approved Leave W/O Pay
SL	Sick Leave	JD	Jury Duty (attach verification)	ULWO	Unapproved Leave w/o Pay
***EX/SR**	Extra-Curricular/School Related	**NG**	National Guard	**SWP**	Suspended w/Pay
		FN	Funeral _____	**SWOP**	Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST **(If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop Pick up Bus that broke down on Senior trip **(Attach Brochure/Agenda)**

Location Moses Lake, Washington

Departure Date 7-26-19 **Return Date** 7-26-19

Departure Time 6:00 a.m. **Return Time** 10:00 p.m.

Transportation:
- ☐ Personal Vehicle — **Mileage** _____ =$ 0.00
- ☒ District Vehicle — **Per Diem** Breakfast-9, Lunch-30, Supper-42=$ 81.00
- ☐ Professional Development

- ☐ **Registration** PO# _____ =$ 0.00
- ☐ **Hotel** PO# _____ =$ 0.00
- ☐ **Other** PO# Airfare _____ =$ 0.00
- ☐ **Other** PO# Luggage _____ =$ 0.00

To be reimbursed: shuttle/taxi/parking

Sub Total $81.00

Budget 126/226.96.167.2710.582 (75/25 %) $81.00

Check Total $81.00

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

White-Payroll Yellow Acc.-Payable Pink-Employee Goldenrod-School Site

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition:	☐ Students	☐ Staff	☐ Parents
Information:	☐ Building Report	☐ Old Business	☐ Superintendent's Report
Action:	☐ Resignation	☐ Hiring	☐ Contract Service Agreements
	☒ Travel Out-of-State	☐ Travel In State	☐ Approvals
	☐ Termination	☐ Legal Matters	☐ Other:
	This action request pertains to	☐ Elementary (only)	☒ High School/District Wide

Date: 6/27/19

To: **Board of Trustees**
Browning Public Schools

From: **Corrina Guardipee-Hall**
Title: Superintendent

Subject: Out of State Travel-NIISA

Description: Request travel for Board of Trustees and Corinna Guardipee-Hall to attend the NIISA Annual Meeting in Las Vegas, Nevada, December 9-December 10, 2019.

Financial Impact: $1,682.32 approximate (Lodging $650.00; Reg $350.00; Mileage $147.32 Per Diem $375.00; Airfare $450.00; Luggage $60.00).

Funding Source (Budget/grant, etc.): Board/Administrative/Impact Aid budgets

Attachment(s): Travel Request/Agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

NIISA

37nd Annual NIISA Conference
December 9 and 10, 2019

(FISEF--Basics of Impact Aid training December 7 and 8)

CALL TO CONFERENCE

Harrah's Hotel and Casino
Las Vegas, Nevada
Hotel registration: Group block-SHNII9
Web link-https://book.passkey.com/go/SHNII9

(a fee will be charged for each hotel registration by phone (866) 227-5944

Featured presentions/events

- NIISA Annual Meeting
- Member school presentations
- Impact Aid Program updates
- Invited speakers/presenters

For information contact: Brent Gish gishbd@arvig.net
or call (218) 935 5848

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name:_____

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)
☒ Travel Out of District

Date Approved by Board 7/9/19

Out of District Travel

Conference/Workshop NIISA Annual Meeting
Attach Brochure/Agenda

Location Las Vegas, NV

Departure Date 12/7/19 **Return Date** 12/11/19
Departure Time 3:00 p.m. **Return Time** 8:00 pm

Transportation: ☒ Personal Vehicle ☐ District Vehicle ☐ Other_____

Mileage 254 @.58 = 147.32
Per Diem 4 dys @ 90 + $15IS. = 375.00
Registration PO# 14425 = 350.00
Hotel PO# 14166 = 450.00
Airfare PO# = 300.00
Other Deductions = 60.00
Sub Total $1,682.32

Budget 126.90.160.2310.0582.8 (75%)$391.74
226.90.160.2310.0582.8 (25%)$130.58

Check Total $535.32

Trustee Signature _____ Date _____

Chairman Signature _____ Date _____

Superintendent Signature _____ Date _____

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☒ Travel Out-of-State ☐ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: July 16, 2019

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: **Superintendent**

Subject: Out of State Travel

Description: The Board of Trustees, Corrina Guardipee-Hall, request approval to travel to Washington, D.C. to attend the 2019 Fall NAFIS Conference September 19, 2019 to September 25, 2019.

Financial Impact: Approximate Costs $4,026.61ea. (Per Diem $603.43; Lodging $2,122.86; Mileage $138.43; Airfare $750.00; Registration $500.00; Luggage $50.00)

Funding Source (Budget/grant, etc.): designated to appropriate travel budget

Attachment(s): Agenda/Leave/Travel Request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to:

NAFIS Fall 2019 Conference
Tentative Program at a Glance

NAFIS FALL CONFERENCE PROGRAM (Tentative Agenda)

SUNDAY, SEPTEMBER 22, 2019

8:30AM – 3:30PM	Registration Area & Social Media Station Open
8:30AM – 5:30PM	Internet Café Open
9:00AM – 10:15AM	Conference Orientation & The Basics of Impact Aid
10:15AM – 10:45AM	Policy & Advocacy 101
10:45AM – 11:45AM	Subgroup Meeting - Mid-to-Low-LOT Schools (MTLLS)
10:45AM – 12:00PM	Subgroup Meeting - Federal Lands Impacted Schools Association (FLISA)
12:00PM – 12:45PM	Lunch on Your Own
12:00PM – 12:45PM	State Chair Working Lunch (Invitation Only)
1:00PM - 4:15PM	First General Session - Keynote Speaker: Dr. John Draper - Legislative Update - School District Video
4:30PM – 5:15PM	New to NAFIS Welcome
4:30PM – 5:15PM	School Board Members Session
5:30PM – 6:30PM	Meet and Greet Reception

MONDAY, SEPTEMBER 23, 2019

7:45AM – 3:30PM	Registration Area Open
7:45AM – 5:00PM	Internet Café & Social Media Station Open
7:45AM – 9:45AM	Subgroup Meeting - Military Impacted Schools Association (MISA) – Breakfast (MISA Members Only)
7:45AM – 9:45AM	Subgroup Meeting - National Indian Impacted Schools Association (NIISA) - Breakfast (NIISA Members Only)
8:30AM – 9:45AM	Subgroup Meeting - Federal Lands Impacted Schools Association (FLISA)
10:00AM – 11:00AM	Breakout Sessions, Part I - TBD
11:15AM – 12:15PM	Breakout Sessions, Part II - TBD
12:30PM – 2:00PM	Luncheon
2:15PM – 4:30PM	Second General Session - Speaker - U.S. Department of Education Impact Aid Program Office Update - School District Video
3:30PM – 4:30PM	Department of Education One-on-One Sessions
4:30PM – 5:15PM	State Meetings (as requested by State Chair) - AZ, CA, MT, NM, OK, TX, WA
5:30PM – 6:30PM	After Hours Opportunity: Get In Your Steps

TUESDAY, September 24, 2019

9:00AM – 4:00PM	Capitol Hill Day - Pre-Scheduled Visits
12:00PM – 1:30PM	State Events - Texas (TAFIS) and California (CAFIS) Lunches (Invitation Only)
4:00PM – 5:00PM	Hill Day Debrief
7:00PM – 10:00PM	Ending Reception

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name _____

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)
☒ Travel Out of District

Date Approved by Board 7/9/19

Out of District Travel

Conference/Workshop NAFIS Spring Conference 2018 **(Attach Brochure/Agenda)**

Location Washington, D.C.

Departure Date 9/18/19 **Return Date** 9/25/19

Departure Time 4:00 p.m. **Return Time** 5:00 p.m.

Transportation: ☒ Personal Vehicle **Mileage** 198 @.545 = 107.91
☐ District Vehicle **Per Diem** 6 dys @ 90+$15IS+$18OSB+$30OSL= 603.00
☐ Other_____ **Registration** PO# = 500.00
Hotel PO# = 2128.38
Other PO# Airfare = 637.60
Luggage = 50.00
Sub Total $4,026.89

Budget 126.90.160.2310.0582.8 (75%)$570.68
226.90.160.2310.0582.8 (25%)$190.23

Check Total $760.91

Trustee Signature _____ Date _____

Chairman Signature _____ Date _____

Superintendent Signature _____ Date _____

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☒ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/16/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Everett Armstrong
Title: Student Activities Director

Subject: MCA Coaches Clinic

Description: Request approval for Everett Armstrong to attend the Montana Coaches Clinic in Great Falls MT July 31-August 2, 2019

Financial Impact: $ **368.66**

Funding Source (Budget/grant, etc.): 226 60 720 3500 582

Attachment(s): Conference Agenda/Travel Request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

2019 MCA CLINIC SCHEDULE

7:20 Registration, Continental Breakfast, EXHIBITS OPEN – 52ND MCA Clinic held at CM Russell High School. PLEASE WEAR YOUR BADGE!

WEDNESDAY, JULY 31ST

8:00	WMR-604	Mark Beckman	AD
	AUD	Coaching Boys to Men	GEN
9:00	AUD	Ryan Nourse	FB
	AUX Gym	Wes Holmquist	BB
	STEM	Anders Brooker	CC
	FH	Kelsey Stanley	VB
	WR RM	Jeff Anderson	WR
	CMR CT	Mike Flamm	TE
		EXHIBITS	SB
	WMR-604	Mark Beckman	AD
	603	Sarah Carlson/ Mishel Stovall	CH
	602	Becky Abrams	S&C
10:00	AUX Gym	Jim Boone	BB
	AUD	Bob Gaddis	FB
	STEM	Liza Dennehy	T&F/XC
	FH	Kelsey Stanley	VB
	WR RM	Jeff Anderson	WR
	CMR CT	Mike Flamm	TE
	506(FH)	Aaron Jackson	SB
	WMR-604	MHSA Roundtable	AD
	603	Sarah Carlson/ Mishel Stovall	CH
	602	Mark Goldy	S&C
11:00	**AUD**	**Spencer Wood Mental Toughness**	**GEN**
	WMR-604	Harry Cheff/Kris Goss MTSBA	AD
12:00	CAF	Lunch by Golden Corrall. Pre-Reg-$5 or purchase in line-$8	
1:00	AUX Gym	Dustin Kraske	BB
	AUD	Bob Gaddis	FB
	STEM	Tony Holler-Sprint Training	T&F
	FH	Terri Neujahr	VB
	WR RM	Brady Flaten	WR
	MLCC	Josh Munro	TE
	506 (FH)	Aaron Jackson	SB
	WMR-604	Cliff Hill	AD
	RV Gym	Akram Hemaidan	CH
	WT RM	Mark Johnston	S&C
2:00	AUX Gym	Jim Boone	BB
	AUD	Bobby Hauck	FB
	STEM	Tony Holler - "Toys for Cats"	T&F
	FH	Terri Neujahr	VB
	WR RM	Brady Flaten	WR
	MLCC	Josh Munro	TE
	506	Mike Neubauer	SB
	WMR-604	AD of the Year Round Table	AD
	RV Gym	Akram Hemaidan	CH
	WT RM	Andy Damjanovich/Kylie Izzi	S&C
3:00	**AUD**	**Spencer Wood Mental Toughness**	**GEN**
4:00	AUX Gym	Jim Boone	BB
	AUD	Bobby Hauck	FB
	STEM	Jake Stewart-1600/3200	T&F/XC
	FH	Terri Neujahr	VB
		EXHIBITS	WR
	507	Josh Munro	TE
	506	Neubauer	SB
	RV Gym	Akram/Mishel	CH
	603	#Life with a Coach…Beyond X's & O's Rountable discussion - All Spouses invited	
5:00	**AUX Gym**	**Spencer Wood- SAQ**	**GEN**
7:00	MANSFIELD CENTER MCA/FLAMINGO BBQ & UNIVERSAL HORSE RACES Be sure to pick up BBQ tickets in Fieldhouse before 4:30 PM		

THURSDAY, AUGUST 1ST

7:00	CAF	FCA Breakfast Brock Coyle & Mick Delaney	GEN
8:00	FH	SUPER PRIZE DRAWING	
8:30	AUX Gym	Kurt Paulson	BB
	AUD	Bob Gaddis	FB
	STEM	Jake Stewart-Planning XC	T&F/XC
	FH	Iona Stookey	VB
	WR RM	Mark Branch	WR
	CMR TC	Bob Hislop	TE
	506 (FH)	Melanie Meuchel	SB
	WMR	Spencer Wood-Leadership Dev	AD
	603	Sarah/Mishel - Communications	CH
	602	Dr. Michael Matury	SM
9:30	AUX Gym	Danny Sprinkle	BB
	AUD	Greg Horton	FB
	STEM	Kenny Harrison- Long Jump	T&F
	FH	Kylie Reitz	VB
	WR RM	Mark Branch	WR
	CMR TC	Bob Hislop	TE
	506 (FH)	Melanie Meuchel	SB
	WMR	Cliff Hill	AD
	603	Sarah/Mishel-Goals	CH
10:30		EXHIBITS	BB
		EXHIBITS	FB
	AUX Gym	Melinda Withrow-Core Strength	GEN
		EXHIBITS	VB
	WR RM	Mark Branch	WR
	MLCC	Jon Steenkamp	TE
	506	Melanie Meuchel	SB
	WMR-604	Kris Goss/Harry Cheff MTSBA	AD
	603	Sarah/Mishel-Expectations	CH
	FH	Chris Kelly-Taping Ankles	SM
11:30	AUD	AWARDS Ceremony	
Open to the Public Non-Registrants please enter West auditorium entrance **Awards Lunch sponsored by MCA** **Crown Sports Photography** will again take pictures of the Awards Session.			
1:30	AUD	Tony Holler -"Feed the Cats"#1	GEN
	RV Gym	Akram/Mishel	CH
2:30	AUX Gym	Lindsay Woolley	BB
	AUD	Tony Holler	FB
	STEM	Kenny Harrison-Triple Jump	T&F
	FH	Katie Lovett	VB
	WR RM	Mark Branch-Q & A	WR
		TBD	GO
	MLCC	Jon Steenkamp	TE
	RV Gym	Akram/Mishel	CH
	602	MYSSI - Youth Sports Safety	SM
3:30	AUX Gym	Lindsay Woolley	BB
	AUD	Kane Claunch	FB
	STEM	Kenny Harrison-Jumps (Mental)	T&F
	FH	Drew Choules	VB
	MLCC	Jon Steenkamp	TE
		TBD	GO
	RV Gym	Akram/Mishel	CH
4:30	AUD	Tony Holler "Feed the Cats" #2	GEN
5:45	AH	MCA GOLF SCRAMBLE Sign-up in FH on Wed. Maximum 72 players	
7:00		FLAMINGO FLING	

CLINIC SESSIONS WILL BE 50 MINUTES EACH. Outdoor areas may be substituted in T&F and SB. **Golf coaches: Bring Clubs to Anaconda Hills and MLCC sessions. Tennis coaches - please bring your racquets and dress appropriately, no black soles, please.**

FRIDAY, AUGUST 2RD

7:45	FH	SUPER PRIZE DRAWING	
8:00	AUX Gym	Jeff Bellach	BB
	AUD	Craig Lunde	FB
	STM/TRK	Garrett Middleton-Discus	T&F
9:00	AUX Gym	Cody Larson	BB
	AUD	Les Meyer/C Brown/RJ Rogers	FB
	STM/TRK	Melinda Withrow-PV	T&F
	STM/TRK	Garrett Middleton-Shot	T&F
	FH	Christine Gondeiro	VB
	MLCC	Travis Clark	GO
10:00	AUX Gym	Jim Stergar	BB
	AUD	Les Meyer/C Brown/RJ Rogers	FB
	STM/TRK	Garrett Middleton-Javelin	T&F
	FH	Rebecca Cleveland	VB
	MLCC	Travis Clark	GO
11:00	AUX Gym	Tony Holler	GEN
		Reflexive Perfmance RESET	

Rooms to be used	Sport
AUX Gym	BB
FH	VB
AUD	FB
DR 603/ Riverview Gym	CH
OR 602/ WT RM(Aux Gym)	SM/S&C
WMR-604	AD
STEM/TRACK	T&F/XC
505 (FH) A Hills or Meadowlark CC	GO
506 (FH)	SB
507 (FH)CMR Court or MLCC	TE
WR RM (Aux Gym)	WR

Thank You, Clinic Sponsors!



Shoulder Bags & Clinic Staff Shirts



Clinic Staff Shirts & Host of Horse Races







HOTEL GROUP

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Everett Armstrong **Employee #**
Building BROWNING HIGH SCHOOL **Substitute Name**

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
7/31-8/2/19	24 HRS	SR

Employee Signature _____ **Date** _____

☒ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN Annual
SL Sick Leave
***EX/SR** Extra-Curricular/School Related
PL Personal Leave
JD Jury Duty (attach verification)
NG National Guard
FN Funeral _____
(Master Contract Relationship)
ALWO Approved Leave W/O Pay
ULWO Unapproved Leave w/o Pay
SWP Suspended w/Pay
SWOP Suspended w/o Pay

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST **(If receiving payment for EX/SR leave please fill out entire form completely)**
Conference/Workshop MCA Clinic **Attach Brochure/Agenda**

Location Great Falls MT
Departure Date 7/31/19 **Return Date** 8/2/19
Departure Time 6:00am **Return Time** 3:00pm

Transportation:
☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 254 ÷ 2@ .58 =$ 73.66
Per Diem 2DY 1BK 1LN @ =$ 93.00

☒ **Registration** PO# =$105.00
☒ **Hotel** PO# =$ 97.00
☐ **Other** PO# =$.
☐ **Other** PO# =$.

Sub Total $368.66

Budget 226 60 720 3586 582 (100%) $166.66

Check Total **$166.66**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☒ Travel In State ☐ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/2/19

To: **Board of Trustees**
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel

Description: Request travel for Corrina Guardipee-Hall, Sicily Bird, Jessica Racine, Billie Jo Juneau, Angie Heavy Runner, Sheila Hall, Tonia Tatsey, Rebecca Rappold, Matthew Johnson, Jennifer Wagner, Kari McKay, Bill Heusbch, Everett Holm and BMS and BES Assistant Principals to attend the School Administrator of Montana Summit in Helena, MT on July 29 - 31, 2019.

Financial Impact: $987.97 ea

Funding Source (Budget/grant, etc.): Salaries, benefits, payrol and travel costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): Travel Request/Conference Agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

SAM Administrators Institute 2019

July 29-31, 2019
Delta Hotel by Marriott, Helena

- **Monday, July 29**
  - **10:00 - 5:00 MTASCD Summit - Kristin Souers -- "A Culture of Safety & the New 3 R's"**
  - **Afternoon: New Superintendent/Clerk Finance Summit in collaboration with MASBO**

- **Tuesday, July 30**
  - **8:00 - 3:00 SAM Instructional Leadership Summit Day 1**
    - **Opening Keynote -- "The Word that Shapes our World" -- Sean Covel, Film & Television Producer**
  - **4:30 MREA Reception**

- **Wednesday, July 31**
  - **8:00 - 12:30 SAM Instructional Leadership Summit Day 2**
    - **Opening Keynote -- "Finding the Rhythm" -- Garret Garrels**
    - **Closing Keynote -- Dan Kimzey**
  - **12:45 - 4:15 SAM LPLP Summit**

SAM Instructional Leadership Summit 2019 — Schedule at a Glance

Tuesday, July 30	*INSTRUCTIONAL LEADERSHIP SUMMIT - Day 1*		
7:00 - 8:00 AM	Continental Breakfast & Registration		
8:00 - 8:15 AM	Welcome & Overview of Program - Peter Hamilton, SAM President		
8:15 - 9:25 AM	Opening Keynote -- "The Word that Shapes our World" -- Sean Covel, Film & Television Producer		
9:30 - 9:50 AM	Transition & Visit with SAM Business Partners		
Focus Zones	HOPE	OPPORTUNITY	WILL
Room Location	Legislative Room	Judicial Room	Executive Room
Session 1 10:00 - 11:00 AM	What Does It Really Mean to be Trauma Invested *Kristin Souers*	Five Things EVERY Administrator Needs to Know About Personal Technology MT Digital Academy *Jason Neiffer & Mike Agostinelli*	OPI Update - Assessment-Fidelity/Security & School Nutrition Direct Certification *Ashley McGrath & Camille Biazzo*
Session 2 11:10 - 12:10 PM	Cultivating a Culture of Data-Savvy SAMRites *Todd Lark*	....But What if I Get Hit by a Bus? *Sean Covel*	Jon Konen & Travis Niemeyer
12:15 - 1:30 PM	Lunch with SAM Update/Visit with SAM Business Partners		
Session 3 1:40 - 2:40 PM	Transformational Learning CLN *Darlene Schottle*	Data does not speak to the heart. Inspiring opportunities for engagement. *Rob Watson*	OPI Update - IEFA, Finance & IT Login/Access *Zach Hawkins, Kara Flath & Michael Sweeney*
2:40 - 3:00 PM	Message from MREA - MCS		
3:00 - 3:15 PM	Closing & Visit with SAM Business Partners		
4:30 PM	MREA Reception		

Wednesday, July 31	*INSTRUCTIONAL LEADERSHIP SUMMIT - Day 2*		
7:00 - 8:00 AM	Hot Breakfast & Registration		
8:00 - 8:15 AM	Welcome & Overview of Program - Peter Hamilton, SAM President		
8:15 - 9:15 AM	Keynote -- "Finding the Rhythm" -- Garret Garrels		
9:15 - 9:40	Transition & Visit with SAM Business Partners		
Focus Zones	HOPE	OPPORTUNITY	WILL
Room Location	Legislative Room	Judicial Room	Executive Room
Session 1 9:45 - 10:45 AM	Social Emotional Learning CLN *Jeff Blessum*	The Center of Infinity *Garret Garrels*	SAM Advocacy Update *Kirk Miller*
10:45 - 11:00	Break/Visit with SAM Business Partners		
Session 2 11:00 - 12:00 PM	International Silent Film Festival *Lynne Peterson*	Your Montana CTE & All Things Montana University System - OCHE *Angela McLean*	Flexibility and Efficiency *Kirk Miller*
12:00 - 12:30 PM	Closing Keynote - Dan Kimzey		
12:45 - 4:15 PM	SAM LPLP Summit		

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Samples Leave Request **Employee #**

Building Napi Elementary **Substitute Name** NA

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
7/28-7/31, 2019	_____	SR.
_____	_____	_____

Employee Signature _____ **Date** _____

☐ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN	Annual	PL	Personal Leave	ALWO	Approved Leave W/O Pay
SL	Sick Leave	JD	Jury Duty (attach verification)	ULWO	Unapproved Leave w/o Pay
***EX/SR**	Extra-Curricular/School Related	**NG**	National Guard	**SWP**	Suspended w/Pay
		FN	Funeral _____	**SWOP**	Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST **(If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop Sam Administrator's Conference **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 7/28/19 **Return Date** 7/31/19

Departure Time 1:00 p.m.. **Return Time** 4:00 p.m.

Transportation:
- ☒ Personal Vehicle
- ☐ District Vehicle
- ☐ Professional Development

Mileage 172 x .58. =$ 99.76

Per Diem 3 days @ $36.00. =$ 108.00

- ☒ **Registration** PO# =$450.00
- ☒ **Hotel** PO# =$330.21
- ☐ **Other** PO# Airfare =$ 0.00
- ☐ **Other** PO# Luggage =$ 0.00

To be reimbursed: shuttle/taxi/parking NA

Sub Total $987.97

Budget Each Building Discretionary Budget (100 %) 207.46

Check Total $207.76

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

White-Payroll Yellow Acc.-Payable Pink-Employee Goldenrod-School Site

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/9/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: 7/2/19

To: **Corrina Guadipee-Hall**
Browning Public Schools

From: Teri DeRoche
Title: Transportation Director

Subject: Individual Transportation Contract 2019-2020

Description: Individual Transportation Contract for 2019-2020 school year (20-10-121 (2) MCA. Teresa Aines lives 13 miles one-way on Reagan Field Road in School District 9 Browning, and needs approval for mileage reimbursement for the parent to bring their student to the nearest bus stop each day which is School District #15 Cut Bank.

Justification: Cut Bank bus enters our district on this route to pick up students to attend school in Cut Bank. Route #1 is the Sweetgrass route (Reagan Field) and it comes approximately 25 miles into our district on the old Croff Wren road. District No. 9 School Board chose to discontinue providing service in this area for financial reasons; it was more cost effective to offer an individual transportation contract to families in this area. Cut Bank is the nearest operating bus route in the Reagan Field area. Financial cost is shared between county and state (1/2 each) and payment is made after semester 1 & 2. The payment is sent to District 9 then a district warrant is issued to the qualifying family. Payment is only for the number of actual days the student/s ride the bus. The Board of Trustees for Cut Bank School District No. 15 has granted attendance permission for the Aines family, a resident of District No. 9, to ride Cut Bank's school bus to attend Cut Bank schools for the 2019-2020 school year.

Financial Impact: $ NA

Attachment(s): Individual Transportation Contract 2019-2020

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2019 - 2020

Due to School Clerk June 1

Contract #

Elementary District Responsible for Reimbursing Contract	County	Legal Entity
0400 – Browning Elementary	Glacier	0400
High School or K-12 District Responsible for Reimbursing the Contract	County	Legal Entity

Is this a contract shared between elementary and high school? ☐ Yes ☒ No

Are you applying for isolation status? ☐ Yes ☒ No

(If yes, please attach explanation)

Student Name	School	Grade
McKenzie Aines		5

Isolation: Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

			Initials
Elem District Approval	☐ Yes	☐ No	
HS District Approval	☐ Yes	☐ No	
County District Approval	☐ Yes	☐ No	

Parent or Guardian Name:

Teresa Aines

Physical Address (street address only):

1145 Reagan Rd

Distance from Home to nearest school (one way)

EL 13.27.3 HS/K12 _____

Distance from home to nearest bus stop, if any (one way)

EL 13 HS/K12 _____

☐ Contract is for one-way only

THIS CONTRACT IS FOR:

Grades K-12

☐ 1st Semester Only ☐ 2nd Semester Only ☒ Both

Prekindergarten

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both

PREKINDERGARTEN

Prekindergarten child rides WITH other school age students also covered by this contract

To or from Bus Stop _____ times per day _____ days per week

To or from School _____ times per day _____ days per week

Prekindergarten child rides WITHOUT other school-age students

To or from Bus Stop _____ times per day _____ days per week

To or from School _____ times per day _____ days per week

Students in each grade level covered by this contract

	Pre-K Total	K Total	1-8 Total	9-12 Total
Regular Trans			1	
Spec. Ed. Trans				
Room & Board				
Coorespondence				
Reg. Contingency				
Spec. Ed. Contin.				

DEADLINES: PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a for your files

[redacted]

Agreement between parent (parent name) Teresa Aines and school district (district name) 9 County, hereinafter referred to as the District(s).

The parties agree as follows:

1. The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session. The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
2. In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
3. The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

I attest the above information is true and correct

Elementary School District — Chair, Board of Trustees — Date

High School district — Chair, Board of Trustees — Date

Teresa Aines — 5-24-2019

Signature - Parent or Guardian — Date

1145 Reagan Rd Browning, Mt School #9 — 912-631-7466

Address, City, Zip Code — Phone Number

PO Box 2021

Cut Bwk, MT 59427

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/16/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Curriculum/Instruction

Subject: Leadership Week & Instructional Planning 2019-2020

Description: Request to approve an extended contract for Andrea Sangray for Leadership Week and Instructional Planning. Since we had a change in leadership, we will need to replace staff involved in leadership week & instructional planning. District Goals and each SLT will plan accordingly to reach the district goals in Graduation Matters, Safety Matters, Culture Matters and Attendance Matters.

Financial Impact: $1,157.40 (up to 5 days)

Funding Source (Budget/grant, etc.): Title I, 115.90.494.2213.150.119

Attachment(s): excel sheet with staff wages and total cost.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/16/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Jeri Matt
Title: Curriculum/Instruction

Subject: Leadership Week & Instructional Planning 2019-2020

Description: Request to approve an extended contract for Samantha Grant for Leadership Week and Instructional Planning. Since we had a change in leadership, we will need to replace staff involved in leadership week & instructional planning. District Goals and each SLT will plan accordingly to reach the district goals in Graduation Matters, Safety Matters, Culture Matters and Attendance Matters.

Financial Impact: $1,791.65 (up to 5 days)

Funding Source (Budget/grant, etc.): MCLP- 115.90.494.2213.150.119

Attachment(s): excel sheet with staff wages and total cost.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 7/17/2019

To: **Corrina Guardipee-Hall**
Superintendent

From: John E Salois
Title: Director, Human Resources

Subject: Extended Contract for BES Principal Transition

Description: Corrina Guardipee-Hall is requesting an Extended Contract for Sheila Hall to work one week before start of 2019-2020 contract. July 22-26, 2019.

Justification: Time is needed in order to plan and prepare for academic year as new BES Principal

Financial Impact: Hourly rate $50.00 up to 40 hours $2,000.00

Funding Source (Budget/grant, etc.): 126.20.120.2410.111

Attachment(s): na

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: 7/18/2019

To: **Corrina Guardipee-Hall**
Superintendent

From: John E Salois
Title: Director, Human Resources

Subject: Extended Contract for Administrator Transistion

Description: Corrina Guardipee-Hall is requesting an Extended Contract for Angela HeavyRunner to work one week before start of 2019-2020 contract. July 22-25, 2019.

Justification: Time is needed in order to plan and prepare for academic year as new BMS Principal

Financial Impact: Hourly rate $53.49 up to 40 hours $2,139.53

Funding Source (Budget/grant, etc.): 126.50.130.2410.111 BMS Impact Aid

Attachment(s): na

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☒ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: 7/16/19

To: **Board of Trustees**
Browning Public Schools

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: SIDE by SIDE Consulting Montana Pre-School Development Grant (MPDG) &Montana Comprehensive Literacy Project (MCLP) Grant for PreK.

Description: SIDE by SIDE Consulting Agreement for Montana Pre-School Development Grant (MPDG) &Montana Comprehensive Literacy Project (MCLP) Grant for PreK.

Funding Source (Budget/grant, etc.): 115.5.423.2213.320.650 (MCLP) 115.5.465.2213.320.120.183 (MPDG)

Financial Impact: $6,000.00

Attachment(s): Consulting Agreement 2019-2020

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

SIDE-BY-SIDE EDUCATIONAL CONSULTING, INC.
AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is effective as of July 1, 2019 (the "Effective Date") by and Browning School District located Browning , Montana (the "District"), and Side-by-Side Educational Consulting, Inc., a Montana Corporation ("Consultant").

BACKGROUND

A. The Consultant has expertise in the Field of curriculum and instruction for literacy within the Montana Comprehensive Literacy Project, including specialized knowledge in the Montana Common Core Standards for English Language Arts and technical subjects, evidence-based literacy practices as defined in ESSA, job-embedded coaching techniques for classroom application, the Montana Literacy Plan, and practices to improve academic achievement for all students, particularly disadvantaged students in high poverty schools. Within the Field, the Consultant will provide professional development and support for the Montana Comprehensive Literacy Project which includes, but is not limited to: (1) literacy across all content areas; (2) analyzing data in order to inform instructional delivery and intervention services; (3) professional development offerings for teachers, coaches, and administrators; (4) instructional planning that increases scaffolding to reach all students (challenging and supportive); (5) classroom support, including lesson modeling, classroom observations, and feedback; (6) facilitation of on-site school visits; (7) conducting instructional walkthroughs to monitor current implementation and determine next steps for change; and (8) meeting with the School Leadership Team to support teachers and administrators in action planning for continuous improvement.

B. The District is a subgrantee under the Montana Comprehensive Literacy Project ("Grant") administered by Montana's Office of Public Instruction ("OPI").

C. Pursuant to Grant requirements, the District desires to obtain services of Consultant, and Consultant wishes to provide such services in the Field, all on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Consultant: Side-by-Side Educational Consulting, Inc., a Montana Corporation approved by the OPI as part of its administration of the Grant, possessing expertise in the Field of curriculum, and instruction, literacy across all content areas, the Montana Common Core Standards, and the implementation of the continuous improvement cycle.

2. Field: Curriculum and instruction for literacy across all content areas as connected to the Montana Common Core Standards for English Language Arts and technical subjects, evidence-based literacy practices as defined in ESSA, job-embedded coaching techniques for classroom application, the Montana Literacy Plan, and practices to improve academic achievement for all students, particularly disadvantaged students in high poverty schools. The consulting support provided includes, but is not limited to: (1) analyzing data in order to inform instructional delivery and intervention services; (2) professional development offerings for teachers, coaches, and administrators; (3) instructional planning that increases scaffolding to reach all students (challenging and supportive); (4) classroom support, including lesson modeling, classroom observations, and feedback; (5) facilitation of on-site school visits; and (6) providing support School Leadership Team in the action planning process for continuous improvement.

3. Services: The services to be provided by Consultant pursuant to Grant requirements (the "Services"), and the dates for the performance of such Services, are described on Exhibit A hereto.

4. Fees: The fees to be paid by the District to Consultant for the Services (the "Fees") are set forth in Exhibit A, attached hereto. Except for the reimbursable expenses specifically described in Section 5 below, the **fees are inclusive of all of Consultant's expenses for Services**. Consultant's invoices for Services will be sent to the address and billing contact set forth in Exhibit A. Payment for Fees shall be made to Consultant within forty-five (45) days of the invoice date.

    a. The District shall select at the beginning of this agreement from two payment options as indicated in Exhibit A and attached hereto:

        i. PAYMENT OPTION #1: For the specific school year, the fees will be paid IN ADVANCE to the Consultant by the District for services contained within this agreement, including Exhibit A. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined in Exhibit A, Consultant agrees to reimburse District within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed. Specifically, reimbursement from Consultant to the District shall be calculated based upon the calculation of services contained in Exhibit A of this agreement.

        ii. PAYMENT OPTION #2: For the specific school year, fees will be paid on a monthly basis to the Consultant by the District for services contained within this agreement, including Exhibit A. Invoices will be submitted at the beginning of each month and the District will pay in full on each invoices on a monthly basis for the services rendered pursuant to this agreement, as in outlined above in Section 4.

        iii. *Selection by the District shall be indicated in written form by **initialing and dating** the chosen payment option in Exhibit A.*

5. Reimbursable Expenses: In addition to the Fees set forth on Exhibit A, the District shall reimburse Consultant from Grant funds for all non-refundable travel expenses incurred by Consultant in the event that the District cancels or requests the rescheduling of the Services. Such reimbursable expenses shall be invoiced and paid in accordance with Section 4 above.

6. Copying Costs: Consultant shall send copies of training materials (if applicable) to the District at least one week prior to the commencement of the Services. The District shall be responsible for providing the required number of copies, at the District's sole expense, for purposes of receiving Services.

7. Confidential Information: In the event that the District discloses any tangible confidential information to Consultant, it shall be clearly identified, in writing, as "confidential" (all information so identified, "Confidential Information"). Consultant agrees to hold all Confidential Information disclosed to Consultant by the District in confidence, and Consultant shall neither disclose nor use the Confidential Information for any purpose other than providing the Services as contemplated herein. Upon the termination or expiration of the Term, Consultant agrees to return or destroy all Confidential Information supplied to Consultant by the District.

8. No Solicitation of Consultant's Employees and/or Consultants: Except after discussion with and the written approval of Consultant, during the Term and for twelve (12) months after the expiration or termination thereof, the District shall not solicit or initiate contact or communications with the employees or independent contractors of Consultant for the purpose of hiring or causing a third party to hire such persons, or cause or attempt to cause an employee or contractor of Consultant to terminate his, her or its employment or engagement with Consultant. The District agrees that a breach of its obligations under this Section 8 could not reasonably or adequately be compensated in damages in an action at law and that Consultant shall be entitled to injunctive relief, which may include, but shall not be limited to, restraining the District from engaging in any acts that would breach this Section 8. However, the injunctive relief conferred by this Section 8 is not intended to be exclusive of any other remedy that may be available to Consultant, and it shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity.

9. Relationship of the Parties: In performing Services, pursuant to this Agreement, Consultant and its agents, employees, and independent contractors, are not employees of the District. Accordingly, although the District may provide input regarding the general nature of the work to be performed and the goals to be met, the details, direction, and control of performing such work and meeting such goals shall be provided by Consultant and the Montana Office of Public Instruction pursuant to Grant requirements.

10. Term and Termination: The term of this Agreement (the "Term") shall be from the Effective Date until the date that the Services are completed, or until otherwise terminated in accordance with the terms of this Agreement. Subject to the provisions of Section 11 below, either party may terminate this Agreement at any time, for any or no reason, upon written notice delivered to the other party. Upon expiration or termination of this Agreement, the District shall pay Consultant (in accordance with the invoicing and payment procedures set forth in Section 3 and Section 4 above) all Fees owed for all work performed and shall reimburse Consultant for all reimbursable expenses incurred (in accordance with the procedures set forth in Section 3, Section 4, and Section 5 above) as of the date of such expiration or termination.

11. Liquidated Damages for Untimely Terminations:

    a. If the District gives Consultant less than fifteen (15) days prior written notice of the District's election to terminate this Agreement, the District shall pay Consultant, as liquidated damages and not as a penalty, the sum of One Thousand Dollars ($1,000) per day for each day and/or partial day of Services thereby cancelled.

    b. If Consultant gives the District less than fifteen (15) days prior written notice of Consultant's election to terminate this Agreement (for any reason other than the personal illness of Carrie L. Cole or any other individual that Consultant has scheduled to perform the Services on its behalf), Consultant shall pay the District, as liquidated damages and not as a penalty, the sum of One Thousand Dollars ($1,000); however, Consultant shall not be liable for liquidated damages under the termination of this agreement if termination is due to an emergency, such as, but not limited to personal illness, family illness, and/or natural disasters.

12. Severability: Should any valid federal or state law or final determination of any administrative agency or court of competent jurisdiction invalidate or otherwise affect any provision of this Agreement, the provision or provisions so affected shall be conformed automatically and to the extent possible to the law or determination in question, and in all events the remaining provisions of this Agreement shall continue in full force and effect.

13. Video Recording: Subject to compliance with the District's policies, the demonstration lesson for teaching and learning provided by Consultant hereunder (if any) may be recorded by the District in a video format, and a copy of the resulting video shall be provided to Consultant free-of-charge. Any videotape or DVD of the demonstration lesson shall not be distributed to any third party without the prior written consent of both parties.

14. Governing Law: This Agreement has been entered into under the laws of the State of Montana and the parties hereto agree that it shall be interpreted and all disputes arising hereunder shall be resolved in accordance with Montana law. The parties acknowledge and agree that the provisions of this Section 14 are reasonable because Consultant is a Montana Corporation, Consultant has significant operations in Montana, and Consultant has a need for consistency in the interpretation of its contracts with independent contractors, and, therefore, Montana has a substantial relationship to the District's engagement by Consultant pursuant to this Agreement, and Montana has a material interest in the determination and resolution of any issues or disputes arising under this Agreement. This Agreement has been entered into and has been executed by Consultant in Montana following its execution by the District. Exclusive jurisdiction and venue for any dispute arising hereunder shall be with the state or federal courts located in the County of Lincoln, State of Montana.

15. Amendments. Any amendment or modification to this Agreement shall be valid only in writing and signed by both parties.

16. Notices: Any notice, request, demand or other communication hereunder shall be in writing and shall be deemed to be duly given (i) when personally delivered to Consultant or to the District, as the case may be, (ii) three (3) days after deposit with the U.S. Postal Service, certified mail, return receipt requested, with postage prepaid, or (iii) two (2) days after deposit with a reputable overnight delivery service, delivery fees prepaid. Such notices shall be addressed as follows:

a. If to Consultant:

Side-by-Side Educational Consulting, Inc.
322 Cottonwood Lane
Libby, MT 59923
Attn: Carrie L. Cole

b. If to the District:

To the address for notices set forth on the signature page of this Agreement.

Each party may specify a different address for notices by giving notice of such changed address to the other party in accordance with this Section 16.

17. Entire Agreement. This Agreement constitutes the entire agreement between the parties respecting the Services, and there are no representations, warranties or commitments which may be relied upon by either party except as expressly set forth in this Agreement. This Agreement supersedes all prior or contemporaneous agreements, commitments, representations, writings, and discussions between the parties, whether oral or written. This Agreement may be amended only by an instrument in writing executed by both of the parties hereto.

18. Acknowledgments. The District expressly acknowledges that it has read the terms of this Agreement, has had the opportunity to discuss those terms with its own legal counsel, and understands that this is a legally binding contract.

19. Assignment. This Agreement shall be binding on and shall inure to the benefit of the parties' respective successors and permitted assigns. Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, Consultant may engage one or more subcontractors to perform the Services contemplated herein.

20. Mediation of Disputes. In the event of a dispute relating to the parties' performance hereunder or the interpretation of this Agreement, prior to instituting any legal action other than injunctive relief, the parties agree to mediate in good faith before a mutually selected, neutral third party. Notwithstanding the foregoing, neither party shall have any obligation to mediate under this Section 20 for more than forty-five (45) days after the date that a dispute first arose.

21. Consultant's Insurance. Consultant shall maintain throughout the Term, at Consultant's expense, insurance coverage that includes business liability insurance and worker's compensation insurance. Consultant shall provide the District with copies of certificates evidencing such insurance coverage upon request.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Effective Date.

Consultant

SIDE-BY-SIDE EDUCATIONAL CONSULTING, INC.

By: Carrie L. Cole

Title: President

Signature: _____

Date: _____

Address for Notices:
Side-by-Side Educational Consulting
ATTN: Carrie Cole
322 Cottonwood Lane LIBBY, MT 59923

Program

Browning School District -

By: _____

Title: _____

Signature: _____

Date: _____

Address for Notices:

_____

_____

_____

Primary Contact Person for Invoicing:
Name: _____
Email: _____

EXHIBIT A

Browning School District (Great Falls High and East Middle)
July 1, 2019 – June 30, 2020

DATE	PROFESSIONAL DEVELOPMENT SERVICES	PRESENTER
Up to 10 hours virtual training	The Consultant, in conjunction with the School Leadership Team, will serve as an on-site support person for the Montana Comprehensive Literacy Project. The Consultant will provide professional development and support in the following areas: (1) analyzing data in order to inform instructional delivery and intervention services; (2) professional development offerings for teachers, coaches, and administrators; (3) instructional planning that increases scaffolding to reach all students (challenging and supportive); (4) classroom support, including lesson modeling, classroom observations, and feedback; (5) facilitation of on-site school visits; and (6) providing support to the School Leadership Team in the action planning process for continuous improvement.	**LYNDA COLLINS**
PAYMENT SCHEDULE (CHOOSE ***ONE*** OPTION)	**FEE TERMS AS OUTLINED IN SECTION 4 OF AGREEMENT** (CHOOSE ***ONE*** OPTION)	
Payment Option #1 Initial _____ Date _____	For the specified school year of this agreement, the fees will be paid ***IN ADVANCE*** to Consultant by the District for services contained within this agreement, including Exhibit A. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined below in Expenditure of Exhibit A, Consultant agrees to reimburse District within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed. Selection of this option by the District shall be indicated in written form by initialing and dating the chosen payment option in Section 4 of the agreement. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined in Exhibit A, Consultant agrees to reimburse District within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed.	
	OR	
Payment Option #2 Initial _____ Date _____	For the specific school year, fees will be paid on a ***MONTHLY BASIS*** to Consultant by the District for services contained within this agreement, including Exhibit A. Invoices will be submitted at the beginning of each month and the District will pay in full on each invoices on a monthly basis for the services rendered pursuant to this agreement, as in outlined above in Section 4. Selection of this option by the District shall be indicated in written form by initialing and dating the chosen payment option in Section 4 of the agreement.	
TOTAL EXPENDITURE		
Services for Consultant for __10 Hours @ $100.00 per hour = $1,000.00. All expenses included, as outlined in Section 4, Section 5, and Section 6 of this agreement. For a total of $1,,000.00 per school year, as outlined in the starting date and ending date of this agreement.		

SIDE-BY-SIDE EDUCATIONAL CONSULTING, INC.
AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is effective as of July 1, 2019 (the "Effective Date") by and between Browning School District located in Browning, Montana (the "Program"), and Side-by-Side Educational Consulting, Inc., a Montana Corporation ("Consultant").

BACKGROUND

A. The Consultant has expertise in the Field of early childhood, literacy, curriculum and instruction, the Montana Preschool Program Standards, and the implementation of an instructional improvement process. The Consultant will provide professional development and support for implementation of the Montana Preschool Development Grant (MPDG) which includes, but is not limited to, the following areas: (1) implementation of the Montana Preschool Program Standards which include the Montana Early Learning Standards (MELS); (2) implementation of the comprehensive early learning assessment system; (3) alignment of program and content standards; (4) support and expansion of comprehensive services in the high need communities; (5) facilitation of on-site school visits; and (6) providing support to the Program Leadership Team in action planning process for continuous improvement.

B. The Program is a subgrantee under the Montana Preschool Development Grant ("Grant") administered by Montana's Office of Public Instruction ("OPI").

C. Pursuant to Grant requirements, the Program desires to obtain services of Consultant, and Consultant wishes to provide such services in the Field, all on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Consultant: Side-by-Side Educational Consulting, Inc., a Montana Corporation approved by the OPI as part of its administration of the Grant, possessing expertise in the Field of early childhood, literacy, curriculum and instruction, the Montana Preschool Program Standards, and the implementation of an instructional improvement process.

2. Field: Professional development and support for implementation of the Montana Preschool Development Grant (MPDG) which includes, but is not limited to, the following areas: (1) implementation of the Montana Preschool Program Standards which include the Montana Early Learning Standards (MELS); (2) implementation of the comprehensive early learning assessment system; (3) alignment of program and content standards; (4) support and expansion of comprehensive services in the high need communities; (5) facilitation of on-site school visits; and (6) providing support to the Program Leadership Team in action planning process for continuous improvement.

3. Services: The services to be provided by Consultant pursuant to Grant requirements (the "Services"), and the dates for the performance of such Services, are described on Exhibit A hereto.

4. Fees: The fees to be paid by the Program to Consultant for the Services (the "Fees") are set forth in Exhibit A, attached hereto. Except for the reimbursable expenses specifically described in Section 5 below, the **fees are inclusive of all of Consultant's expenses for Services**. Consultant's invoices for Services will be sent to the address and billing contact set forth in Exhibit A. Payment for Fees shall be made to Consultant within forty-five (45) days of the invoice date.

   a. The Program shall select at the beginning of this agreement from two payment options as indicated in Exhibit A and attached hereto:

      i. PAYMENT OPTION #1: For the specific school year, the fees will be paid IN ADVANCE to the Consultant by the Program for services contained within this agreement, including Exhibit A. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined in Exhibit A, Consultant agrees to reimburse Program within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed. Specifically, reimbursement from Consultant to the Program shall be calculated based upon the calculation of services contained in Exhibit A of this agreement.

      ii. PAYMENT OPTION #2: For the specific school year, fees will be paid on a monthly basis to the Consultant by the Program for services contained within this agreement, including Exhibit A. Invoices will be submitted at the beginning of each month and the Program will pay in full on each invoices on a monthly basis for the services rendered pursuant to this agreement, as in outlined above in Section 4.

      iii. *Selection by the Program shall be indicated in written form by **initialing and dating** the chosen payment option in Exhibit A.*

5. Reimbursable Expenses: In addition to the Fees set forth on Exhibit A, the Program shall reimburse Consultant from Grant funds for all non-refundable travel expenses incurred by Consultant in the event that the Program cancels or requests the rescheduling of the Services. Such reimbursable expenses shall be invoiced and paid in accordance with Section 4 above.

6. Copying Costs: Consultant shall send copies of training materials (if applicable) to the Program at least one week prior to the commencement of the Services. The Program shall be responsible for providing the required number of copies, at the Program's sole expense, for purposes of receiving Services.

7. Confidential Information: In the event that the Program discloses any tangible confidential information to Consultant, it shall be clearly identified, in writing, as "confidential" (all information so identified, "Confidential Information"). Consultant agrees to hold all Confidential Information disclosed to Consultant by the Program in confidence, and Consultant shall neither disclose nor use the Confidential Information for any purpose other than providing the Services as contemplated herein. Upon the termination or expiration of the Term, Consultant agrees to return or destroy all Confidential Information supplied to Consultant by the Program.

8. No Solicitation of Consultant's Employees and/or Consultants: Except after discussion with and the written approval of Consultant, during the Term and for twelve (12) months after the expiration or termination thereof, the District shall not solicit or initiate contact or communications with the employees or independent contractors of Consultant for the purpose of hiring or causing a third party to hire such persons, or cause or attempt to cause an employee or contractor of Consultant to terminate his, her or its employment or engagement with Consultant. The District agrees that a breach of its obligations under this Section 8 could not reasonably or adequately be compensated in damages in an action at law and that Consultant shall be entitled to injunctive relief, which may include, but shall not be limited to, restraining the District from engaging in any acts that would breach this Section 8. However, the injunctive relief conferred by this Section 8 is not intended to be exclusive of any other remedy that may be available to Consultant, and it shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity.

9. Relationship of the Parties: In performing Services, pursuant to this Agreement, Consultant and its agents, employees, and independent contractors, are not employees of the Program. Accordingly, although the Program may provide input regarding the general nature of the work to be performed and the goals to be met, the details, direction, and control of performing such work and meeting such goals shall be provided by Consultant and the Montana Office of Public Instruction pursuant to Grant requirements.

10. Term and Termination: The term of this Agreement (the "Term") shall be from the Effective Date until the date that the Services are completed, or until otherwise terminated in accordance with the terms of this Agreement. Subject to the provisions of Section 11 below, either party may terminate this Agreement at any time, for any or no reason, upon written notice delivered to the other party. Upon expiration or termination of this Agreement, the Program shall pay Consultant (in accordance with the invoicing and payment procedures set forth in Section 3 and Section 4 above) all Fees owed for all work performed and shall reimburse Consultant for all reimbursable expenses incurred (in accordance with the procedures set forth in Section 3, Section 4, and Section 5 above) as of the date of such expiration or termination.

11. Liquidated Damages for Untimely Terminations:

    a. If the Program gives Consultant less than fifteen (15) days prior written notice of the Program's election to terminate this Agreement, the Program shall pay Consultant, as liquidated damages and not as a penalty, the sum of One Thousand Dollars ($1,000) per day for each day and/or partial day of Services thereby cancelled.

    b. If Consultant gives the Program less than fifteen (15) days prior written notice of Consultant's election to terminate this Agreement (for any reason other than the personal illness of Carrie L. Cole or any other individual that Consultant has scheduled to perform the Services on its behalf), Consultant shall pay the Program, as liquidated damages and not as a penalty, the sum of One Thousand Dollars ($1,000); however, Consultant shall not be liable for liquidated damages under the termination of this agreement if termination is due to an emergency, such as, but not limited to personal illness, family illness, and/or natural disasters.

12. Severability: Should any valid federal or state law or final determination of any administrative agency or court of competent jurisdiction invalidate or otherwise affect any provision of this Agreement, the provision or provisions so affected shall be conformed automatically and to the extent possible to the law or determination in question, and in all events the remaining provisions of this Agreement shall continue in full force and effect.

13. Video Recording: Subject to compliance with the Program's policies, the demonstration lesson for teaching and learning provided by Consultant hereunder (if any) may be recorded by the Program in a video format, and a copy of the resulting video shall be provided to Consultant free-of-charge. Any videotape or DVD of the demonstration lesson shall not be distributed to any third party without the prior written consent of both parties.

14. Governing Law: This Agreement has been entered into under the laws of the State of Montana and the parties hereto agree that it shall be interpreted and all disputes arising hereunder shall be resolved in accordance with Montana law. The parties acknowledge and agree that the provisions of this Section 14 are reasonable because Consultant is a Montana Corporation, Consultant has significant operations in Montana, and Consultant has a need for consistency in the interpretation of its contracts with independent contractors, and, therefore, Montana has a substantial relationship to the Program's engagement by Consultant pursuant to this Agreement, and Montana has a material interest in the determination and resolution of any issues or disputes arising under this Agreement. This Agreement has been entered into and has been executed by Consultant in Montana following its execution by the Program. Exclusive jurisdiction and venue for any dispute arising hereunder shall be with the state or federal courts located in the County of Lincoln, State of Montana.

15. Amendments. Any amendment or modification to this Agreement shall be valid only in writing and signed by both parties.

16. Notices: Any notice, request, demand or other communication hereunder shall be in writing and shall be deemed to be duly given (i) when personally delivered to Consultant or to the Program, as the case may be, (ii) three (3) days after deposit with the U.S. Postal Service, certified mail, return receipt requested, with postage prepaid, or (iii) two (2) days after deposit with a reputable overnight delivery service, delivery fees prepaid. Such notices shall be addressed as follows:

    a. If to Consultant:

    Side-by-Side Educational Consulting, Inc.
    322 Cottonwood Lane
    Libby, MT 59923
    Attn: Carrie L. Cole

    b. If to the Program:

    To the address for notices set forth on the signature page of this Agreement.

    Each party may specify a different address for notices by giving notice of such changed address to the other party in accordance with this Section 16.

17. Entire Agreement. This Agreement constitutes the entire agreement between the parties respecting the Services, and there are no representations, warranties or commitments which may be relied upon by either party except as expressly set forth in this Agreement. This Agreement supersedes all prior or contemporaneous agreements, commitments, representations, writings, and discussions between the parties, whether oral or written. This Agreement may be amended only by an instrument in writing executed by both of the parties hereto.

18. Acknowledgments. The Program expressly acknowledges that it has read the terms of this Agreement, has had the opportunity to discuss those terms with its own legal counsel, and understands that this is a legally binding contract.

19. Assignment. This Agreement shall be binding on and shall inure to the benefit of the parties' respective successors and permitted assigns. Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, Consultant may engage one or more subcontractors to perform the Services contemplated herein.

20. Mediation of Disputes. In the event of a dispute relating to the parties' performance hereunder or the interpretation of this Agreement, prior to instituting any legal action other than injunctive relief, the parties agree to mediate in good faith before a mutually selected, neutral third party. Notwithstanding the foregoing, neither party shall have any obligation to mediate under this Section 20 for more than forty-five (45) days after the date that a dispute first arose.

21. Consultant's Insurance. Consultant shall maintain throughout the Term, at Consultant's expense, insurance coverage that includes business liability insurance and worker's compensation insurance. Consultant shall provide the Program with copies of certificates evidencing such insurance coverage upon request.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Effective Date.

Consultant

SIDE-BY-SIDE EDUCATIONAL CONSULTING, INC.

By: Carrie L. Cole

Title: President

Signature: _____

Date: _____

Address for Notices:
Side-by-Side Educational Consulting
ATTN: Carrie Cole
322 Cottonwood Lane LIBBY, MT 59923

Program

Browning School District

By: _____

Title: _____

Signature: _____

Date: _____

Address for Notices:

_____

_____

_____

Primary Contact Person for Invoicing:
Name: _____
Email: _____

EXHIBIT A

Browning School District
July 1, 2019 – June 30, 2020

DATE	PROFESSIONAL DEVELOPMENT SERVICES	PRESENTER
2 Days Total (September)	The Consultant, in conjunction with the Program's leadership team, will serve as an on-site support person in the delivery of the Montana Preschool Development Grant. The Consultant will provide professional development and support in the following areas: (1) implementation of the Montana Preschool Program Standards, including the Montana Early Learning Standards (MELS); (2) implementation of the comprehensive early learning assessment system; (3) alignment of program and content standards; and (4) support and expansion of comprehensive services in the high need communities.	**LYNDA COLLINS**
PAYMENT SCHEDULE (CHOOSE ***ONE*** OPTION)	**FEE TERMS AS OUTLINED IN SECTION 4 OF AGREEMENT** (CHOOSE ***ONE*** OPTION)	
Payment Option #1 Initial _____ Date _____	For the specified school year of this agreement, the fees will be paid ***IN ADVANCE*** to Consultant by the District for services contained within this agreement, including Exhibit A. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined below in Expenditure of Exhibit A, Consultant agrees to reimburse District within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed. Selection of this option by the District shall be indicated in written form by initialing and dating the chosen payment option in Section 4 of the agreement. In the event the number of days of services for the school year are not fulfilled by the Consultant, as outlined in Exhibit A, Consultant agrees to reimburse District within thirty (30) days of the last day of services for the school year the amount for the number of days services were not performed.	
	OR	
Payment Option #2 Initial _____ Date _____	For the specific school year, fees will be paid on a ***MONTHLY BASIS*** to Consultant by the District for services contained within this agreement, including Exhibit A. Invoices will be submitted at the beginning of each month and the District will pay in full on each invoices on a monthly basis for the services rendered pursuant to this agreement, as in outlined above in Section 4. Selection of this option by the District shall be indicated in written form by initialing and dating the chosen payment option in Section 4 of the agreement.	
TOTAL EXPENDITURE		
Services for Consultant for __2_ days @ $2500.00 per day = $5000.00. All expenses included, as outlined in Section 4, Section 5, and Section 6 of this agreement. For a total of $5000.00.00 per school year, as outlined in the starting date and ending date of this agreement.		

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

---

Date: 7/16/19

To: **Corrina Guardiee-Hall**
Browning Public Schools

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: Montana Comprehensive Literacy Project (MCLP) Grant Consultant-STRIVE

Description: Strive Consulting Agreement for Napi and district Coaches to fulfill requirements of MCLP Grant.

Funding Source (Budget/grant, etc.): 115.30.423.2213.320.650 (Napi) 115.90.494.2213.320.120 (coaches/district

Financial Impact: $67,500.00

Attachment(s): Strive Consulting Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

DISTRICT/SCHOOL AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is effective as of July 12, 2019 (the "Effective Date") continuing through June 30, 2020 by and between **Browning Public Schools** located in Browning, MT, (the "District"), and STRIVE Consulting, LLC, located in East Helena, MT ("Consultant").

BACKGROUND

A. 1. Consultant has expertise in the field of curriculum and instruction and Response to Intervention ("RtI") processes in elementary schools, particularly in the area of literacy (collectively, the "Field"). In particular, the Field includes, but is not limited to, supporting the leadership team; effective RtI implementation; support to school administration in the area of RtI and instructional walk-through processes; phonemic awareness, phonics, vocabulary, comprehension and fluency instruction; effective instructional techniques; analyzing data in order to inform instruction and intervention services, professional development offerings for teachers, coaches, and administrators, and instructional planning; increasing scaffolding to reach all students (challenging and supportive); lesson modeling; classroom observations and feedback; facilitation of on-site school visits; and "next step" RtI implementation goals.

B. The District desires to obtain services of Consultant, and Consultant wishes to provide such services in the Field, all on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Services. The services to be provided by Consultant to the District hereunder (the "Services"), and the dates for the performance of such Services, are described on Exhibit A hereto.

2. Fees. The fees to be paid by the District to Consultant for the Services (the "Fees") are set forth on Exhibit A hereto. Except for the reimbursable expenses specifically described in Section 3 below, the **Fees are inclusive of all of Consultant's expenses for Services**. Consultant's invoices for Services will be sent to the address and billing contact set forth on Exhibit A. Payment for Fees shall be made to Consultant within thirty days (30) days of the invoice date.

3. Copying Costs. Consultant shall send copies of training materials (if applicable) to the District at least one week prior to the commencement of the Services. The District shall be responsible for providing the required number of copies, at the District's sole expense, for purposes of receiving training Services.

4. Confidential Information. In the event that the District discloses any tangible confidential information to Consultant, it shall be clearly identified, in writing, as "confidential" (all information so identified, "Confidential Information"). Consultant agrees to hold all Confidential Information disclosed to Consultant by the District in confidence, and Consultant shall neither disclose nor use the Confidential Information for any purpose other than providing the Services as contemplated herein. Upon the termination or expiration of the Term, Consultant agrees to return or destroy all Confidential Information supplied to Consultant by the District.

5. No Solicitation of Consultant's Employees or Consultants. Except after discussion with and the written approval of Consultant, during the Term and for twelve (12) months after the expiration or termination thereof, the District shall not solicit or initiate contact or communications with the employees or contractors of Consultant for the purpose of hiring or causing a third party to hire such persons, or cause or attempt to cause an employee or contractor of Consultant to terminate his, her or its employment or engagement with Consultant. The District agrees that a breach of its obligations under this Section 5 could not reasonably or adequately be compensated in damages in an action at law and that Consultant shall be entitled to injunctive relief, which may include, but shall not be limited to, restraining the District from engaging in any acts that would breach this Section 5. However, the injunctive relief conferred by this Section 5 is not intended to be exclusive of any other remedy that may be available to Consultant, and it shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity.

6. Relationship of the Parties. In performing Services for the District pursuant to this Agreement, Consultant shall be acting in the capacity of an independent contractor to the District and not as an employee of the District. Accordingly, although the District may specify the general nature of the work to be performed and the goals to be met, the details of performing such work and meeting such goals shall be determined by Consultant.

7. Term and Termination. The term of this Agreement (the "Term") shall be from the Effective Date until the date that the Services are completed, or until otherwise terminated in accordance with the terms of this Agreement. Subject to the provisions of Section 8 below, either party may terminate this Agreement at any time, for any or no reason, upon written notice delivered to the other party. Upon expiration or termination of this Agreement, the District shall pay Consultant (in accordance with the invoicing and payment procedures set forth in Section 2 above) all Fees owed for all work performed and shall reimburse Consultant for all reimbursable expenses incurred (in accordance with the procedures set forth in Section 3 above) as of the date of such expiration or termination.

8. Liquidated Damages for Untimely Terminations.

If the District gives Consultant less than fifteen (15) days' prior written notice of the District's election to terminate this Agreement, the District shall pay Consultant, as liquidated damages and not as a penalty, the sum of One Thousand Dollars ($1,000) of Services thereby cancelled.

9. Severability. Should any valid federal or state law or final determination of any administrative agency or court of competent jurisdiction invalidate or otherwise affect any provision of this Agreement, the provision or provisions so affected shall be conformed automatically and to the extent possible to the law or determination in question, and in all events the remaining provisions of this Agreement shall continue in full force and effect.

10. Video Recording. Subject to compliance with the District's policies, the demonstration lesson for teaching and learning provided by Consultant hereunder (if any) may be recorded by the District in a video format, and a copy of the resulting videotape/DVD shall be provided to Consultant free-of-charge. Any videotape or DVD of the demonstration lesson shall not be distributed to any third party without the prior written consent of both parties.

11. Governing Law. This Agreement has been entered into under the laws of the State of Montana and the parties hereto agree that it shall be interpreted and all disputes arising hereunder shall be resolved in accordance with Montana law. The parties acknowledge and agree that the provisions of this Section 11 are reasonable because Consultant is a Montana Company, Consultant has significant operations in Montana, and Consultant has a need for consistency in the interpretation of its contracts with independent contractors, and, therefore, Montana has a substantial relationship to the District's engagement by Consultant pursuant to this Agreement, and Montana has a material interest in the determination and resolution of any issues or disputes arising under this Agreement. This Agreement has been entered into and has been executed by Consultant in Montana following its execution by the District. Exclusive jurisdiction and venue for any dispute arising hereunder shall be with the state or federal courts located in the County of Lewis and Clark, State of Montana

12. Amendments. Any amendment or modification to this Agreement shall be valid only in writing and signed by both parties.

13. Notices. Any notice, request, demand or other communication hereunder shall be in writing and shall be deemed to be duly given (i) when personally delivered to Consultant or to the District, as the case may be, (ii) three (3) days after deposit with the U.S. Postal Service, certified mail, return receipt requested, with postage prepaid, or (iii) two (2) days after deposit with a reputable overnight delivery service, delivery fees prepaid. Such notices shall be addressed as follows:

If to Consultant:

STRIVE Consulting LLC
3919 Remington
East Helena, MT 59635
Attn.: Debbie Hunsaker

If to the District:

Browning Public Schools
P.O. Box 610
Browning, MT 59417-0610

To the address for notices set forth on the signature page of this Agreement.

Each party may specify a different address for notices by giving notice of such changed address to the other party in accordance with this Section 13.

14. Entire Agreement. This Agreement constitutes the entire agreement between the parties respecting the Services, and there are no representations, warranties or commitments which may be relied upon by either party except as expressly set forth in this Agreement. This Agreement supersedes all prior or contemporaneous agreements, commitments, representations, writings, and discussions between the parties, whether oral or written. This Agreement may be amended only by an instrument in writing executed by both of the parties hereto.

15. Acknowledgments. The District expressly acknowledges that it has read the terms of this Agreement, has had the opportunity to discuss those terms with its own legal counsel, and understands that this is a legally binding contract.

16. Assignment. This Agreement shall be binding on and shall inure to the benefit of the parties' respective successors and permitted assigns. Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, Consultant may engage one or more subcontractors to perform the Services contemplated herein.

17. Mediation of Disputes. In the event of a dispute relating to the parties' performance hereunder or the interpretation of this Agreement, prior to instituting any legal action other than injunctive relief, the parties agree to mediate in good faith before a mutually selected, neutral third party. Notwithstanding the foregoing, neither party shall have any obligation to mediate under this Section 17 for more than forty-five (45) days after the date that a dispute first arose.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Effective Date.

Consultant:
STRIVE Consulting LLC

By: DebbieHunsaker Verified by PDFfiller 07/10/2019

Name: Debbie Hunsaker

Title: Owner

District/School:
Browning Public Schools

By: _____

Name: _____

Title: _____

Exhibit A : Browning Public Schools 2019-2020			
Date	**Professional Development**	**Amount Per Day**	**Consultant**
2019-2020 School Year August 12&13, 2019 September 9&10,2019 September 11, 2019 (Napi) October 14&15, 2019 October 16, 2019 (Napi) November 20&21, 2019 November 22, 2019 (Napi) January 20&21, 2020 January 22, 2019 (Napi) February 17&18, 2020 March 4&5, 2020 March 6, 2019 (Napi) April 13&14, 2020 April 15, 2019 (Napi) May 18&19, 2020 May 20, 2019 (Napi) December 2019 or June 2020 open TBD (2 days with coaches) Dates subject to change by mutual agreement as result of weather or scheduling conflicts	**Book: *Coach's Handbook*** Free **On-site professional development** (inclusive of all expenses, as well as a one-hour conference call to determine needs and set agenda) **Off-site on-line meetings (i.e., zoom, go to meeting)** As needed with coaches before and after on-site visits (inclusive of all materials. Including rights to use within the District, including PowerPoint slides, and aligned participant activities)	$2,500 **27 days**	Debbie Hunsaker
***Please invoice consulting fees to STRIVE EIN 81-2237138**	**Totals:** **Professional Development** **$67,500** **Resource Purchase** **$0.00** **Contract Total:** **$67,500.00**		

Verified by PDFfiller
07/10/2019

STRIVE Initials DH Dated 7/10/2019

DISTRICT Initials _____ Dated_____

Browning Public Schools
Board Agenda Request
Meeting to Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/17/19

To: **Corrina Guardipee-Hall**
Superintendent

From: John E Salois
Title: Director Human Resources

Subject: Extended Contracts-High School Counselors 2019-2020

Description: Jennifer LaFromboise-Wagner recommends extended contracts for the high school counselors August 5-9, 2019, not to exceed 50 hours, for preparation of student graduation plans and scheduling of students

Financial Impact: Not to Exceed $7,268.00

Funding Source (Budget/grant, etc.): High School Discretionary 226.60.150.2410.120

Attachment(s): Salary Spreadsheet

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Employee	**Hourly Rate**	**Total Hours**	**Salary Amount**	**Fringe**	**Total**
John Parente	37.78	50	1,889.00	340.02	2,229.02
Jack Parrent	34.43	50	1,722.00	309.96	2,031.96
Sienna Speicher	34.43	50	1,722.00	309.96	2,031.96
Lynnel Bullshoe	38.69	50	1,935.00	348.21	2,283.21
		Total	**$7,268.00**		

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/2019



Recognition:	☐ Students	☐ Staff	☐ Parents
Information:	☐ Building Report	☐ Old Business	☐ Superintendent's Report
Action:	☐ Resignation	☐ Hiring	☐ Contract Service Agreements
	☐ Travel Out-of-State	☐ Travel In State	☒ Approvals
	☐ Termination	☐ Legal Matters	☐ Other:
	This action request pertains to	☐ Elementary (only)	☒ High School/District Wide

---

Date: 7/18/2019

To: **Board of Trustees**
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Position Creation - High School Instructional Coach

Description: Request approval to create an instructional coach position at Browning High School for the 2019-20 AY. If approved, BHS would have two Instructional Coaches.

Financial Impact: DOE (per Certified Labor Agreement)

Funding Source (Budget/grant, etc.): Title I Grant 115.60.494.2213.112.119

Attachment(s): Teacher on special assignment Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: July 23, 2018

Teacher on Special Assignment – Instructional Coach

Summary of Role

An Instructional Coach (IC) is professionally is someone whose chief professional responsibility is to bring evidence-based practices into classrooms by working with teachers and other school leaders. An Instructional Coach (IC) is a catalyst to move teachers beyond what the data means to the actions that will close the gap between current student performance and desired student performance; An IC is instrumental in building competence and confidence with instructional staff, which results in a sustained, collegial learning culture; instructional coaches works collaboratively with the school principal and building leadership (School Leadership Team, SLT) to assess, design, and implement school improvement initiatives aligned with urgent challenge and district focus (i.e., action plans and Continuous Improvement Cycle, CIC, or others); The IC is to work with staff to improve teaching and learning. The IC will focus on group and individual professional development and coaching that will improve teacher expertise and understanding of best practices and effective instruction.

Essential Duties and Responsibilities:

DATA

- Assists teachers in understanding formative and summative assessments
- Supports teachers as they develop understandings of proficiency as connected to state standards in all grade contents
- Ensures responsive instruction through ongoing analysis of data to determine the instructional strategies for diverse learners
- Coaches teachers to take specific actions based on the data to alter their instruction

CAPACITY BUILDER AND CHANGE AGENT

- Develops relationships with adults that lead to increased rigor, change in practice, reflection and building wide collective efficacy that result in increased student achievement as supported by research
- Plans for high quality professional learning that is integrated and embedded into day to day teaching and learning
- Facilitates teacher collaboration through structured learning opportunities and coaching conversations

- Increases the instructional and classroom management skills of novice teachers and supports requirements
- Provides timely and specific feedback that facilitate adult learner's personal growth changes.

School Improvement Leader

- Learn and support the district and school's mission, goals and initiatives
- Foster and nurture positive relationships with staff at the building and districts levels
- Teach, model, practice and apply evidence based practice to improve teaching and learning using the Gradual Release model, including data based decision making
- Provide whole and small group and individualized coaching based on data and staff input.
    - Phase I – Pre-Conference
    - Phase II – Data Collection
    - Phase III – Prompting and Reflection (Debrief/Post Conference)

Advocate and Supporter

- Advocate staff have necessary resources (time, materials, etc.), for Implementation Plan
- Support staff in purposeful planning
- Participate in all school professional development and activities by building principal for district
- Support district personnel in curriculum, assessment development and implementation (example, district committees and Director of Curriculum and Instruction)

Organizational Relationships

Supervised by and reports to the school principals or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Valid State of Montana Class 1 or 2 teaching certificate.
- Minimum of three (3) years of successful teaching experience.
- Knowledge of and experience in using technology in the delivery of curriculum and instruction.
- Good communication, problem solving and organization skills.

- Ability to work with and motivate students.
- Ability to use effective assessment and instructional strategies to meet student needs in all curriculum areas.
- Genuine interest in teaching students.
- Excellent work habits.

Desirable Qualifications – Prior teaching experience of a minimum of 3 years desired. Knowledge of and ability to assess and design instruction for a classroom of diverse learners. Experience in working in Native American communities. Technology skills desired.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/17/2019

To: **Corrina Guardipee Hall**
Superintendent

From: John E Salois
Title: Human Resources Director

Subject: Create and advertise 21st Century Learning Grant Position

Description: The administration is recommending the creation of positions to fulfill the requirements of the 21st Century Learning Grant, which was awarded to BPS

Financial Impact: $241,047.00 Per Approved Grant Budget

Funding Source (Budget/grant, etc.): 21st Century Learning Grant 2019-2020 Budget

Attachment(s): Position-salary chart, MT OPI Grant Award Announcement, Policy #5210 Position Creation, Assignments, Reassignments, Transfers

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

21st Century Learning Grant Positions and Salaries							
POSITION TITLE	# OF POSITIONS		CONTRACT HOURS		HOURLY RATE		BUDGETED AMOUNT
PROGRAM DIRECTOR	1		32 HOURS PER WEEK X 40 WEEKS		$32.00		$38,400.00
						FRINGE	$ 6,912.00
CERTIFIED TEACHERS	5		8 HOURS PER WEEK X 30 WEEKS		$21.00		$25,200.00
						FRINGE	$ 4,536.00
PROGRAM ASSISTANTS	5		12 HOURS PER WEEK X 30 WEEKS		$15.00		$27,000.00
						FRINGE	$ 4,860.00
SCHOOL YEAR STUDENT ASSISTANTS	5		12 HOURS PER WEEK X 30 WEEKS		$10.05		$18,090.00
						FRINGE	$ 3,256.00
SUMMER SCHOOL CERTIFIED TEACHERS	5		24 HOURS PER WEEK X 10 WEEKS		$20.00		$24,000.00
						FRINGE	$ 4,320.00
SUMMER SCHOOL PROGRAM ASSISTANTS	5		24 HOURS PER WEEK X 10 WEEKS		$15.00		$18,000.00
						FRINGE	$ 3,240.00
DATA COORDINATOR/ASSISTANT COORINATOR	1		16 HOURS PER WEEK X 40 WEEKS		$20.00		$12,800.00
							$ 2,304.00
ASSISTANT PROGRAM DIRECTOR-EAST GLACIER	1		12 HOURS PER WEEK X 40 WEEKS		$20.00		$ 7,200.00
							$ 1,296.00
SUMMER SCHOOL ASSISTANT PROGRAM DIRECTOR-EAST GLACIER	1		24 HOURS PER WEEK X 10 WEEKS		$20.00		$ 4,800.00
							$ 864.00
STUDENT ASSISTANTS FOR SUMMER	10		24 HOURS PER WEEK X 10 WEEKS		$10.05		$19,296.00
							$ 3,473.00
3RD PARTY EVALUATOR	1						$11,200.00

Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First

From: Klapmeier, Dylan
Sent: Monday, June 24, 2019 10:29 AM
Subject: OPI Announces After School Program Grant Recipients

FOR IMMEDIATE RELEASE
Office of Public Instruction Announces After School Program Grant Recipients

June 24, 2019 HELENA —The Montana Office of Public Instruction announced 11 recipients of federal 21st Century Community Learning Center grants today. The grants fund after school and summer programs. The OPI received 31 applications and awarded over $2.1 million to the 11 successful applicants this year. The grants run for 5 years. In total, Montana now has 29 grantees and 91 centers operating across the state. The 11 new recipients are listed at the bottom of this release.

"Congratulations to the new 21st Century Community Learning Center grant recipients," **Superintendent of Public Instruction Elsie Arntzen said Monday.** "This year's grantees represent diverse community partnerships which will serve the academic and extra-curricular needs of local students. I look forward to seeing strong outcomes from these programs."

This year, there were increased expectations on program outcomes which resulted in larger grant awards than previous years. Grants were also awarded to ensure geographic diversity.

Consortia models enabled smaller schools, who otherwise would not have had the capacity, to run a program.

According to the U.S. Department of Education, "This program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children."

Summer learning has been a focus of Superintendent Arntzen's **Montana Learn** initiative to promote math and literacy achievement while closing achievement gaps. The OPI has made online summer math and reading resources available to students, families, and organizations through its website: http://opi.mt.gov/Families-Students/Summer-Learning-Challenges.

For more information on the 21st Century Community Learning Center program, visit the OPI's website: http://opi.mt.gov/Leadership/Academic-Success/After-School-Programs.

1

Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First

2019 grant recipients:

Ronan Elementary
Livingston Elementary
Boys and Girls Club of Yellowstone County
Boys and Girls Club of Glacier County
St. Regis k-12 Schools
Greater Gallatin United Way
Eureka Elementary
Sheridan Elementary
Browning High School
MAPS Media Institute
Anaconda Schools

Director of Communications & Federal Relations Montana Office of Public Instruction

- Phone: 406-444-3559
- Mobile: 406-438-7442
- Website: www.mt.gov
- Email: Dylan.klapmeier@mt.gov

Browning Public Schools

Policy #5210
Policy Name: Position Creation, Assignments, Reassignments, Transfers
Regulation: ----------

Position Creation

A position is created by the recommendation of the Superintendent for action of the Board of Trustees.

Change in Position

The duration or term and full-time equivalent (FTE) of an existing position may be changed by action of the Board of Trustees.

Any changes in the position and job description of the Superintendent of Schools will be promulgated and approved by the Board of Trustees.

Except for the above, all other changes in positions and related job descriptions may be made by the superintendent.

Eliminating a Position

A position may be eliminated by recommendation of the Superintendent for action of the Board of Trustees.

A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next fiscal year unless it is posted on that date.

Transfer

If the superintendent decides to fill a position by transfer including to a newly created position, the superintendent will provide written notice to the employee being transferred including the effective date of the transfer.

Notwithstanding the above, the superintendent will comply with any requirement in an existing collective bargaining agreement for posting newly created positions.

The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the Board, following written notice of transfer/s.

Assignment

A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if more than one).

The supervisor(s) will complete all other aspects of the assignment for a new employee including orientation and training.

The manner means starting and ending times for performing duties and responsibilities of the assignment must be changed by the employee's supervisor(s).

The superintendent is directed to establish and implement procedures to carry out this policy.

Cross Reference: Policy #2112 Duties of Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties [of school district trustees]
§ 20-4-208, MCA Transfer from administrative position
§ 20-4-402, MCA Duties of district superintendent
10.55.701, ARM Board of Trustees
10.55.702, ARM Certification and duties of district superintendent

Policy History:
Adopted on: 4/10/01
Revised on: 5/30/07 (Formerly #5220)

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

---

Date: 7/10/2019

To: **Corrina Guardipee-Hall**
Superintendent

From: John E. Salois
Title: Human Resource Director

Subject: Extended Contract Special Education Department

Description: Maureen Stott is requesting an extended contract for Colleen Nolan to enter students to be assessed/tested and completing other administrative duties for special education June 18 to July 24, 2019.

Financial Impact: $20.20 per hour x 40 hours (Not to exceed) = $808.00 plus fringe.

Funding Source (Budget/grant, etc.): 115.76.456.2300.115.609 SPED

Attachment(s): none

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 7/17/19

To: **Board of Trustees**
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Amend Policy

Description: Recommend the following policy to be amended:

3005 Compulsory Attendance-Admittance
3010R Student Tardy-Attendance
3015 Reporting Student Progress
3020 Retention
3121 Enrollment-Attendance
3145 Foreign Exchange Students
3200 Student Behavior-Discipline
3200R Student Conduct-Discipline
3205 Sexual Harassment-Intimidation-Bullying
3205R Student Grievance Process
3416R Administration of Medication
3432 Emergency (Disaster)
3525 Mandatory Pre-participation Random Drug-Alcohol Testing Policy
3535 Student Fees-Fines

Attachment(s): Policy

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools

Policy **#3005**
Policy Name: *Compulsory Attendance and Admittance*
Regulation: ----------

Browning Public Schools is an organization committed to serving students in a sound learning environment. Admittance and attendance policies are designed to contribute to creating a safe and orderly environment and increasing instructional time on task.

Compulsory Attendance

Attendance in school is mandatory for all students in accordance with MCA 20-5-102, and/or Blackfeet Tribal Code 71-2004 whichever applies. The child shall attend the school in which enrolled for the school term and each day within the prescribed school year until the latter of the following dates: the child's 18th birthday and/or the completion of the 8th grade whichever applies. Exceptions to this will occur in the event the student is enrolled in another public school, enrolled in a home or nonpublic school that complies with MCA 20-5-109 or the child is excused from compulsory school attendance by the Board of Trustees or district judge. Enrollment shall occur within the first week of the school term unless the conditions noted above exist.

School Admittance

Early School Admittance - Students who are residents of the district and who are at least 5 years of age on or before the 10th day of September ~~may~~ **will** register and enroll in Browning Public Schools. Students younger than this age may enter school through Board of Trustee approval of early ~~school entrance~~ **admittance.** Action for early admittance will be based on assessment of the child's skills indicating potential success in a school environment.

Immunization - Proof of immunization and a birth certificate are required for admission to Browning Public Schools. However, immunization requirements may be waived if exemption is obtained for religious or health reasons through the State of Montana Department of Public Health and Human Services and appropriate documentation is provided.

Admission to High School During the School Term - All students may enter school at any given time during the school term.

Admission to High School for Students 19 Years of Age or Older - Students who are 19 years old before September 10th of the current school year are required to obtain Board approval prior to school entry. Students over the age of 19 must be approved annually in order to attend Browning Public Schools. Students who turn 21 while enrolled in school will be allowed to attend and finish the semester. If within one semester of graduation, the 21-year old student may be allowed to finish the semester in order to complete high school graduation requirements.

Admission of Non-resident Students – Residency will be determined for each student attempting to enroll in Browning Public Schools. Nonresident students must request Board permission to attend Browning Public Schools. All non-resident students who attempt to transfer to Browning Public Schools will be considered for acceptance except when the following conditions are evident:

- A student has been suspended, expelled, or refused registration as the result of possession of a weapon, a violent act, or distribution or sale of an illegal substance in another district;

- The student will not be considered for entry into Browning School District during the district of resident's consideration of a disciplinary action or duration of the disciplinary action.

Transfer

Students who newly enter Browning Public Schools from a private or homebased school or who transfer back to the District after being out of school for a year or more are required to be assessed with curriculum-based measures from District developed grade level exit tests or course offerings at the secondary level. All students will be assessed with District writing, reading and math. Formal, normative individually administered assessment may be administered. Assessment will occur within 10 school days of school entry.

Secretaries are required to contact the school of transfer origin and determine whether the student received special education services, and ensure formal records request has occurred.

High school transcripts will be reviewed by the school counselor and recommendations summarized in written form. A summary and a copy of the transcripts will be prepared and provided to the high school principal for determination of credit acceptance. Acceptance of credit will be based on the criteria for course hours and content noted in the Montana Accreditation Standards.

Attendance

In accordance with MCA 20-5-102 and/or Blackfeet Tribal Code and Resolution 71-2004 a student shall not voluntarily withdraw from school without having reached his/her ~~17th~~ 18th birthday or completing 8th grade whichever applies.

Students are considered truant after any third unexplained consecutive absence.

Cross Reference: #3010 Student Attendance/Tardy Policy
Former Policies #701 and #702, 3/31/98 as Policy #3122)

Legal Reference:

MCA 20-5-101	Admittance of a Child to School
MCA 20-5-102	Compulsory Enrollment and Excuses
MCA 20-5-103	Compulsory Attendance and Excuses
MCA 20-5-108	Tribal Agreement with District for Indian Child Compulsory Attendance and Other Agreements
MCA 20-5-109	Nonpublic School Requirements for Compulsory Enrollment Exemption
MCA 20-5-110	School District Assessment for a Child Who Enrolls From a Non-Accredited, Non-Public School
MCA 20-5-202	Suspension and Expulsion
MCA 20-5-320	Attendance and Discretionary Approval
MCA 20-5-403	Immunization Required- Release and Acceptance of Immunization Records
MCA 20-5-405	Medical or Religious Exemption
MCA 20-5-406	Immunization Record
MCA 20-7-101	Standards of Accreditation
71-2004 Tribal Code and Resolution	

Policy History:

Adopted on: 8/28/96
Revised on: 3/31/98, 4/13/00, 4/26/06, 7/25/19

BROWNING PUBLIC SCHOOLS

Policy:
Policy Name: *Student Tardy/Attendance*
***Regulation:* #3010R**

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class. To support attendance, BPS has adopted an Attendance Incentives practice. (Please see below.)

The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade.

Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics.

The Board's attendance policy is designed to prepare students to become self-reliant and responsible citizens. The Board recognizes the diverse needs of students. Consequently, administrative practices allow for flexible paths to graduation, which may include alternative attendance plans.

The attendance policy will reflect our belief that through encouragement and positive incentives students are more likely to attend school on a regular basis.

Positive Incentive Approach- In combination with the Board of Trustees and community partners students will be recognized ~~on a weekly basis~~ for no tardiness or absenteeism.

Cross Reference: #3002 Student Handbook Policy
#3005 Compulsory Attendance-Admittance
#3010 Student Attendance-Tardy
#3020 Retention Policy
#3200 Student Behavior-Discipline
#3900 Student Appeal

Legal Reference:	MCA 20-5-103	Compulsory Attendance and Excuses
	MCA 20-5-104	Attendance Officer
	MCA 20-5-105	Attendance Officer-Powers and Duties
	MCA 44-2-507	Notice to Parents of Children Absent From School

Policy History:
Adopted on: 8/3/15
Amended on: 7/25/19

Browning Public Schools

Policy **#3015**
Policy Name: *Reporting Student Progress*
Regulation: ----------

REPORTING STUDENT PROGRESS
On-going evaluation of student progress is essential both for the academic development of student and for the information of students and parents. All students should be evaluated regularly by teachers in a professional manner consistent with the needs and ability of each student. Student's progress will be reported reflecting the child's skills and development in comparison with same age peers, the District curriculum objectives, and individual student growth.

TEACHER EVALUATION OF STUDENT PROGRESS
All teachers are responsible for the on-going professional evaluation of students *in* their charge for the day or any portion of the day. Evaluation will be based on multiple measures, which may include paper pencil tasks, student performance, and/or demonstration of content mastery relative to stated curriculum or individual goals.

REPORTS OF STUDENT PROGRESS
Parent Reports
Provide parents/families with information on their student's progress at least ~~twice monthly~~ **quarterly and as reqeusted**. This report may include noted strengths of the student, concerns, general information about curriculum or extra curricular eligibility status when applicable. However, formal written summaries of student progress shall be made at a minimum of nine (9) week intervals. District approved forms shall be utilized for this purpose. Parent/teacher conferences will be scheduled a minimum of two times per year.

Superintendent Report of Student Progress
The Superintendent shall periodically present to the Board a summary of student progress. The report shall contain both quantitative and qualitative data. Each semester, a summary of all students' academic progress, average grades, attendance, etc. shall be presented to the Board of Trustees. All school-based K-12 testing (SBAC, ACT, SAT, ASVAB, etc.) will be summarized and submitted to the Board of Trustees as results are finalized by test administrators.

Cross Reference: Former Policy #712

Legal Reference: MCA 20-4-402 Duties of District Superintendent or County High School Principal

Policy History:
Adopted on: 4/93
Amended on: 10/99, 3/28/07, 7/11/17, 7/25/19

Browning Public Schools

Policy **#3020**
Policy Name: *Retention*
Regulation: ----------

Browning School District #9 recognizes that students of the same age are at various intellectual and developmental levels. These differences are a normal part of human development. Therefore, programs and curriculum will be developed and offered throughout Browning District #9 which will honor individual differences and allow students to remain with their similar age peers to the maximum extent possible and meet student needs.

The District also recognizes that educational research has consistently identified the practice of grade retention as having little or no positive impact on student achievement. In addition, the practice of retention is highly correlated with student dropout rates at the secondary level. However, in rare individual circumstances, other District attempts to meet student needs may be unsuccessful and grade retention may prove to be beneficial for the child. In those circumstances, the following considerations will be addressed:

1. The classroom teacher will provide the school administrator with documented multiple interventions prior to considering recommendation for retention of a student. These interventions may include, but are not limited to, consistent offerings of individualized assistance during the school day, after school tutorial support, peer tutoring, alterations in classroom structure, and incentives.

2. Best practices related to identifying students most likely to benefit from retention will be considered prior to making the recommendation for retention. Research suggests that retention is more likely to have positive outcome if the child is in grades K-2, skill deficits are due to a limited opportunity to acquire information, and the family is supportive of the retention. These factors must be documented in order to consider the retention.

3. Other factors such as the student's physical development, age, social skills, emotional status, and whether there is evidence of an educational disability will also be documented for consideration.

4. **Retention could be based on academics, behavior and/or attendance.**

K-5 Student Retention Lists

Teachers at grades K-5 must provide the principal with a list of students being considered for retention ~~within one week following the end of the first semester~~ **by third quarter**. Individual documentation of interventions attempted and other considerations for each individual child will accompany the list.

Middle School

At Browning Middle School, a list of students will be compiled by a grade level counselor and provided to the building administrator to determine the number of students failing at least two major subjects at the end of the first semester. Students at risk of failing four major subjects will be compiled and provided to the building principal. Interventions tied to other services such as summer school, tutorial services, or alternative educational offerings will be considered for each individual

child by grade level teams. Retention will only be considered when in the best interest of the student. Retention rates will consist of no more than 5% of any given class.

High School

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

a. Freshman 0-6 credits
b. Sophomore 6-12 credits
c. Junior 13 credit minimum
d. Senior 18 credit minimum

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

Retention Limitations

Students (K-8) can generally be retained only once under circumstances as previously defined. If a student is to be considered for retention more than once, the student will be referred for a complete educational evaluation under IDEA '97 regulations. In the event a student has received special education services or is currently receiving special education services; the child's special education status and records will be considered in the retention recommendation. An IEP team will consider whether retention is in the best interest of the student when a student is identified as having an educational disability. A Section 504 team will consider retention recommendations if the student has a 504 plan.

Building Administrator Approval of Retention/Joint Decision Making

Retention will occur only with the approval of the building administrator and parent. In all circumstances, a joint decision-making process should be initiated with consensus as the goal. This process will involve the teacher, parent, building administrator and other parties as needed or mandated.

Cross Reference: #3015 Reporting Student Progress
Former Policies # 710, 711, 712, 713

Legal Reference: 29 USC 701 Section 504 of the Rehabilitation Act
20 USC 1400, et. seq. Individuals with Disability Act of 1997

Policy History:
Adopted on: 4/93
Amended on: 11/9/99, 3/28/07, 7/25/19

Browning Public Schools

Policy # 3121
Policy Name: *Enrollment/Attendance*
Regulation:----------

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled pupil who is:

- a resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the pupil's services are provided at the district's expense under an approved individual education plan supervised by the district;
- participating in the ~~Running Start Program~~ **Dual Enrollment Courses** at the district expense under 20-9-706, MCA;
- receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district, or;
- a resident of the district attending a Montana job corps program under an inter-local agreement with the district under 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the pupil must meet the residency requirements for that district; live in the district and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in 20-9-707, MCA.

Cross Reference:

Legal Reference: 20-9-706 MCA Running Start Program
20-9-707 MCA Agreement with Accredited Montana Job Corps Program

29 U.S.C. 794 Nondiscrimination under Federal Grants and Programs
34 CFR 300.1, et seq. Individuals with Disabilities Education Act

Policy History:
Adopted on: 5/31/06
Revised on: 7/25/19

Browning Public Schools

Policy # **3145**
Policy Name: *Foreign Exchange Students*
Regulation: ----------

It is the policy of the Board to recognize the benefits from ~~non-immigrant students~~ **foreign exchange students attending school** in the District. The Board does not, however, sponsor student foreign exchange programs. The District does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the District.

Cross Reference:

Legal Reference: 20 U.S.C. 221, et seq.

Policy History
Adopted on: 4/28/04
Amended on: 7/25/19

Browning Public Schools

Policy **#3200**
Policy Name: *Student Conduct and Discipline*
Regulation: ----------

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Behavioral expectations include, but are not limited to:

1. engaging in cooperative work with school staff and fellow students;
2. displaying punctuality and regular attendance at school;
3. demonstrating positive and prompt responses to adult requests;
4. refraining from the use of profanity or vulgar expressions;
5. displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
6. avoiding dangerous behavior, which endangers self and/or others;
7. demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
8. encouraging appropriate behavior among peers;
9. treating the property of others and the school with respect and care;
10. accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
11. refraining from the use, possession and/or distribution of illegal substances: tobacco, tobacco products, electronic cigarettes, unapproved prescription drugs or any illegal substances.

Discipline

The Superintendent is directed to ensure that each building administrator develops a discipline handbook consistent with Board policy. Each building administrator is responsible for developing discipline procedures that are consistent, appropriate for the developmental level of the students in the site, and to the extent possible, logically related to the inappropriate behavior of the child.

Discipline shall be consistent with state and federal regulations. Corporal punishment will not be used under any circumstances with students. Documentation will be kept in each building site regarding out-of-school suspension and expulsion on appropriate forms. This data will be submitted to the Superintendent or his or her designee by the building principal for reporting purposes to the Office of Public Instruction following the instructional year.

Suspension

The authority to suspend students for a short duration (10 or fewer days) lies with the building principal. Students may be suspended from school due to behavioral incorrigibility as demonstrated by failure to comply with District Policies or school rules, failure to submit to the authority of any adults employed by the school district while in the school and on school premises, or attending school sponsored functions. Continual and willful disobedience of school or classroom rules may also constitute suspension offences. Suspension may be of short duration or for the remainder of the current school year and include home study. Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1)

additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the board of trustees takes disciplinary action against a student, the Board must keep a written record of the action taken with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student.

Procedure

1. Principal or designee confers with the student to discuss and investigate the alleged the infractions.
2. The parent is called or notified regarding the decision to suspend and allowed to pick the student up if the parent can immediately arrange for transportation.
3. A written referral identifies the rule or policy violation and identifies the amount of time the student will be suspended for and conditions for re-entry. This written referral is provided to the parent when the child is escorted home or picked up following suspension.
4. Formal written summary of the investigation is to be provided to the parent and included in the discipline records.
5. Suspensions are logged on appropriate forms and patterns of suspension are considered for each child.
6. A re-entry meeting is held with the child, parent and school administration prior to school re-entry.
7. The student will re-enter the school site with a behavioral contract.

Discipline for Students with Disabilities

In the event a child has or suspected to have an educational disability, procedures 1-4 will occur as noted above and procedures 5-7 will be modified in the following manner:

1. If a pattern of suspensions becomes evident **(at least 3 incidents)** and a disability is suspected, an expedited evaluation to determine the existence of an educational disability will occur. For all students identified as having a disability and students suspected as having a disability, a functional behavior analysis and a manifestation determination will occur.
2. A Child Study Team/Individual Education Plan Team will convene a re-entry meeting and determine the following:
    a. Is there evidence to support identification of an educational disability in the case of a student who is suspected as having a disability?
    b. If not, is Section 504 of the Rehabilitation Act applicable? If no major life function is inhibited by the student's condition, then engage in re-entry meeting.
    c. If a 504 applies include 504 considerations of reasonable accommodations in the behavior/re-entry plan.
    d. If an education disability exists, identify the disability, analyze the behavior demonstrated by the student and determine whether the behavior is caused or is a manifestation of the disability.
3. Develop an Individual Education Plan that includes behavioral objective and a behavior intervention plan that will function to teach appropriate behavior and result in a decrease in the incidence of behavior resulting in suspension.

Appeal Procedure

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustee's review of the issue shall be limited to whether the Superintendent's decision was consistent with policy and Montana State and Federal Law. The decisions by Board of Trustees described herein are final.

Expulsion

The Superintendent shall make recommendation for expulsion to the Board of Trustees. Expulsion recommendations occur for serious, repeated infractions of student conduct or an individual, serious episode, which severely disrupts the school environment, causes injury or places students at risk of injury, or an infraction identified in the student handbook. Consideration of expulsion shall take place in hearing.

Procedure

A preliminary written recommendation is made to the Superintendent for expulsion and a copy forwarded to the Board Chair. The recommendation shall include:

a. The specific charges and facts on which the recommendation is based.
b. The recommended length of expulsion.
c. Recommendation whether the student will receive credit or not for the current grading period.
d. The names of persons who may be called as witnesses.

After receipt of the recommendation, the Chairperson shall promptly send copies of the recommendation to the student and student's parent or guardian. These copies shall be sent registered mail (return receipt requested). Copies sent to the student and the parent shall include:

a. A specific date, time and location of the hearing.
b. The student's right to present a defense.
c. The student's right to be represented by another person.

At any time a student or his/her parents or guardian fails to appear at the scheduled hearing, it will be assumed that the disciplinary action is accepted by all parties.

Expulsion Hearing

The Chairperson of the Board of Trustees shall determine whether the demands of the individual privacy of the student clearly exceed the merits of a public hearing. In his/her decision, the Chairperson shall consider the nature of the charges against the student, the testimony expected to be given, and the wishes of the student and his or her guardians.

If the hearing is closed, all persons shall be excluded except the student, his/her parents, and his/her representative, the members of the Board, the person or persons presenting the recommendation and their representative, the Superintendent or his/her designee, and if a transcript is made, the secretary.

Whether the hearing is open or closed, persons who will give evidence shall be excluded from the hearing until they are called to testify. Evidence and testimony shall be given in the following order:

1. support of the expulsion.
2. against the expulsion.
3. rebuttal.

After a full hearing of all relevant matters, the Board shall decide whether to accept, reject or modify and accept the recommendation. Such decision shall be based on the evidence and testimony produced at the hearing.

If the hearing on the matter was closed, the approved draft (Findings of Fact) shall be adopted or rejected in open session. The board action will be noted in the minutes, the draft will not be available to the public. If the hearing on the matter was open, the draft shall be adopted or rejected in an open session.

Copies of the decision shall be sent to the parties of the proceeding after adoption.

Cross Reference: #3000 Equal Education and Nondiscrimination
#3002 Handbook Policy
#3900 Student Appeal Process
#3205 Sexual Harassment/Harassment/Intimidation/Bullying/Menacing/Hazing
#5015 Bullying/Harassment/Intimidation

Legal Reference: 20 USC 1400, et seq. Individuals with Disabilities Education Act
29 USC 701 Rehabilitation Act of 1973
MCA 20-4-302 Discipline/Punishment of Pupils
MCA 20-4-402 Duties of District Superintendent
MCA 20-5-201 Duties and Sanctions
MCA 20-5-202 Suspension and Expulsion
ARM 10.16.1105 Aversive Treatment Procedures

Policy History:
Adopted on: 8/8/95
Amended on: 4/13/00, 3/28/07, 3/11/14, 6/24/15, 1/27/16, 7/25/19

BROWNING PUBLIC SCHOOLS

Policy #
Policy Name: Student Conduct and Discipline
Regulation: 3200R

Applications of Sanctions

Discipline set forth by this policy will be inclusive for grades 4 through 12. Tobacco violation will be considered separately from drug and alcohol (see below).

Use or possession of alcohol or drugs of any kind is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol and drugs 1) including all illegal drugs as well as prescription drugs that have not been prescribed by a physician for that student and 2) tobacco products, including smokeless tobacco and nicotine devices such as electronic cigarettes or a positive drug test would be treated as a self-report for in-season athletes/performers/club members and other school sponsored activities as listed in the BHS Activities Handbook; Browning School District #9 will apply the following sanctions:

First Offense: **Student is suspended for 15 calendar days, they will practice but not suit up, play or travel.** ~~Student is suspended for the season for that sport~~

Second Offense: Student is suspended for 30 calendar days, they will practice but not suit up, play or travel.
~~Immediate removal from all activities for the remainder of the school year.~~

Third Offense: Student is suspended for the remainder of the season.

Fourth Offense: Immediate removal from all activities for the remainder of the school year.

For both, first and second offence, these are dealt with administratively pending a review by the Board of Trustees to determine that the pupil was involved in the incident or infraction as per MCA 20-5-201.

During periods of suspension, a student will be allowed to attend and participate in practice sessions. During the suspension period the student will not be allowed to wear his/her school uniform, be present in the locker rooms, or travel with the team for home or away competitions. The student remains ineligible until Insight or other district approved intervention program training is completed.

If a student activity participant is the subject of two violations of either policy 3200 or 3525 during any given school year, he or she will be suspended from participation in extra/co-curricular activities for the remainder of that school year.

Tobacco
First Offense: Seven (7) **calendar** day suspension to include at least one competition. If competitions have not begun by the end of the 7th day period, the athlete will be suspended from the first competition that takes place.

Second Offense: **Fifteen (15) calendar days suspension.**

Third Offense: Thirty (30) calendar day suspension.

Fourth Offense: Suspended from team for the remainder of that season

Suspended from team for the remainder of that season

For each consecutive sport/activity season, athletes violating the tobacco policies will start over in terms of offense and consequence.

Cross Reference:

Legal Reference: § MCA 20-5-201 Duties and Sanctions

Policy History:
Adopted on: 6/24/15
Revised on: 1/27/16, 10/26/16

Browning Public Schools

Policy # 3205
Policy Name: *Sexual Harassment/Harassment/Intimidation/Bullying/Menacing/Hazing*
Regulation:

The Browning Public School District is committed to a positive and productive working and learning environment. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Sexual harassment, harassment, intimidation, bullying or menacing, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students. Since, students learn by example; **school board members,** school administrators, faculty staff and volunteers should be expected to demonstrate appropriate behavior, treating others with civility and respect. Sexual harassment, harassment, intimidation, bullying, menacing and hazing will not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"), and "Third parties" which include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

"Sexual harassment" is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

a. submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

"Harassment, intimidation, bullying or menacing" means any gesture or written, verbal or physical act that takes place on school property, at any school sponsored activity or on a school bus that:

a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a physical, mental or sensory disability.
b. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person.
c. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Hazing" is generally defined as any conduct, or method of initiation, which subjects another person whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group.

An "intimidating, hostile or offensive employment or educational environment" means an environment inclusive of:

a. unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation that makes a student or employee feel uncomfortable, or

b. any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex, or

c. sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal), or

d. sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities, or

e. displaying of sexually suggestive objects, pictures, cartoons, or posters, or

f. sexually suggestive letters, notes or invitations, or

g. employment or educational benefits affected in exchange for sexual favors, or

h. physical conduct such as assault, attempted rape, impeding/blocking movement, unwelcome touching.

i. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

j. **Gossiping in the workplace or on social media has no educational benefit.**

A person, who cites, aides, coerces or directs others to commit acts of harassment, intimidation or bullying or hazing, will be held to the same extent as the person who commits the act.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, harassment, intimidation bullying, menacing, or hazing against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and may include expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent/designee or the Board. Individuals may also be referred to law enforcement officials.

This policy applies to individuals attending any events on District property, whether or not district-sponsored, and to any school-sponsored events, regardless of location.

Cross Reference: #3205R Student Grievance Regulation
#3200 Student Conduct and Discipline Policy

Legal Reference: 20 U.S.C. 1681, et esq. 34 CFR Part 106 Title IX of the Educational Amendments
Article XI Montana Constitution
MCA 49-3-101 Montana Human Rights Act

Policy History:
Adopted on: 4/13/00
Revised on: 7/27/05, 1/11/11, 3/11/14, 7/25/19

Browning Public Schools

Policy ---------
Policy Name: *Student Grievance Process*
Regulation: *3205R*

The Board of Trustees supports creating a school environment that is free from discrimination and affords students and their families an opportunity for due process. The grievance process provides the Superintendent and Trustees with opportunities to identify barriers to a discrimination free learning and working environment in our schools. The appeal process facilitates identifying inconsistencies in practice and interpretation of the Board of Trustee's policy.

Public Notice of Process
In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504 Coordinators for the District. District coordinators and building-based representatives will be identified in Student Handbooks annually. The grievance and the appeal process will be included in district policy and Student Handbooks.

Grievance Process
A grievance**/appeal** will consist of any complaint alleging discrimination.

Level 1: Informal Resolution
The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or building administrator with whom the issue could be resolved informally. However, in the case of alleged sexual harassment, the matter should be discussed with the first line administrator that is not involved in the alleged harassment. ~~This level is optional.~~

Level 2: Superintendent/Designee
If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:
1. The nature of the grievance.
2. The remedy requested.
3. Signature and Date

The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant could have reasonably become aware of the occurrence. The District may investigate and take action when a student refuses or is unable to file a written grievance.

The Superintendent or Designee has the authority to investigate all grievances and if possible will resolve the grievance. A written report regarding the investigation shall include the following:

1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.
2. Statement of the facts as contended by each of the parties.
3. Statement of the facts as found by the Superintendent or Designee and identification of evidence to support each fact.
4. List of witnesses interviewed and documents reviewed during the investigation.
5. Narrative describing attempts to resolve the grievance.
6. Superintendent concludes as to whether the allegations in the grievance are with merit.

The Superintendent or Designee will complete the investigation and file the report within thirty (30) days after receipt of the written grievance. The Superintendent or Designee will provide a copy of the report to the grievant.

The Superintendent or Designee may appoint an outside investigator.

Level 3: The Board of Trustees
If the Superintendent rejects the recommendation, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report to the Board of Trustees for a full contested case hearing. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported to all parties within thirty (30) days of that meeting. The decision of the Board of Trustees will be final, unless appealed within the period provided by law.

Level 4: The County Superintendent
If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

Cross Reference: #3002 Student Handbook Policy
#2112 Duties of the Superintendent
#1240 Member Authority/Responsibility
#3000 Equal Education Nondiscrimination
#3205 Sexual Harassment/Intimidation

Legal Reference: 20-USC-24.9.1001-1011 Sex Discrimination in Education
10.6.103, et seq. ARM Rules of School Controversy
MCA 20-5-201 Appeals by Pupil or Pupil's Parent or Guardian
MCA 20-3-210 Controversy Appeals and Hearings
MCA 20-3-324 Powers and Duties (Trustees)

Policy History:
Adopted on: 3/00
Revised on: 7/27/05, 7/12/16, 7/25/19

Browning Public Schools

Policy # **3432**
Policy Name: *Emergency (Disaster) Drills*
Regulation: ----------

Disaster drills will occur on a regular basis as required by state law. A record will be kept of all disaster drills. There must be at least eight (8) drills each year in a school. **Appropriate procedures for these drills will be discussed at the beginning of the school year in class by all teachers and posted in a conspicuous place near the exit door.**

Cross Reference:

Legal Reference: §§ 20-1-401 – 407 MCA Disaster Drills

Policy History
Adopted on: 4/28/04
Revised on: 7/25/19

Browning Public Schools

Policy # 3525

Policy Name: *Mandatory Pre-participation Random Drug / Alcohol Testing Policy for Extra/Co-Curricular Activity Participants*

Regulation: *See* Browning High Activities Handbook

POLICY STATEMENT: In order to provide for the health and safety of the individual extracurricular participant or student athlete and other students, as well as provide a legitimate reason for students to say "No" to drug use and provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the Browning High School (BHS) will conduct mandatory random drug testing of student extracurricular activity participants and athletes. The program is designed to create a safe, drug free, environment for students.

POLICY APPLICATION: All students who participate in an extra/co-curricular activity (sport or club) that is: (1) sanctioned by the Montana High School Association [MHSA], and/or (2) sponsored by Browning High School [BHS] will be subject to ~~pre-participation and~~ random testing in accordance with this policy. Any student activity participant who tests positive for drugs and/or alcohol under the testing program provided for herein shall be subject to the consequences set forth below.

All student activity participants remain subject to all other school rules and regulations pertaining to drug, alcohol and tobacco use, [1] including but not limited to, rules and regulations pertaining to the possession, use, sale, etc. of such substances during school or during school- related activities. Any violations of such other rules and regulations may serve as the basis for disciplinary consequences IN ADDITION TO any consequences imposed under this policy, which are limited to consequences with respect to participation in extra/co-curricular activities. [2]Prohibited tobacco use includes nicotine devices such as electronic cigarettes.

This policy extends only ~~to pre-participation and~~ random drug and alcohol testing and does not limit or otherwise restrict the ability of the District to conduct such testing on the basis of reasonable suspicion.

DEFINITIONS

Drug: Substances covered under this policy include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine (as found in electronic cigarettes) and any other stimulant such as phenylpropanolomine, de pressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101, MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA or any other substance considered illegal or controlled by the Food and Drug Administration.

Student Activity Participant: Any student participating in an activity ~~sponsored by BPS and/or~~ sanctioned by MHSA. ~~The list of BHS clubs which this policy extends will be as set forth in the BHS Student Handbook.~~

Activity Season: "Season" as referred to in this policy shall mean the Fall, Winter and Spring seasons established for MHSA-sanctioned activities and shall begin on the first day of practice for such season and end the day prior to the beginning date of practice for the next successive season. With respect to students participating in non-MHSA-sanctioned activities, the applicable period for any consequences attendant to a positive test result shall be equivalent to the then-current "season" under MHSA standards.

Positive Test: A drug test will be considered "positive" for drugs in accordance with the U.S. Department of Transportation guidelines.

PROCEDURES FOR CONDUCTING DRUG TESTS:

Consent: The parent or guardian and the ~~sport/club participant or~~ student athlete will be required to sign a written consent for drug testing prior to participating in the ~~sport/club or~~ athletic program. Any time a student athlete~~, or sport/club participant~~ refuses to be tested, he or she will be subject to suspension from the team or from the sport/club for the remainder of the season. As Specified in Consequences for Testing Positive For Drugs.

Compliance Requirements and Consequences: Any student athlete ~~or activity participant~~ who fails to comply with a request for testing, refuses to submit to testing, provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be subject to suspension from the sport/activity or athletic program for the remainder of the season. A refusal to submit to testing shall include, but is not be limited to, the following conduct: (a) a verbal declaration of refusal; (b) a refusal to provide a specimen or breath sample; (c) willful physical absence resulting in the inability to conduct the test **(the individual testee may NOT leave the room, waiting area, or premises while waiting to test**); and (d) engaging in behavior which is obstructive to the testing process.

Medication: Student athletes ~~and sport/club participants~~ who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested. Students who refuse to provide verification and test positive will be subject to the sanctions specified in this policy.

~~***Pre-participation Testing: All students participating in co/extracurricular activities will be tested on the first date of practice.***~~

Random Testing: Random testing will be conducted during the various activity seasons throughout the school year. Students will be selected for random testing by a computer-generated process. Selection for testing will be made from one (1) "pool" consisting of the student activity participants for each given "season", as applicable. In order to preserve the integrity of the random test, parents will not be notified prior to a random test. All testing will be conducted by appropriately trained school personnel or by an independent testing agent selected by BPS.

CONSEQUENCES FOR TESTING POSITIVE FOR DRUGS

~~If a student tests positive for drugs, as defined in this policy, the following action will be taken~~ If a student tests positive for drugs/alcohol, or has proven to violate the drug/alcohol policy the following action will be taken;

Procedures

1. An initial positive test will automatically require a second confirmation test of the same sample to confirm the initial positive result. If the second test of the same sample is positive, the student will not be allowed to retest to dispute the results of the first and second tests.

2. Upon receipt of information demonstrating a positive test, the student and his/her parent or guardian will be called in to meet with the Principal/Vice-Principal and Activities Director to be advised of the positive test result and to allow the student an opportunity to respond to the test result. Although the District will attempt to contact parents or guardians to request their attendance at the meeting, the meeting between the student and administrators shall be conducted in their absence.

3. Based on the results of the meeting conducted under Section (2) above, the Principal/Vice-Principal and Student Activities Director will determine whether the student activity participant will be subject to further consequences. A student ~~activity participant~~ athlete will be subject to consequences if, based on the discussions held at the meeting, the administrators have determined that there is no valid reason to question the positive test result **or a proven violation.**

4. The Principal/Vice Principal and Student Activities Director will notify the Superintendent of the results of the meeting and of their determination as called for under Section (3) above. ~~If the administrators have determined that the student will be subject to consequences, the Superintendent shall make a recommendation to the Board of Trustees that the student activity participant be suspended from all further participation in activities for the remainder of the current season.~~ ~~The student activity participant will continue to be allowed to attend and participate in practice activities pending the Board's consideration of the Superintendent's recommendation, but will be suspended from any traveling and/or competition with respect to the activity. Parents may waive the right to a Due Process hearing before the Board of Trustees by signing a waiver form.~~ The student activity participant will continue to be allowed to attend and participate in practice activities pending the administrative decision and in cases where there is an appeal of this decision pending the Board's consideration of the Superintendent's recommendation, but will be suspended from any traveling and/or competition with respect to the activity. Parents may waive the right to a Due Process hearing before the Board of Trustees by signing a waiver form.

5. The Board of Trustees shall consider and act upon any recommendation made by the Superintendent under Section (4) above. If the Board of Trustees determines that there is no valid reason to question the positive test result, the student activity participant will be subject to the following consequences:

~~First Offense: Student is placed on activities long-term suspension of 45 contact day for all student activities. If a student self-reports their violation to their coach, supervisor, and principal or activities director by 9:00 am of the next regular school day, the number of contact days of the suspension will be reduced to 30 contact days. A contact day is defined as a day when a practice or event is held or a day when school is in session.~~

~~Second Offense: Immediate removal from all activities for one calendar year. Application for reinstatement will be received by the Activities Director and forwarded to the Superintendent for possible action by the Board of Trustees.~~

~~The suspension days will continue from one school year to the next if the school year during which the violation takes place ends before the student completed his/her suspension.~~

a. First Offense: Student is placed on activities ~~long-term~~ suspension of 15 calendar days for all student activities. If a student self-reports their violation to their coach, supervisor, and principal or activities director by 9:00 am of the next regular school day, the number of contact days of the suspension will be reduced to 10 calendar days.

~~b.~~ Second Offense: Student is placed on activities long-term suspension of ~~30~~ calendar days for all student activities. If a student self-reports their violation to their coach, supervisor, and principal or activities director by 9:00 am of the next regular school day, the number of contact days of the suspension will be reduced to 20 calendar days.

~~c.~~ Third Offense: Student is placed on activities long-term suspension for the remainder of the season.

d. Immediate removal from all activities for remainder of the year. Application for reinstatement will be received by the Activities Director and forwarded to the Superintendent for possible action by the Board of Trustees.

e. The suspension days will continue from one school year to the next if the school year during which the violation takes place ends before the student completed his/her suspension.

f. During periods of suspension, a student will be allowed to attend and participate in practice sessions. During the suspension period the student will not be allowed to wear his/her school uniform, be present in the locker rooms, or travel with the team for home or away competitions. The student remains ineligible until Insight (or other district approved intervention program) training is completed.

g. If a staff member or chaperone observes a student at a school-related activity acting in violation of this policy the student would not be allowed to self-report their alleged violation.

h. If a student activity participant is the subject of two violations of either policy #3200 or policy #3525 during any given school year, he or she will be suspended from participation in extra/co-curricular activities for the remainder of that school year.

Applications of Sanctions

Discipline set forth by this policy will be inclusive for grades 5 through 8 and 9 through 12.

Use of possession of alcohol, drugs or tobacco, of any kind is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) or a positive drug test would be treated as a self-report for in-season athletes/performers/club members and other school sponsored activities as listed in the BHS Activities Handbook; Browning School District #9 will apply the following sanctions:

The successful completion of the next available drug and alcohol awareness class is a condition of any future participation in extra/co-curricular activities. A student activity participant will not be allowed to participate in any future extra/co-curricular activities until that student has successfully completed the required drug and alcohol awareness class.

Cross Reference: District Resolution 2/24/99
3200R Student Conduct and Discipline

Legal Reference: MCA 50-32-101
MCA 45-9-111

Policy History:

Adopted on: 9/28/99
Amended on: 11/9/99, 2/23/00, 7/26/00, 10/25/00, 8/13/02, 4/26/06, 5/29/13, 3/11/14, 6/24/15, 1/12/16, 10/25/17

CO-CURRICULAR RULES PRE-PARTICIPATION AND RANDOM DRUG TESTING AND DRUG TESTING AUTHORIZATION FORM

I understand fully that my performance as a participant and the reputation of my school is dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Browning Public Schools Board of Trustees and the sponsors for the activity in which I participate.

I authorize the Browning Public Schools to conduct any procedure, including a urine analysis from a specimen, which I provide, to test for drugs and/or alcohol use. I acknowledge that these tests may be administered without notice. I also authorize the release of information concerning the results of such a test and the release of any information by my physician related to prescription drug use to the Browning Public Schools. I understand that school officials will keep this information confidential as required by law.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

This authorization further acknowledges the receipt of the Browning Student Handbook and the student extracurricular drug testing policy of the District.

_____ _____

Print Student Name Student Signature District ID #

_____

Consent by:

Print Parent/Guardian's Name Parent or Guardian's Signature

_____

Date

This form must be submitted to the office and must be on file in the office before a student will be allowed to participate in any scheduled contest/activity.

Browning Public Schools

Policy #3535
Policy Name: *Student Fees, Fines and Charges*
Regulation: ----------

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course of activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science or agriculture.

A student shall be responsible for the cost of replacing materials or property, which are lost**, stolen,** or damaged due to negligence. The student and parent shall be notified regarding the nature of the violation or damage, how restitution may be made, and how and appeal may be instituted. A student's grades or diploma may be withheld until restitution is made. The student or parent may appeal the imposition of charges or restitution.

Cross Reference: #3900 Student Appeal Policy

Legal Reference: MCA 20-5-201 Duties and Sanctions
MCA 20-7-703 Free Textbook Provisions
MCA 20-9-214 Fees

Policy History:
Adopted on: 4/13/00
Revised on: 7/25/19

Browning Public Schools
Board Agenda Request
Meeting to Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: July7, 2009

To: **Board of Trustees**
Browning Public Schools

From: Corrrina Guardipee-Hall
Title: Superintendent

Subject: Approval of the 2019-2020 Student and Staff Handbooks K-12:

- BPS Student Parent Handbook
- BPS Staff Handbook
- KW Vina Student Student Parent Handbook
- Browning Elementary Student Parent Handbook
- Napi Student Parent Handbook
- BMS Student Parent Handbook
- BHS Student Parent Handbook
- Babb Student Parent Handbook
- BMS Student Parent Handbook
- BHS Student Parent Handbook

Description: NA

Financial Impact: NA

Funding Source (Budget/grant, etc.): NA

Attachment(s): handbooks attached

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Staff Handbook Receipt Form

2019-2020

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 _____

Table of Contents

PREFACE 4
- **DISTRICT OFFICE HOURS** 4

BROWNING PUBLIC SCHOOLS ORGANIZATION 4
- **BOARD OF TRUSTEES:** 4
- **DISTRICT ADMINISTRATION** 4

DISTRICT MISSION STATEMENT 5

DISTRICT VISION STATEMENT 5
- EQUAL EDUCATION AND NON-DISCRIMINATION 5
- **PROFESSIONAL ETHICS** 5

PROFESSIONALISM 6
- **PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS IS REQUIRED BY ALL DISTRICT STAFF** 6
- **ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS POLICY # 3612)** 6
- **COMMUNICATION WITHIN THE SCHOOL** 8
  - MONTHLY NEWSLETTERS/PARENT LETTERS 8
  - REPORTING STUDENT PROGRESS 8
  - PARENT TEACHER CONFERENCES 9
- **CONFIDENTIALITY** 9
- **PROFESSIONAL WORK** 9
- **HARASSMENT/BULLYING/INTIMIDATION (BPS POLICY # 5015)** 9
- **PROFESSIONAL DRESS** 10
- **QUALIFICATIONS OF STAFF** 10
- **SCHOOL FUNDS/FINANCES** 11
  - PURCHASING 11
  - FUND RAISING/MONEY COLLECTION 11
  - SAFEKEEPING OF MONEY 12
- **SUPERVISION OF STUDENTS** 12
  - STUDENT SAFETY AND SCHOOL LIABILITY 12
  - CORPORAL PUNISHMENT 13
  - STAFF DUTIES 13
- **STAFF ATTENDANCE** 13
  - TARDINESS 14
  - LEAVE/SUBSTITUTES 14
- **SUBSTITUTE PACKETS** 14
  - FAMILY MEDICAL LEAVE ACT 15
  - CLOCKING IN AND OUT 15

CLASSROOM MANAGEMENT 15
- **SCHOOLWIDE AND CLASSROOM MANAGEMENT PLAN** 16
  - IMPLEMENTING A MANAGEMENT PLAN 16
  - CONSISTENCY AND FOLLOW-THROUGH OF THE BEHAVIOR MANAGEMENT PLAN 16
  - POSITIVE RECOGNITION 17
  - PARENT INVOLVEMENT IN THE BEHAVIOR MANAGEMENT PLAN 17
  - OFFICE REFERRALS 17
  - SEVERE/EXTREME DISCIPLINE INCIDENTS 17

RECORD KEEPING 17
STUDENT RECORDS 17
STUDENT DATA 18
CLASS RECORD BOOK 18
WRITING ASSESSMENT SCORES AND BLUEBOOK 18
OTHER RECORDS 18
CURRICULUM MATERIALS 18
LESSON PLANS 18
PACING MAPS, BENCHMARKS AND STANDARDS 18
POSTING INSTRUCTIONAL AGENDA 19
TEXTBOOKS/INSTRUCTIONAL DEVICES 19
FERPA 19
504 PLAN 19
EDUCATION OF HOMELESS CHILDREN 20
PARTICIPATING IN CHILD STUDY TEAMS (CST/IEP) 20

STAFF INFORMATION 20
ALCOHOL AND DRUG USE IN THE WORKPLACE 20
ASSEMBLIES 21
BREAKFAST/LUNCH INFORMATION 21
BUILDING VISITORS/GUESTS 21
CERTIFIED AND CLASSIFIED PERSONNEL HOURS 21
WEEKLY SCHEDULE 21
FAIR LABOR STANDARDS ACT 22
CHILD ABUSE AND NEGLECT 22
CLASSROOM PHONES, CELLULAR PHONES, E-MAIL, AND FAX 23
CLASSROOM SECURITY 23
CLUB ADVISORS/SPONSORS 23
COMMUNITY USE OF DISTRICT BUILDING 23
COMPLAINTS 23
STUDENT/PARENT COMPLAINTS 24
STAFF COMPLAINTS 24
COMPUTER/TECHNOLOGY USE 24
ELECTRONIC COMMUNICATION 24
USE OF DISTRICT E-MAIL AND TECHNOLOGY 25
COPYRIGHT 25
DISMISSAL OF CLASSES 25
DISTRICT POLICIES, MASTER CONTRACT, AND LABOR AGREEMENT 25
EMERGENCY CLOSURES 25
EMERGENCY PROCEDURES AND DISASTER PLANS 25
FIELD TRIPS 25
GIFTS AND SOLICITATIONS 26
GRIEVANCES 26
GUEST SPEAKERS 26
HEALTH INFORMATION 26
ADMINISTRATION OF MEDICATION 27
ACCIDENTS 27
COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES 27

INVENTORY....28
KEYS AND ALARM CODES....27
MAINTENANCE SERVICE....28
MOVING CLASS/HOLDING CLASS OUTDOORS....28
PARTICIPATING IN POLITICAL ACTIVITIES....28
PAYROLL....28
PERSONNEL RECORDS....28
RELEASE OF GENERAL STAFF INFORMATION....29
SMOKING AND TOBACCO USE....29
STAFF EVALUATION....29
STAFF MEETINGS/WEDNESDAY PROFESSIONAL DEVELOPMENT....29
SUPPLIES....30
TEACHING ABOUT RELIGION....30
VOLUNTEERS....30
VIDEO SURVEILLANCE....30
APPENDIX A – ASBESTOS NOTICE....31
APPENDIX B – FERPA NOTICE....32
APPENDIX C: STAFF ACCEPTABLE USE POLICY....33

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

No handbook can contain policies to cover every conceivable situation. The administration also assumes that all staff members will exercise intelligent discretionary judgment when applying district and building policies.

DISTRICT OFFICE HOURS

Monday through Friday 8:00 A.M. to 5:00 P.M.

BROWNING PUBLIC SCHOOLS ORGANIZATION

BOARD OF TRUSTEES:

- Donna Yellow Owl -Chairperson
- Wendy Bremner-Vice Chairperson
- Jess Edward -Board of Trustees
- James Evans-Board of Trustees
- Brenda Croff-Board of Trustees
- Kristy Salway Bull Shoe-Board of Trustees
- Brian Gallup– Board of Trustees
- Rae TallWhiteMan-Armstrong – Board of Trustees

DISTRICT ADMINISTRATION

- Corrina Guardipee-Hall - Superintendent of Browning Public Schools
- John E Salois – Human Resources Director
- Jeri Matt – Director of Curriculum and Instruction
- Stacy Edwards – Director of Finance
- Everett Holm – Director of Technology
- Lynne Keenan – Director of Food Service
- Everett Armstrong – Activities Director
- Nikki Hannon – Parent Community Outreach Director
- Maureen Stott – Director of Special Services
- Teri DeRoche – Director of Transportation

District Mission Statement

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

District Vision Statement

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

EQUAL EDUCATION AND NON-DISCRIMINATION

Browning Public Schools, District #9 is committed to nondiscrimination in the provision of all educational services. As equal educational opportunity is a fundamental right under both the Montana and United States Constitutions, it is the policy of this District to provide a learning environment free of discrimination. All students shall have opportunities to participate in the general curriculum and co-curricular activities. This includes physical facility access, a climate of tolerance and respect for each individual and reasonable accommodation.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status, sexual orientation, or gender identity and expression is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries regarding sexual harassment/intimidation should be directed to the Browning Public Schools Title IX Coordinator and in the case of discrimination based on a suspected or known disability, the Browning Public Schools 504 Coordinator contacted.

(Reference: Policy #3210)

Professional Ethics

ALL School staff will work together to create a learning environment that is free from distractions, personal concerns, and biases. Teachers will enter their classroom sites prepared to teach. Family and family concerns will not be allowed to interrupt or influence the school environment except in emergency situations. (Reference: Policy # 5150)

Students should always be dealt with in a respectful manner regardless of their behavior. Adults must model conflict resolution techniques with students as well as with other adults. The adults must de-escalate the situation, take steps to assure that the child or children are safe, and send the appropriate message to maintain high behavior expectations. We know that students make mistakes, and those mistakes must be used as learning opportunities to help the students make better choices. **Yelling at or berating a child is**

extremely harmful, unprofessional, and will not be tolerated. *Place hands on students only* within guidelines of the **School Laws of Montana Manual, 20-4-302.**

PROFESSIONALISM

PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS IS REQUIRED BY **ALL DISTRICT STAFF**

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior and will be used to judge their actions.

Principle I. Commitment to Students and Families. The ethical educator:

A. Makes the well-being of students the foundation of all decisions and actions.
B. Promotes a spirit of inquiry, creativity, and high expectations.
C. Assures just and equitable treatment of every student.
D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
F. Respects the roles, responsibilities and rights, of students, parents and guardians.
G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

A. Fulfills professional obligations with diligence and integrity.
B. Demonstrates continued professional growth, collaboration and accountability.
C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
D. Contributes to the development of the profession's body of knowledge.
E. Manages information, including data, with honesty.
F. Teaches without distortion, bias, or prejudice.
G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

A. Models the principles of citizenship in a democratic society.
B. Understands and respects diversity.
C. Protects the civil and human rights of students and colleagues.
D. Assumes responsibility for personal actions.
E. Demonstrates good stewardship of public resources.
F. Exemplifies a positive, active role in school-community relations.
G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council January 27, 2012

ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS POLICY # 3612)

GENERAL

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

Ultimately, however, it is the responsibility of each teacher in his/her classroom to monitor acceptable use of technology by students.

CURRICULUM

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USES

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.
    B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
    C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
    D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
    E. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. (Reference: Policy #3612)

Communication within the School

Communication is the key to working together as a team. Dialogue must take place among all staff members. If you have a concern, do not hesitate to discuss it with a team leader or building administrator. It is important that you keep administration informed of the non-routine happenings. If you've had a problem, please let administration know the situation before we hear it from someone outside of the school. Remember, information concerning individual student behavior, grades, attendance, or family issues is on a "need to know" basis and should not be shared among staff members.

BPS staff members are never to make negative or disparaging comments about other staff members in the presence of students. This type of behavior is highly inappropriate, unethical and in direct contravention of the duties and responsibilities of a professional educator. Any staff member determined to have engaged in such conduct will be subject to discipline. If you have issues or concerns regarding your peers or management, you are obligated to raise and discuss those concerns through appropriate channels, and in a professional and ethical manner. Such issues and concerns are NOT to be discussed BY ANYONE within earshot of students, and any instances of such discussions should be reported immediately to the administration.

Communication with the Home/Community

The importance of regular communication with the home/community cannot be overemphasized. We have an obligation to initiate such communication. When a student is having a problem, perhaps it can be solved by a note or email or phone call home. By the same token, perhaps contact with the parents/guardians to praise student work or effort could be the reason that a student begins to succeed. Positive contacts will certainly be quite beneficial in building relationships with the home/community.

Written communications home with children's families and other agencies will be previewed by the building principal. If the principal or assistant principal is unavailable, consult the administrative designee, grade level team leader, or counselor. Teachers shall utilize the monthly parent contact form as documentation.

Monthly Newsletters/Parent Letters

Beginning the first month of school and thereafter, each grade level department will be expected to create a newsletter article or parent letter that is sent to the principal to be put in the school newsletter. This communication should focus on the subject matter, academic expectations, and classroom management procedures. Newsletter circulations should include school board members, and other buildings or programs. Each teacher needs to develop a class syllabus. Each class's syllabus will include: an introduction of and welcome by the teacher, classroom behavior management plan, work expectations, grading process, homework expectations, and teacher contact information.

Reporting Student Progress

On-going evaluation of student progress is essential both for the academic development of student and for the information of students and parents. All students should be evaluated regularly by teachers in a professional manner consistent with the needs and ability of each student. Student's progress will be reported reflecting the child's skills and development in comparison with same age peers, the District curriculum objectives, and individual student growth. Teachers must update student progress reports in infinite campus consistently according to building policy.

Teacher Evaluation of Student Progress

All teachers are responsible for the on-going professional evaluation of students *in* their charge for the day or any portion of the day. Evaluation will be based on multiple measures, which may include paper pencil tasks,

student performance, and/or demonstration of content mastery relative to stated curriculum or individual goals.

Parent Reports

Teachers must provide parents/families with information on their student's progress at least once quarterly. This report may include noted strengths of the student, concerns, general information about curriculum or extracurricular eligibility status when applicable.
(Reference: Policy #3015)

Parent Teacher Conferences

Parent/Teacher conferences shall be scheduled; please reference calendar as to time and date of conferences. If a parent is unable to attend the conferences, he or she may reschedule to meet during school hours. The teacher will be expected to complete all the hours required for parent/teacher conferences. This time is invaluable for informing parents of student grades, behavior, and any concerns you may have. However, parent contact should be made several times before conferences arrive. To best meet the needs of the students in your classroom it is vital the parent is brought into the learning process as frequently as possible. The parents can be powerful allies to assist with their child's success and bring about positive progress in your classroom.

Confidentiality

Maintaining confidentiality is not only a legal issue, but also a professional obligation. *Information concerning students, students' families, student behavior and individual needs will be confidential.* Confidential information will be exchanged on a "need to know" basis in a private setting.

Professional Work

Teachers will be expected to participate in activities outside of their regular contracted hours in the areas of curriculum development, family literacy nights, open house, etc. This time shall not include supervision at athletic events.

Harassment/Bullying/Intimidation (BPS Policy # 5015)

The Board will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees or by third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").
Definitions:

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District events.
2. "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

3. "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function that has the effect of:

- Physically harming an employee or damaging an employee's property;
- Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
- Creating a hostile working environment.

4. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones/smart phones, or the internet.

Reporting

All complaints about behavior that may violate district policy #5015 shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.
The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Staff whose behavior is found to be in violation of BPS Policy # 5015 will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board.
Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
(Reference: Policy #5015)

Professional Dress

Dress/Attire should be appropriate to one's professional standing as a school staff member. Staff members function as role models for students at all times, so clothing should be neat, clean, in repair and make a symbolic statement regarding the staff person's status as a role model in the community. Except for "casual dress days" or other exceptions as defined below, staff members may not wear blue jeans, t-shirts with logos, or sweat pants.
Fridays, or shortened schedule days before breaks, shall consist of "casual dress" appropriate to celebrate spirit days. Casual dress consists of blue jeans and t-shirts or sweatshirts with school spirit logos (Browning Sports Mascots).
Exceptions- PE staff: t-shirts may be worn; however, t-shirts with cut-off sleeves are not appropriate. Trunks or warm up/sweat pants may also be worn while the class is in gym area. While classes are in health sections, appropriate clothing will apply as described above.
Shop/Auto/Welding teachers, custodians, maintenance personnel, warehouse workers, transportation workers, cooks/assistant cooks and teacher assistants may wear appropriate clothing for safety purposes. Clothing should be neat, clean, in repair and make a symbolic statement regarding the staff person's status as a role model in the community
The wearing of sweat attire, pajamas/sleepwear, costumes, hats, shades, and shoes may be worn on pre-determined days that promote a particular theme, such as *Spirit Week* or *Red Ribbon Week*. (Reference: Policy #5150)

Qualifications of Staff

Browning School District is committed to hiring qualified teachers, creating professional development opportunities and requiring professional development that results in teachers and all staff having skills that address the needs of the students served by Browning Public Schools. All teachers will be certified by the State of Montana to teach in the area assigned. Employees will be hired on merit, without preference to age, sex, residence or relationship to other employees of Browning Public Schools, District #9. Preference will be

given to those candidates whose qualifications will assist the school district in providing a sound academic program based on strong instructional practices. The Superintendent of Browning Schools will make staff assignments.

Browning School District #9 staff development requirements for all certified staff include Olweus and MBI training, Blackfeet Studies/Blackfeet Language, Writing Assessment/Process Training and Historical Trauma training.

- ***Olweus and MBI:*** Before any teacher is offered his/her second (2nd) teaching contract in School District #9, he/she must have documented 8 hours of district in-service. Proof of completion must be provided to the superintendent by March 1st, prior to the second contractual year or the teacher will be recommended for non-renewal. Training will be offered at a minimum prior to school in the fall and once during the school year.

- ***Blackfeet Language/Studies****:* Before any teacher is offered his/her fourth (4th) teaching contract in the District, he/she must have earned a minimum of six (6) quarter credits (four (4) semester hours) or have completed a program of (90) in-service hours in the area of Indian Studies, or a combination of the two, or have completed a program in this area which meets the approval of the District. Proof of completion of this requirement must be provided to the superintendent by April 1st of the third (3rd) contract year. If this is not done, the teacher will be recommended for non-renewal.

- ***Historical Trauma/Trauma Informed, Youth Mental Health First Aid:*** Beginning with the 2018-2019 school year, before any new teacher is offered his/her fourth teaching contract in School District #9, he/she must have documented 6 hours of training in Historical Trauma/Trauma Informed, Youth Mental Health First Aid. Certified staff already in the district will have until June 2021 to complete the requirement. The district will develop a six-hour curriculum and offer the training at least 3 times per year. Proof of completion must be provided to Superintendent/designee by April 1 of each contract year.

A provisionally certified teacher shall have obtained a standard teaching certificate by March 1st of the third contract year prior to the offering of a fourth-year teaching contract.

A provisionally certified teacher shall have obtained a standard teaching certificate by March 1st of the third contract year prior to the offering of a fourth-year teaching contract.
(Reference: Policy #5004)

School Funds/Finances

Although most staff members do not regularly deal with school funds, every employee at some point will likely have an opportunity to be involved in some aspect of school finance. Whether a staff member is fund raising, buying supplies, or using a purchase order on a trip, it is of the utmost importance that financial matters be dealt with in a professional manner. All employees who may handle money should read the Business Office SOPs for further explanation of student activity finance. Below are guidelines that all School District #9 employees must follow when dealing with financial matters.

Purchasing

Staff must complete a district requisition and have it signed by the principal before any order is placed using school funds. The staff member will be financially responsible for any items ordered without following the before mentioned process. Petty cash is available for emergency purchases, but such purchases must be approved by the building principal before the purchase can be made.

Fund Raising/Money Collection

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, the school principal, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the principal. Students who collect money must turn in all collections to the

club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund-raising projects will be limited according to the principal's discretion.
All monies derived from the activities or formation of any student organization shall be deposited in the Browning School Student Activity Fund. Deposits and expenditures shall be made only in accordance with the procedures outlined the Student and Extra-Curricular Funds Policy and shall require prior Board approval as stipulated by MCA 20-9-504 Extra Curricular fund for pupil functions.
All equipment, supplies and other materials purchased from funds raised and/or derived from fund raising activities shall be the ownership of the District.
Please use the Board Policy #3533R form to request permission for fund raising activities. (Reference: Policies #3530, 3533/R)

SAFEKEEPING OF MONEY

- Employees are not to hold money over-night in their desks.
- Employees that get money brought in for various school activities, book orders, etc. must take the money to the office to be placed in the school safe.
- All money collection from all sources will be turned into the designated activities person or secretary with an actual money count. The person turning the money in and the person receiving the money must sign the receipts. Money from all activities (fund raising: raffles, bake sales, etc.) must be turned into the Administration Office Manager, <u>within 24 hours excluding Friday, Saturday, and holidays.</u> No money of any amount shall be kept in the building as petty cash. Weekend receipts are due on the ensuing <u>Monday by noon.</u> Please call and set up a time to bring in the deposits. The deposits will then be taken to the bank for the following day.

SUPERVISION OF STUDENTS

Teachers and paraprofessionals (staff) are responsible for supervision of students throughout the school day. Teachers are to be in or near their assigned classroom area before school starts and after dismissal. All teachers/paraprofessionals will be present outside their classroom during all passing times and shall assist with assuring that students get to class in a timely manner.
<u>Students must be supervised at all times; a teacher must never leave his or her classroom unattended when students are present.</u> In the event of an emergency, please ask a paraprofessional, teacher, or office staff member to watch your class. Report any incidents that warrant notice to the administration for their awareness.

STUDENT SAFETY AND SCHOOL LIABILITY

Staff Members are not permitted to:

- Take students from the school during the school day without the express written permission of parent(s) or legal guardian(s) and the approval of building administrator.
- Remove students from other classrooms or school areas without an office approval.
- Send students off campus on unsupervised errands.
- Take students from the school property to the staff members' home for after-school or overnight activities unless the parents have given express written permission which has been approved by the building administration.
- Loan students a personal vehicle or allow students to drive the staff member's vehicle.
- Drive (transport) students to or from school.
- Loan or give students money or personal items.

Any deviations from this policy for emergency or other reasons must be immediately reported to the building administrator. Any exceptions must be approved ahead of time by the building-level administration.
Students are not allowed to leave the school grounds during the normal scheduled school day hours without permission from their parents and the building administrator, unless an open campus policy, approved by the Board of Trustees, exists. The welfare and safety of Browning students are paramount and are the responsibility of all school staff. Including crossing guard duty: MCA § 20-1-214.
When assigned to a specific duty area, it is your obligation as a BPS staff member to be at that area the entire assigned time, and to monitor students for safety. Failure to properly supervise will result in appropriate disciplinary consequences

Corporal Punishment

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, for the purpose of self-defense. (Reference: Policy #3200 and MCA § 20-4-302)

Staff Duties

The campus area must be supervised and safety measures enforced. All staff shall help with supervision at all times.

Be aware of situations of excessive behavior either in play or during transitional movement. Address any inappropriate behavior immediately, assess the situation, and decide on the appropriate course of action. Do not dismiss any incident as minor in nature; all situations of questionable behavior should be addressed and dealt with by all staff. Administrators must be informed of circumstances such as bullying, sexual harassment or attempts to physically fight.

- Report all unsafe equipment or conditions to the office.
- Teach, model, and supervise appropriate transition hallway behavior that will not disrupt other classes.
- Meet and greet students at the door as they enter the classroom.
- Fighting or altercations should be dealt with immediately; summon assistance when attempting to deal with fights in progress; for your own safety, avoid getting between students who are fighting; seek to disperse the crowd while noting any students adding to the situation.

All students have a right to an education free from threats of harassment, intimidation or physical harm. Students who engage in activity that interferes with other students attending Browning Public Schools and causes a sense of fear or apprehension shall have some or all of the following interventions or consequences: counseling, detention, suspension, and/or referral to law enforcement. The student's parents/guardians will be notified and will be included in the overall attempt to deal with students who are bullying, harassing, or assaulting others.

When assigned to a specific duty area, it is your obligation as a BPS staff member to be at that area the entire assigned time, and to monitor students for appropriate behavior. Failure to properly supervise will result in appropriate disciplinary consequences.

Please refer to your school's student handbook for specific information regarding disciplinary procedures and measures.

Staff Attendance

(Reference: Administrative Standard Operating Procedures, IV-Operations. Classified Labor Agreement and Certified Master Contract.)

It is the responsibility of each member of the staff to monitor his or her available leave and to be aware of limitations to leave as defined in the negotiated agreements and state law. *Unexcused Leave Without Pay* will be denied by the principal. The procedure listed below is to be followed in instances of *Unexcused Leave Without Pay*:

First Occurrence:	Employee will receive a verbal warning from the principal.
Second Occurrence:	Employee will receive written warning, placed in employee's personnel file.
Third Occurrence:	Written reprimand with copies sent to the employee's personnel file.
Fourth Occurrence:	Suspension for three days without pay.

Fifth Occurrence: Recommendation for termination.

Employees are employed to directly and/or indirectly provide educational opportunities to all children of the community, and that the fullest educational opportunity can only be accomplished if employees do not take leave without pay.
Unapproved leave without pay is time away from work without authorization from both the immediate supervisor and the Superintendent or Designee. Leave without pay will be considered insubordination and will be subject to discipline.

TARDINESS

Staff members are expected to be at work and clocked in on time. Employees who have a pattern of being late may enter into the progressive discipline process.

LEAVE/SUBSTITUTES

In the event that a staff member may have to take some time off for personal reasons or for emergency situations, he or she should be aware that a desired substitute may not be available. Staff members who take leave must notify the building/program supervisor as soon as possible within the guidelines of the Master Contract (Certified) or Labor Agreement (Classified). In cases of emergency or illness, the staff member must call as soon as possible before 7:30 A.M. for certified and a half hour before sign in time for classified.
Each staff member must call his or her immediate supervisor and state his or her reason for the needed absence. If a staff member is able only to reach the answering machine, he or she shall leave a message and then call back between 7:00 and 7:30 A.M. to assure that the message was received. **It is every staff person's responsibility to report a need for leave directly to his or her supervisor.**
A substitute packet is to be provided by each classroom teacher to prepare for unexpected absences. The substitute packet shall be placed in the lesson plan book, and a copy shall be made available to the principal or assistant principal by the second week of the school year.

SUBSTITUTE PACKETS

A substitute packet must be submitted to your supervisor by the second Friday in September. This packet is a contingency for extreme emergencies when you are unable to send full lessons and will contain the following:

- A seating chart and list of names.
- A daily/weekly schedule including when support people are in the classroom.
- Emergency assignments following curriculum expectations that may work at any time of the year in each subject area scheduled for that day. Such assignments must include specific names of textbooks necessary and any other resources needed.
- Copies of the current lesson plans.
- The substitute evaluation form, along with instructions for use.
- Emergency evacuation plans and red/green cards.
- A copy of the classroom behavior management plan
- A note that explains that movies are not allowed unless specified in the lesson plans and approved by the administration.

A substitute file for each paraprofessional will include a schedule, classroom duties, expectations, and other duty information.

To Help Your Substitute Teacher:

- Leave specific lesson plans-make activities especially interesting. Sub packets are required.
- Leave a time schedule with lessons plans. Include special activities, such as library, P.E. duties, etc.
- Place markers in texts to be used.
- Don't ask substitutes to introduce new concepts or render a test that may require your clarification for the testing matter.
- Leave the class roll book and seating chart in a conspicuous place and ensure that you receive it back.

- Be sure that the emergency crisis evacuation plan and emergency flip chart, and buddy room phone number contact list are readily accessible and identified specifically near the door or desk.
- Include a copy of the *substitute guidelines* below:

Substitute Guidelines:

- Keep a written account of all behavior in the classroom
- Take attendance the first 10 minutes of class and send a list of absent students to the attendance clerk or building secretary.
- Keep students in the classroom during the entire class period, and do not let students in the hallway for any reason. Contact the office for advisement.
- Do not allow students to use the classroom phone or teacher's computer.
- Keep students out of teacher desk and other areas, because such areas may contain confidential information.
- In the event of an emergency evacuation: follow Emergency Crisis Plan, utilize **RED** and **GREEN** placards as part of the protocol procedures.
- Do not allow students from other classrooms to enter or loiter about while substituting in a particular classroom for that day.
- Adhere to the teacher's lesson plan and keep the students engaged in learning.
- Avoid sitting idle at the teacher's desk or computer for extended lengths of time.
- Move about the room checking on students' behavior and work completion.
- Remain in the building during the plan time (If a substitute needs to leave during the day, he/she must let the building secretary know.)
- Do not place hands on students except in situations where a fight is happening or about to take place. Specific interpretation can be referenced in the **School Laws of Montana Manual, 20-4-302.**
- Use appropriate, professional language and tone of voice.

Family Medical Leave Act

Browning Public Schools are required to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious medical condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

For more information contact the Human Resources Director at 338-2715, Ext. 4281.

Clocking In and Out

All staff members are required to clock in upon arrival to school and out at the end of the day without exception. Classified staff members are required to clock in and out for lunch and breaks. When staff members leave the building for lunch (certified) or school business they are to sign out and back in on the destination sheet, documenting the destination and the time they left and returned.
In the event that an employee has trouble logging in/out on the time clock, the administrator or secretary must be notified immediately.

Classroom Management

The strength of any classroom management plan is the consistent presentation of quality instruction effectively utilizing maximum time on task. This consistency creates a strong stable learning environment designed to ensure success for all students. A structured, consistent discipline plan is the key in such a learning environment and must be utilized in each classroom site. Behavioral expectations will be clearly stated, followed and posted. Specific classroom procedures and routines will be written in a positive manner and will include recognition/consequences for rule compliance and rule infractions.

Schoolwide and Classroom Management Plan

A classroom management plan will consist of at least these three components:

- A set of expectations for classroom behavior.
- A scale of specific consequences for not observing the expectations.
- Positive incentives to reinforce behavior when students follow the expectations.

Implementing a Management Plan

Once the teacher has decided upon the general classroom rules, the positive recognition when the rules are followed, and the consequences when the rules are followed, the classroom behavior plan is complete. The teacher is required to submit this behavior plan to the building principal.

The management plan will work effectively in the classroom if the information is taught to the students. One should view the teaching of behavior in the same light as one would view the teaching of academics. This lesson should take place the first day of school. Also, the teacher must display a behavior plan that is easily seen from anywhere in the classroom.

The following proactive measures must be completed by the teacher:

- Share the classroom behavior plan with parents and the principal at the beginning of the school year. A detailed letter explaining the plan must be sent to parents. The teacher may consider including a parent signature portion which could be returned by the students.
- Deal with a behavior problem immediately when it arises. The parents and principal must not be involved prematurely. The student must have the opportunity to correct his or her behavior through the intervention strategies offered by the teacher.
- Compile factual documentation of a student's behavior, including all intervention strategies completed. Anecdotal records must include:
    - Student's name and class.
    - Date, time, and place of the incident.
    - Description of the problem in factual, observable terms.
    - Actions taken by the teacher to correct the problem.
- Establish positive relationships with parents before problems arise through positive phone calls and notes.
- Contact parents according to the steps of the Behavior Management Plan.
- Prepare an outline before speaking to the parent about a student's problem. Include a description of the situation, what previous steps or interventions have been attempted, what transpired due to the situation, and what role you would like the parent to play in addressing the situation.
- Ask for principal involvement when counseling with hostile parents.

Consistency and Follow-through of the Behavior Management Plan

CONSISTENCY AND POSITIVE FOLLOW THROUGH CAN ONLY HAPPEN WITH A PLAN.

Procedures within the school day must be rehearsed until they become routine to the students. This procedural foundation creates the structure for a strong learning environment.

It is expected that the teacher will handle his or her own discipline, as much as possible, by working with the student and following a predetermined plan to address negative and disruptive behavior. If the behavior progresses, the staff member must consistently contact parents or guardians to assist in working with the student before he or she is referred to the office.

Students should never be placed in the hallway or other area of the school unsupervised as a consequence. Options may include a timeout in another teacher's classroom (buddy room) and/or an immediate parent phone call.

If problems arise with a student or students, staff members shall consult with the principal or counselor to develop solutions that will deal with the situation. Staff members must not allow any inappropriate behaviors

to weaken the effectiveness of the learning environment. In some situations, a teacher/principal/student conference may be arranged to find solutions in a cooperative manner.
When dealing with students, staff member shall make every effort to be positive. Every employee of Browning Public Schools is a professional and is responsible for maintaining a positive, respectful learning environment. Staff members shall be firm, fair, consistent and considerate of the students.

Positive Recognition

Positive recognition is an issue of fairness, respect and loyalty. When a teacher recognizes students only for their inappropriate behavior, the thought conveyed to the students is one of disrespect. The message is the teacher is not on the side of the students, and, in turn, the students will surely return the sentiment. When a teacher balances firm and fair consequences with recognition of appropriate student behavior, self-respect is raised and a positive classroom environment is created.
Effective methods for creating a positive classroom environment include: individual student praise, notes to students and parents, individual rewards, class wide rewards, electronic communication and/or telephone calls to parents.

Parent Involvement in the Behavior Management Plan

Each teacher shall involve the parents as soon as the situation warrants, and keep them informed of new information on their child's behavior, either positive or negative. Each teacher must remember to give the student a chance to change behavior before parents are involved except in cases of severe behavior misconduct.

Office Referrals

A student should be sent to the office **only** after all resources for dealing with misbehavior have been exhausted and the parents have been actively involved. Appropriate steps utilizing the behavior management plan must be documented in the classroom behavior log and on the office referral form. In such cases, the office will follow the student handbook procedure in addressing the behavior with appropriate consequences. When students are sent to the office, they must be escorted. At no time should a student be in the hallway without supervision. A teacher must either send a referral with the student or immediately contact the office with an explanation of why the student is at the office, or the student will be sent immediately back to class with no action taken by the administrator. Administrators/office personnel may utilize the ISS/calming room to hold the student until a referral is received and the administrator has time to meet with the student. Students may only be placed in the ISS/calming room by administrators or office personnel. **Only those office referrals that are filled out correctly will be honored by the administration.** If the referral is not filled out correctly, the student will be sent back to class.

Severe/Extreme Discipline Incidents

Fighting, overt defiance, stopping the class from functioning, vandalism or theft, or other extreme misbehavior - Send directly to the principal.

Record Keeping

Student Records

Cumulative Records: All information contained in cumulative folders is of a confidential nature and is to be used for professional purposes only. These folders will be kept in the cumulative-records room and will be signed out only to those with a need to know by the secretary.
Cumulative and permanent student records may indicate only that a student has a **modified curriculum** to address student needs. Information related to a specific disability or the service provided may not be permanently recorded in files other than in confidential files.
Report Cards: Report cards will be handed out or mailed at the end of each quarter. Mid-term reports are required in addition to regular communication with parents concerning their child's progress. Each teacher is responsible for assuring that the grades on the report card are accurate.

Personal Files: Parents or legal guardians may view their child's personal files. In the event that they request a copy of their child's files, the request should be submitted in writing to the building administration team. The original file contents shall remain as originals and not leave the confines of the building. The parents/legal guardians shall be provided with a copy of their child's file.

Student Data

All teachers will be responsible for keeping accurate and up-to-date data, and for providing the data as needed to the administration.

Class Record Book

All teachers will record grades using the electronic grade book program. Teachers are responsible for recording their grades on a weekly basis, and posting those grades for viewing on the parent portal every Friday by noon for eligibility reasons (as applicable). Teachers may also be required to keep a hard copy of the grades either by printing a report each week and keeping it in a binder. Any grades or evaluative judgment should be recorded along with a brief description of the grading scale (required at end of year with teacher checkout process).
Other record keeping may be required for the adopted District curriculums.

Writing Assessment Scores and Bluebook

BPS students participate in writing assessment as directed by the District. The writing assessments shall be used by teachers for the purpose of increasing a student's writing skills by reviewing the writing assessment and setting goals. Teachers are responsible for assuring the final writing assessments are placed in cumulative folders. The writing assessment scores are used for instructional, curriculum and program effectiveness as well as to provide specific information about each student's writing strengths and weaknesses.

Other Records

Any other records and forms designed by the County Superintendent of Schools or the State Department of Public Instruction shall be used or compiled as directed.

Curriculum Materials

Teachers will need to check out curriculum materials for district adopted curriculum programs. It is each teacher's responsibility to assure that these materials are taken care of and accounted for throughout the year. Teachers are ultimately responsible for curriculum materials and technology used in their classrooms, and materials are to be returned in good working condition. Teachers may be fined for damaged (excluding reasonable wear and tear), lost, or stolen curriculum or technology items.

Lesson Plans

All teachers are responsible for providing lesson plans to the building principal on a weekly basis, or in some cases course, unit, and lesson organizers will take the place of weekly lesson plans. **Lesson plans or organizers must be based on the adopted curriculum** and show a progression through the curriculum building on skills throughout the year to accomplish the stated objectives and learner outcomes. Building specific handbooks provide further information on required lesson plans.

Pacing Maps, Benchmarks and Standards

Content standards describe the broad goals that individual students should attain. The content standards organize knowledge presented in the form of benchmarks. Benchmarks are statements of information and skills written for each specific grade level and specifically describe *what students should know and be able to do* at each grade level. Pacing maps (in the form of planning grids) provide teachers with the opportunity to focus on the curriculum taught over the course of the year. Focusing on "what is the knowledge" provides the planning to remain centered on essential learning, district standards and benchmarks, and meaningful connections between core curriculum areas.
The process for developing pacing maps is ongoing. Each school year teachers will look at the curriculum they are responsible for teaching. District standards and benchmarks, guides and manuals, textbooks and

resource materials act as the primary focus. Planning begins as curriculum themes emerge, topics are restructured, and skills and concepts are aligned to develop interdisciplinary learning units.

Posting Instructional Agenda

To clearly communicate what is currently being taught and what is expected of students to learn, up to date objectives must be clearly posted in the classroom for the students, parents, and the administration. The objectives should state what the student would know or learn upon completion of the unit and how the lesson is STANDARDS based. Objectives (often stated as "I can…" statements or essential questions) are necessary and should be maintained for instructional purposes. A large visible daily agenda and class schedule must be posted at the front of the classroom on or near the right side of the whiteboard.

Textbooks/Instructional Devices

Textbooks/instructional devices for academic use will be checked out to students; teacher discretion on checkout format may vary and will be decided in consultation with the media specialist. All textbooks/instructional devices that are checked out directly to the teacher must be accounted for as part of teacher checkout. In the case of lost, stolen or damaged books/instructional devices, the teacher must provide a letter of explanation regarding the status of damaged or missing materials*. District Board Policy will apply in cases of damaged or lost/stolen school property; fees and fines will be assessed.*

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. Please refer to Appendix B for specific FERPA information.

504 Plan

It is the policy of Browning Public Schools District #9 to be in compliance with the Section 504 of the Rehabilitation Act of 1973 which states:
"No otherwise qualified individual with handicaps in the United States …shall solely for the reasons of her/his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under any program or activity conducted by any Executive agency or by the United States Postal Service" (29 USC 794)
Section 504 of the Rehabilitation Act was adopted by Congress in 1973 and predates the civil right legislation most educators are most familiar with, the Individual with Disabilities Education Act (IDEA). For many years Section 504's main focus has been in the area of employment for individuals' handicaps and for members of minorities. However, the Office for Civil Rights (OCR), charged with enforcement of Section 504, has become active in the field of education of handicapped individuals. Advocacy organizations and the legal system have focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities.

Included in the U.S. Department of Education regulations for Section 504 is the requirement that handicapped students be provided with a free appropriate public education in the least restrictive environment. These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States.
Section 504 is broader reaching legislation than IDEA and prohibits discrimination against handicapped persons, including parents, students, and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds.
Browning Public School District #9 receives Federal financial assistance and therefore must comply with provisions of this act. To be in compliance with this act, Browning Public School District #9 must:

1. Not discriminate against qualified handicapped persons in all aspects of school district employment solely on the basis of handicap.
2. Ensure that facilities, programs, and activities of a school district are accessible, useable and open to qualified handicapped persons.
3. Ensure a free appropriate public education is provided each qualified handicapped person at the elementary and secondary levels, including non-academic services and activities.
4. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education or day care program or activity or any adult education or vocational program or activities offered by a school district.
5. Provide each qualified handicapped person the same health welfare or other social services as the school district provides other persons.

Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.
The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who:

- Is lacking a regular, fixed and adequate nighttime residence (substandard housing).
- Is sharing housing due to economic struggles (double-up).
- Is living in a shelter, hotel or motel.
- Is living in a public place not designed for sleeping (cars, parks).
- Is an unaccompanied youth, a child or youth awaiting foster care placement.
- Is a child or youth placed in foster care.
- Is a child or youth abandoned in a hospital.
- Is a migrant child who qualifies under any of the above.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure.
(Reference: Policy # 3125)

Participating in Child Study Teams (CST/IEP)

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student's needs. Classroom teachers are generally the individuals in the school setting who are most likely to know the child best and have the strongest working relationship with the child. Classroom teachers also have specific data regarding the child's performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared with the team. Data will be shared with the CST in order to determine how the child is functioning compared to the child's classroom peers. Classroom data shall also provide a current level of performance for IEP development. Classroom teachers and principals will participate in meetings (except for rare circumstances when the principal will identify a delegate). *Meetings will be scheduled a week in advance and will occur in a timely manner. These meetings should not be scheduled as to interrupt instructional time during the school day.* However, meetings may occasionally need to take place during instructional time and team participants may need to make necessary arrangements to attend the meetings.

Staff Information

Alcohol and Drug Use in the Workplace

No employee of the District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 14300. 11 through 1300.15. The Browning

Public Schools has formally adopted a *Zero Tolerance* Policy regarding the use and abuse of alcohol and drugs when working with students. Employee conduct found in violation of this policy will result in termination from employment.
(Reference: Policy #5020, 5110, 5228)

Assemblies

Students are required to attend all assemblies unless otherwise specified by the administration. Those students who refuse to attend the assembly are to be referred to the office.
All staff members are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by a staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

Breakfast/Lunch Information

Per the negotiated agreements, staff members have duty free lunch times as follows:

- Non-Certified Staff: 30-minute lunch
- Certified Staff: as determined by the negotiated agreement

Breakfast and lunch may be purchased from the lunch counter. Employees may either pay for their meals or charge them and have that amount deducted from their paychecks. Employees are expected to pay for all food consumed. Staff members may eat meals during their lunch period but not at other times during their 8-hour day. Employees are to eat breakfast before 8:00 A.M. There will be **no free meals** provided to any staff member except in the case of special occasions as determined by the building principal. Cost for meals will be made available at the beginning of each school year.
Classified staff members are assigned to supervise the lunch recess and are expected to be in the supervisory areas for the entire lunch period. Certified staff members have a duty-free lunch, but may volunteer to work lunch duty and receive a stipend of $18/hour (pro-rated for the actual amount of time worked during lunch). All certified staff members who volunteer to work lunch duty must commit to the duty for at least one semester.

Building Visitors/Guests

All persons entering Browning schools will be considered visitors if they are not employees based at the facility. The front entrance shall be designated as the official entryway in receiving visitors/guests; all other doors/exits are to be locked during the school day. **All visitors, including staff family members, must enter and exit through the front door.**
Upon entering a District #9 school all persons shall:

- Immediately report to the office staff.
- Identify self and state legal name(s) and nature of business and register on the daily log.
- The office staff will assist immediately or inform the building administration if the matter involves further consultation.
- A temporary identification tag/sticker will be issued. When visitors leave the school, they are to sign out on the register log and surrender their identification badge.

Staff members are considered visitors when they enter other Browning school buildings and must check in and out of the main office.

Certified and Classified Personnel Hours

Teachers are to be in school according to the weekly schedule below. Classified and Professional-Technical staff must clock in at each individual's specified time and report to duty at that time, without exception. Certified staff must clock in by 8:00 a.m. and be available in the classroom, except when on hall or outside duty. Teachers must be posted outside of their classroom doors in the hallway before the bell rings to greet students each morning. This practice is vital to starting the students off each day in a positive, structured manner. The building is open to students from 8:00 a.m. to 4:00 p.m., or later as needed due to after-school activities.

Weekly Schedule

- Monday 8:00 a.m. - 4:00 p.m. -

- Tuesday 8:00 a.m. – 4:00 p.m.
- Wednesday 8:00 a.m. – 5:00 p.m. - Extended Day Professional Development
- Thursday 8:00 a.m. – 4:00 p.m.
- Friday 8:00 a.m. – 3:00 p.m. – Early Out

Staff meetings will be scheduled by the principal on a weekly basis.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff members are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the building principal.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.
Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

CHILD ABUSE AND NEGLECT

Browning Public Schools' Board of Trustees is committed to contributing to child safety and protecting children from harm. To this end, professionals working with children (teachers, administrators, all staff) are responsible and liable for reporting suspected abuse/neglect (Montana Code Annotated 41-3-201, 1979).
41-3-201, MCA. States:
All school employees and professionals who work with children, when they know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the Department of Public Health and Human Services, Child and Family Services Division's
MONTANA'S STATEWIDE TOLL-FREE CHILD ABUSE HOTLINE, (1-866-820-5427)

- Notification of the report of suspected abuse/neglect to the reporting employee's immediate supervisor and the District's Child Protection Team representative is recommended, but not required by law.
- If immediate danger to the child is suspected, call the police department (338-4000).
- If physical signs are apparent or sexual abuse is suggested refer to the school nurse or other medical practitioner immediately.
- The documentation of suspected abuse or neglect should include the following information: observations, conversations, background information, which will include dates and descriptions of instances; the names and addresses of pertinent people involved (e.g. family members, witnesses, etc.) and a signature of the reporting individual.
- Children may be interviewed in the school site by the Federal, State or Tribal officer conducting the investigation of abuse without parent notification of the interview. If considered appropriate by the investigating individual, school staff may attend and participate in the interview of the child.
- **41-3-203, MCA. Immunity from liability**: "Persons in the state of Montana who report suspected child abuse and neglect in good faith are immune from civil liability and/or criminal penalty."
- **41-3-207, MCA. Penalty for Failure to Report**.

  (1) Any person, official, or institution required by law to report known or suspected child abuse or neglect who fails to do so or who prevents another person from reasonably doing so is civilly liable for the damages proximately caused by such failure or prevention.

(2) Any person or official required by law to report known or suspected child abuse or neglect who purposely or knowingly fails to report known child abuse or neglect or purposely or knowingly prevents another person from doing so is guilty of a misdemeanor.

(Reference: Policy # 2760 and MCA 41-3-101)

Classroom Phones, Cellular Phones, E-Mail, and Fax

Staff may not make or receive calls in the classroom during scheduled instructional time except in cases of extreme emergency. Messages will be taken at the office and be made available to the staff member by the end of the day. Teachers are free to use the classroom phones for local calls. The calls must be school related and occur during their prep or lunch time. Teachers wishing to place long distance calls for school business will go through the office. Any other calls will require the use of a calling card. Use of the fax machine is for school business only. All faxes go through the office manager/secretary. A charge of $1.00/page will be charged for anyone wishing to fax private documents.

Students must never be permitted to use a phone (classroom phone or cell phone) in the classroom. Staff members who allow students to use a phone in their classroom or during school hours will receive appropriate disciplinary consequences.

Cell phones shall be silenced and used only during break times for staff. Student cell phones are not allowed for use during the instructional school day and should be turned off upon entering the building. They are not to be taken into the locker rooms and restrooms. These devices may be confiscated and the duration decided on by the administration, and other disciplinary actions may apply. Any staff member using a phone during instructional time or while supervising students will be reprimanded and the staff discipline procedure will be followed. (Reference: Policy #5630)

Classroom Security

When leaving your classroom or work area during the school day and at the end of the day, staff should lock the door leading to the hallway, and assure that windows and outside doors are locked. The District is not responsible for any personal items that may be lost or stolen. The District encourages all staff members to keep valuable items at home or locked. The District is not responsible for any vandalism. The District encourages all staff members to have personal and/or auto insurance to cover damages.

Club Advisors/Sponsors

At the beginning of each school year, all club advisors/sponsors will submit the organization's goals for the school year to the principal or activities director for approval. At the end of each month, the advisor will provide meeting agendas, sign-in rosters, and a progress summary report. The principal or activities director will provide the documentation to the personnel office for final advisor payment.

Club/Activity sponsors are responsible for supervision of students at all times. Sponsors must not leave until all students have been picked up by appropriate parent/guardian.

Community Use of District Building

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the Facilities department at 338-2715 for more information.

Use of Personal Vehicles for District Business

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from their direct supervisor.

Complaints

Student/Parent Complaints

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.
If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700.
When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.
All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal/immediate supervisor for informal discussion and resolution.
If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.
This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.
(Reference: Policy #1700)

Computer/Technology use

All staff (including teachers, teacher assistants, specialists, and secretaries) may not use computers for personal reasons (e-mail, internet, games, etc.) during scheduled instructional or duty time. Computers should only be used during class for instructional purposes related to the scheduled daily lesson.

Electronic Communication

The Browning School District uses electronic resources as powerful and compelling educational tools. While social networking websites, texting, and the like can offer learning opportunities, problems and dangers may result from the use of this technology. The widespread popularity of these technologies has created potential liabilities for educators.
By maintaining professional standards of behavior, potential liabilities may be mitigated. The Professional Educators of Montana Code of Ethics requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.
District staff is advised and expected to maintain professional relationships with students. Staff is further reminded that the same types of relationships, exchanges, interactions, or behavior that would be unacceptable in a non-technological medium are unacceptable in a technological medium, in or out of school. Due to the vastly increased potential audience and the potential blurring of the professional relationship in digital communication, extra caution must be exercised by staff. Violation of professional standards may result in disciplinary action up to and including termination, discharge or nonrenewal of the contract of employment.
(Reference policy #5460)

Use of District E-mail and Technology

Browning Public Schools e-mail accounts (G-Mail) are provided by the District for professional use. Your school email use will be monitored by the administration, including monitoring of any personal emails that you send or receive on your account. There is no expectation of privacy when using District email or District technology, on or off school property.

When an employee permanently leaves the district, e-mail access will be ended and the employee's email account will be deleted on the last day of employment.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

The viewing of movies is allowable only as direct instruction. Movies must be directly related to the curriculum and approved by the principal prior to the viewing. All movies must be age-appropriate, and "R" or more strongly rated movies are not allowed. See the library media specialist for more specific copyright information.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

District Policies, Master Contract, and Labor Agreement

The District Policy Manual is available for check out from the building principal and is posted on the district website. The Certified Master Contract and Classified Negotiated Labor Agreement are available from the building union representatives and on the school website. Staff members are responsible for becoming familiar with district policies as well as the guidelines within the negotiated agreements.

Emergency Closures

If a weather or other emergency occurs, and/or all roads are closed by 7:00 A.M. by the Montana Highway Patrol and B.I.A. Roads Department, schools will close. Announcements will be made on 96.7 FM - KZIN, 1150 AM - KSEN: 560 AM- KMON; KBWG (Thunder Radio) 107.5, Local TV and KFBB, email, automated phone/text system and the District Facebook page. The District will attempt to make up the missed day on the following Saturday or add the day to the end of the school year. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Each staff member shall assure that their personal contact information is updated on the school phone tree.

Emergency Procedures and Disaster Plans

All staff will be provided with a copy of the district's emergency procedures plan, including detailed staff responsibilities in the event of emergencies such as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, and illness or injury of a student or staff member.

Copies of the emergency procedures plan will be available in the office. (Reference: Policy #8301)

Field Trips

It is sometimes advantageous to go on field trips in order to provide for concrete experience and an extension of the classroom for our students. Preplanning should include prior discussion with the students in areas of safety, proper behavior, and other expectations. Our community has many resources for the study of history,

government, economics, etc. The more our schools are involved in the study of our community, the more effective our schools can be serving the needs of our youth.

- All field trips desired must be submitted prior to the end of September for consideration and approval for the entire year.
- Upon approval, a yearlong trip sheet will be made available to the director of transportation for their records. It is advised to consult with the principal and/or transportation director if there are any changes or adjustments.
- Parental consent forms should be on file with emergency numbers and other vital information. The information on the consent forms should be verified with the school secretary prior to taking the trip. Eating accommodations should be made well in advance to the principal and director of food services.
- All names of the students going on the trip must be submitted to the school nurse at least a week before the trip is to take place so she can plan for administering of medication during the trip.
- School funding is a factor in many cases and may not be available to accommodate all requested field trips.
- Staff members, including the bus driver, are not allowed to bring their children on any school field trip.
- Without prior approval of the administrator, staff members are required to ride the bus to and from the destination with students.
- Parent chaperones are welcome, but their children, other than the student involved in the field trip, are not allowed to attend. Unless the parents are school district employees, they must never be left alone with children other than their own.
- Students must travel to and from the event on transportation provided by the school district. Exceptions are made when parents provide a written request and receive prior approval to transport their students after the event/activity.
- In the event that an unforeseen emergency happens while on field/sports trips, staff members shall follow specified protocol for handling these emergencies in accordance with the Browning Public Schools **"Emergency Procedures Checklist:" Basic Emergency Response** and **Injury** sections. (Reference: Policy #3700, 8132)

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his or her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances

Refer to applicable provisions of certified and/or classified negotiated agreements, or board policy, as appropriate.

Guest Speakers

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time, and nature of the presentation whenever such use is planned.

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. Teachers must remain in the classroom whenever a guest speaker is present.

Health Information

A school nurse is available to students during school hours. If a child becomes ill during the day the nurse examines the child and determines if the parent should be notified and the child be sent home. Staff members shall not send an ill student to the office without the student first seeing the nurse. The nurse's schedule will

be posted in the office as well as the nurse's office. All accidents that happen during the school day must be reported to the office and the nurse. The nurse maintains a health record for each student in the building with parent cooperation. Guidelines for giving medication to students during the school day are below.

Administration of Medication

Montana state law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. In compliance with State Statute, the Board of Education directs the following protocol to be followed:
At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate to two to three school personnel the administration of student medication. The school nurse will conduct a training session with the delegates for the purpose of providing procedural information on medication administration. This training will include a detailed review of the school medication policy and regulation.
When a student/parent presents with a medication order, the delegate will contact the school nurse to review the prescription, dosage, and scheduling and potential side effects. The school nurse will initiate a supervisory visit on a regular basis or as needed to evaluate the process of delegation of administration of medication and assess the therapeutic outcome of the prescriptive process. Documentation of all results shall be recorded in the individual client file. Documentation will be maintained on all training sessions and supervision.

Accidents

If you or any staff members are injured on the job, report it to the principal as soon as possible and fill out a Report of First Injury form to turn into the principal and business office. This form is available in the office. The accident report form is necessary for Workman's Compensation and the district's insurance to handle any claims properly. Paperwork must be filled out within 24 hours of the accident in order for the claim to be processed.

Student Accident Reports

If a staff member witnesses a student accident, or if a student reports an accident to a staff member, it is the responsibility of the staff member to fill out an accident report form and Proof of Claim form. Accident report forms are available from the school nurse or the front office. The forms must be filled out and returned to the school nurse as quickly as possible.

Communicable Disease/Blood borne Pathogens/Infection Control Procedures

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection. All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

Keys and Alarm Codes

Each staff member is issued a ID/name badge that allows access to the front door near the office and a key to his or her classroom/work areas. ID/name badge is to be worn at all times while on duty. Security of the building is primary. A teacher should be the only person to use his or her keys or alarm code, without exception. When the key is signed for at the beginning of the school year, the staff member is responsible for that key until it is checked in at the end of the school year. Any lost or stolen key (s) will be charged to the

responsible staff member for the cost of replacement. **Students must never be given access to staff keys. Keys and ID/name badges must be turned in upon termination or resignation of employment.**
An alarm code is also issued at the beginning of the school year. When a staff member enters the building after hours, the code must be entered within 30 seconds. If the alarm sounds before the code is entered, the staff member must enter the code to disarm the alarm. Then a call must be made to Interstate Alarm at 1-(800)-344-4546 (*follow calling instructions*) to notify them that a district employee triggered and reset the alarm, or the police will be dispatched to the building. It is also recommended that the staff member call the Law Enforcement Office at 338-4000 immediately. (Please! DO NOT CALL 911).

Inventory

Each teacher will be responsible for keeping an inventory of all furniture, technology, and books used in his or her classroom or workspace. Inventory lists will be turned in as part of the check-out procedures at the end of each school year.

Maintenance Service

Although custodians are in the school throughout the day, it is the responsibility of all staff and students to keep the school clean. In a collaborative effort and as part of normal everyday cleaning, each class will pick up the paper on the floor in the classroom, place chairs on desks, and leave the room in an orderly fashion before the custodian enters the room to clean. Teachers should ensure that students tidy the room following special projects that involve paint, glue, paper projects, etc. STUDENTS SHOULD NOT BE ALLOWED TO USE ANY CLEANING SOLVENTS. When cleaning, staff should exercise care and follow safety guidelines with cleaning products.
Request for special cleaning or problems should be made through the office in writing.
In case of emergency, call or send a student to the office.

Moving Class/Holding Class Outdoors

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change. As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms.
From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

Participating in Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.
Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.
On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.
Staff members are prohibited from using any District facilities, supplies, technology, time, or equipment for purposes of political activities.

Payroll

Employees with payroll concerns or questions should visit with their supervisors in regard to the concerns. The employee may then contact the payroll department if additional information is needed.

Personnel Records

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.
All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his or her personnel file on any day the personnel office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- The superintendent and members of the central administrative staff;
- District administrators and supervisors who currently or prospectively supervise the employee;
- Employees of the personnel office;
- Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his or her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.
In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.
Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes the district to do so.
The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

- Disclosure of information is upon the request of the prospective employer; or
- Disclosure of information is upon the request of the former staff member;
- The information is related to job performance;
- The disclosure is presumed to be in good faith.

The District will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

Smoking and Tobacco Use

In accordance with the NCLB Act and Montana Tobacco Free Schools and Clean Indoor Air Act 2005, all forms of tobacco use are not permitted on school grounds/property as defined in the Acts.
(Reference: Policy #5190)

Staff Evaluation

Evaluation of Certified staff will take place throughout the entire year. Non-tenured staff members are formally evaluated prior to the end of November and prior to the end of February. Tenured staff receives a formal evaluation prior to the end of March. Evaluation will be based on the district assessment tool, individual teacher's goals for the year and progression with those goals, improvement in student achievement for all students in the classroom, and overall effectiveness of the teaching and learning environment. Classified staff will be evaluated once before the end of each school year.

Staff Meetings/Wednesday Professional Development

Attendance at staff meetings and Wednesday Professional Development is mandatory. Sign in sheets will be utilized to verify employee attendance. Leave must be taken if employees do not attend the meetings.
Weekly staff meetings are scheduled by the building principal to meet the needs of each individual building. Sign-in sheets will be utilized during these meetings. Requests for agenda items should be submitted in writing to the principal. The principal will determine which items will be placed on the agenda.
During staff meetings and professional development, it is expected that staff members will respect the presenter through giving him/her their full attention. Do not bring homework, cell phones, or other items that will distract from the presentation.

Supplies

In the spring of each year, inventory of textbooks and supplies necessary for the following school year should be requisitioned as part of the building budgeting process. The new supplies will arrive in the fall of the year in order to for each teacher to be prepared for the first day of school.

Teaching About Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.
However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.
Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Volunteers

School District #9 welcomes and encourages volunteers in the school setting. However, we also place the highest of priorities on the safety and well-being of our students and staff members. Adult volunteers in a school setting are governed by a number of school board policies. BPS Policy # 5121 – Scope of Personnel Policies and #5122 – Fingerprints and Criminal Background Investigations are the policies that govern volunteerism in the schools. When Policy #5122 does not apply, the volunteer must be accompanied by the classroom teacher at all times. The teacher does not leave the volunteer alone to supervise students.
Every building administrator must approve a teacher's request for a volunteer. Teachers are highly encouraged to utilize the Board approved consultant list when seeking cultural consultants for their classroom.

Video Surveillance

The Board authorizes the use of video cameras, which may include audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.
The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur in District property. Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
Video recordings may become a part of student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (Reference: Policy #3235)

APPENDIX A – ASBESTOS NOTICE

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the Asbestos-Containing Materials in Schools Rule §§ 763.84© and 763.93(g) (4)

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material* (*ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule,* each Browning school had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s) Floor *tile – Kitchen, hallway and storage room.*

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans shows that there is floor tile that has ACBM but no threat is there for the staff or students. This tile is kept sealed and waxed.* These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future, including replacing or repairing tile as needed. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Leslie Munro, Director of Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203. (Reference: Policy # 9350)

APPENDIX B – FERPA NOTICE

Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

   You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

00NCLB-I3 (Rev. 02/10 US)

© 2010 TransACT Communications, Inc.

APPENDIX C: STAFF ACCEPTABLE USE POLICY

Browning Public Schools
Policy: *Staff Acceptable Use of Technology Agreement*
Regulation: #5460F

At Browning School District #9, we believe that technology is a powerful tool to enhance learning, enabling students and staff 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 device for school purposes while employed 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

_____
Staff member's name (printed)

This declaration must be reviewed and signed by the staff member in order to use *school technology* (including computers, cameras, tablet devices i.e. iPads, etc.) while on or off campus or to use their own *personal electronic devices* while on campus.

Section A: Staff Member Declaration
As a staff member of Browning School District #9, I value having access to technology to support my teaching or support position. 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 any information protected under FERPA or other laws and regulations.
- I will take full responsibility for, and respectfully use, the technology available to me in the district. For example, this means I will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, tablet device, etc.) while in district, whether it belongs to the district, another staff member, a 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(s) that depicts this material and report it to the technology director or their designee.
- I understand that personnel from District Technology have access to information about every web page I visit and files I create on school computers. I further understand that all e-mail communications are archived for an indefinite period of time as well as the district may utilize various electronic monitoring devices and/or software. I am aware that this information may be monitored and viewed by appropriate district personnel for any reason. 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 further understand that I will make no attempt to circumvent the district's filtering or monitoring solutions.
- 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 district technology and the copyright holder grants permission or proper licensing has been secured.

- 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 a student or another staff member. 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 or laws 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 students or other staff members.
- I understand the use of district technology resources for purposes of personal gain (i.e running a business) or for the promotion and/or support of individuals running for political office are prohibited.

Section B: Staff members bringing their own personal electronic device to school

Staff members in the district 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. When at school, all of the above conditions apply to these staff-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. Appropriate permission will be secured through the building administrator and district technology to make Internet resources available through the district filter on a temporary basis. *This is a condition of the district's e-rate application and jeopardizes a significant funding source to the district should the district be found to provide non-filtered access to students and/or staff.*
- The device I am using will have virus protection software that is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) and streaming software services on my device while connected to the school network.
- 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 district 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 another staff member or student that they are not responsible for the loss, theft or damage of my device.
- I understand that personnel from District/School Administration may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of district rules or law 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 staff members device is connected to the school network correctly, etc. The staff member further agrees to provide appropriate passwords or log into devices to assist in this section.
- I will follow standards of professional conduct in the use of audio/video recording devices in school.

Browning School District No. 9
Acceptable Use of Technology Agreement and Staff Member 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 may have my school district network and/or school computer privileges revoked either temporarily or permanently. It is my responsibility as a staff member to meet all conditions of my employment in the event of a revocation of network privileges. I understand that there may be other disciplinary consequences if there has been a breach of school rules, district policies or laws up to and including suspension and/or termination of my employment with Browning School District 9.

_____ _____
Staff member signature Date

Notes:
[1] A personal electronic device includes any of the following that is owned by the staff member: laptop computer, netbook, smart phones, 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 I will not be allowed computer or Internet access at Browning Public Schools. I will be responsible to find alternative means to satisfactorily perform the duties of my position.

_____ _____
Staff member signature Date

Adopted on: 6/26/13
Revised on:



School District #9, Glacier County, Montana

Browning Public Schools

P.O. Box 610
Browning, MT 59417

Handbook Receipt Form

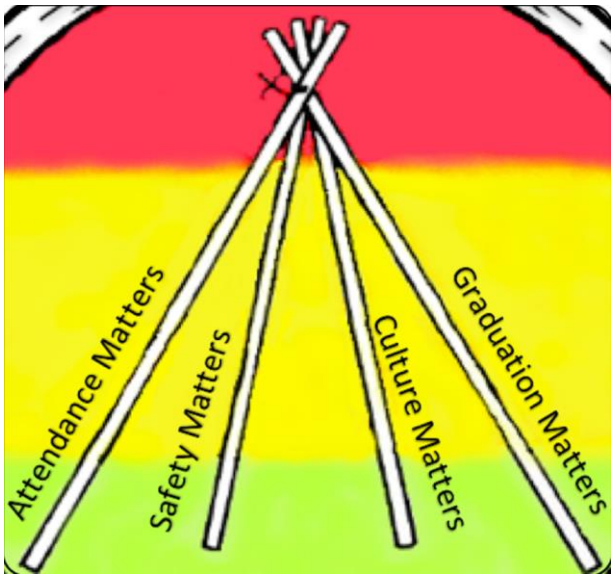
I acknowledge that I have received a copy of the Browning Public School KW/Vina Elementary Student/Guardian Handbook.

- I understand that the policies and practices contained in the handbook govern school procedures and student/ guardian/staff expectations.
- I understand that all individuals will be held accountable for reading and abiding by the Browning Public Schools Student/Guardian handbook.

Guardian signature:_____

Child's name:_____

On our campus, we lead from the heart, we value life, family, and know the children "Sacred Beings" we serve are as valuable as the air we breathe, the water we drink, and the ground we walk on.
Thank you for allowing us to be a part of your child's educational journey.



Graduation Matters

We value education on our campus and believe everything on Earth has a purpose. We want your purpose to be setting goals to begin your educational journey by allowing our staff to work alongside you and your child through our District's Mission and Vision Statement:

Mission:

➢ Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

Vision:

➢ Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.

➢ In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.

➢ We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.

➢ We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

Here's a reminder on how to be a successful student and responsible guardian:

IMPORTANT REMINDERS:

- Students are expected to arrive at school on time by 8:30 am.
- Students will be counted tardy if they arrive between 8:30 am and 9:00 am.
- Students arriving between 9:00 am - 10:00 am will be counted tardy/absent.
- Students checked out anytime between 12:00 - 3:00 pm are considered absent in the pm
- Students checked out before 3:05 pm (Monday through Thursday) will be counted absent in the pm.
- Students checked out before 2:05 pm on Friday's and early-out days will be counted absent in the pm.

Attendance Matters

Regular attendance in school is essential for student success. Please help us by getting your child to school each day. Students with exemplary attendance will be honored monthly, at the quarter and semester, and at year end. Attendance concerns will be resolved with our KW/Vina Student Solutions which include the guardian, school leaders, family engagement coordinator, classroom teacher, and Blackfeet Tribal Court officials.

ATTENDANCE MATTERS

BROWNING PUBLIC SCHOOLS AND HEART BUTTE SCHOOLS
FAILURE TO SEND TO SCHOOL

1. FAILURE TO SEND

   A. It shall be unlawful for any person or persons on the Blackfeet Indian Reservation, without good cause to neglect or refuse to send any child under the age of eighteen (18) years of age, in their care to school.

2. PENALTIES

   B. Any person or persons who are in violation of paragraphs 1 and 2 of this chapter may be summoned into Family Court and fined not less than ONE HUNDRED DOLLARS ($100.00) nor more than FIVE HUNDRED DOLLARS

($500) and sentenced to not less than five (5) days nore more than ten (10 days in custody.

ACCORDING TO THE INDIAN CIVIL RIGHTS ACT YOU HAVE A RIGHT TO AN ATTORNEY AT YOUR OWN EXPENSE

IN THE BLACKFEET TRIBAL COURT FOR THE BLACKFEET INDIAN RESERVATION

AFFIDAVIT OF SERVICE

Person to be served:_____
Case number:_____
Case name:_____
Type of documents:_____

I,_____, do certify that I served/mailed the assigned to _____.
By serving them personally/mailing them with a copy of said document on this _____ Day of _____, 2019-20 at the hour of:_____.
Date:_____ Process Server:_____

Safety Matters

Safety is an integral part of our campus and we begin with our Meet and Greet.

School Drop off & Dismissal

➢ We want all students to be safe before and after school. Please be cautious when dropping your student off and picking them up. Follow the speed limit and be especially cautious for other children who may be crossing the road.

➢ Please be prompt when picking your child up after school. If your child has not been picked up by 4:00 pm (Monday - Thursday) or 3:00 pm (Friday) we will call an emergency contact number on the students list. **In the event we cannot reach anybody, Child Protection Services will be called**.

➢ Please check the calendar for early dismissal dates. In the event of an emergency dismissal radio stations/social media will be notified for broadcast. Please prepare in advance for emergency dismissals.

➢ **Messages after 2:00 pm cannot be guaranteed** on Monday- Thursday and 1:00 pm on Friday and/or early out days.

Multi-Tiered System of Supports (MTSS)

KW/Vina Elementary is an MBI School. MBI refers to the application of positive interventions and system changes to achieve socially important behavior change. In Montana, MBI is transitioning to MTSS or a Multi-Tiered System of Supports for behavior and academics. 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.

KW/Vina Elementary School understands the importance of developmentally appropriate social and emotional learning within our MTSS framework. Our evidence-based curriculum for social-emotional learning is Conscious Discipline, Olweus, and Social Skill Instruction. It occurs every week in every classroom, PreK-1st. Tiered support for social-emotional learning is provided by the family engagement coordinator, guidance counselor, Good Medicine, and Altacare on our campus.

Our goal is to keep students in school but at times behavior impedes learning and gets in the way of their and other children's education. We must work together as a team to change the behavior.

Guardian OPTION: The parent/guardian has the option of sitting in class with their child instead of having the student serve ISS or other behavior responses.

Solutions Team Options *may include the following:*

A. *Calming Cubby* ***B.*** *Buddy Room* ***C.*** *Lunch Bunch* ***D.*** *Timeout with principal or in the secretary's office* ***E.*** *In School Suspension* ***F.*** *Change of placement*

LAW AND THE GUN FREE SCHOOLS ACT STATES ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR UNLESS MODIFIED BY THE BOARD OF TRUSTEES, UPON A RECOMMENDATION FROM THE SCHOOL DISTRICT SUPERINTENDENT.

Physical assault of a staff member will not be tolerated. Students who assault a staff member will immediately progress to Tier II or III Supports with the KW/Vina Elementary School MTSS Tiered Flowchart.

BULLYING / HARASSMENT:

Bullying / Harassment will be treated in the same manner as assault or fight and will begin on at the Tier II Supports on the KW/Vina Elementary School MTSS Flowchart.

Bullying defined as: A person is bullied when he or she is exposed, ***repeatedly and over time***, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

Examples of bullying include:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully

FIGHTING / INSTIGATING A FIGHT:

Instigating a fight will be treated in the same manner as an actual Assault or Fight and will begin at the Tier II Supports on the KW/Vina Elementary School MTSS Flowchart.

ASSAULT:

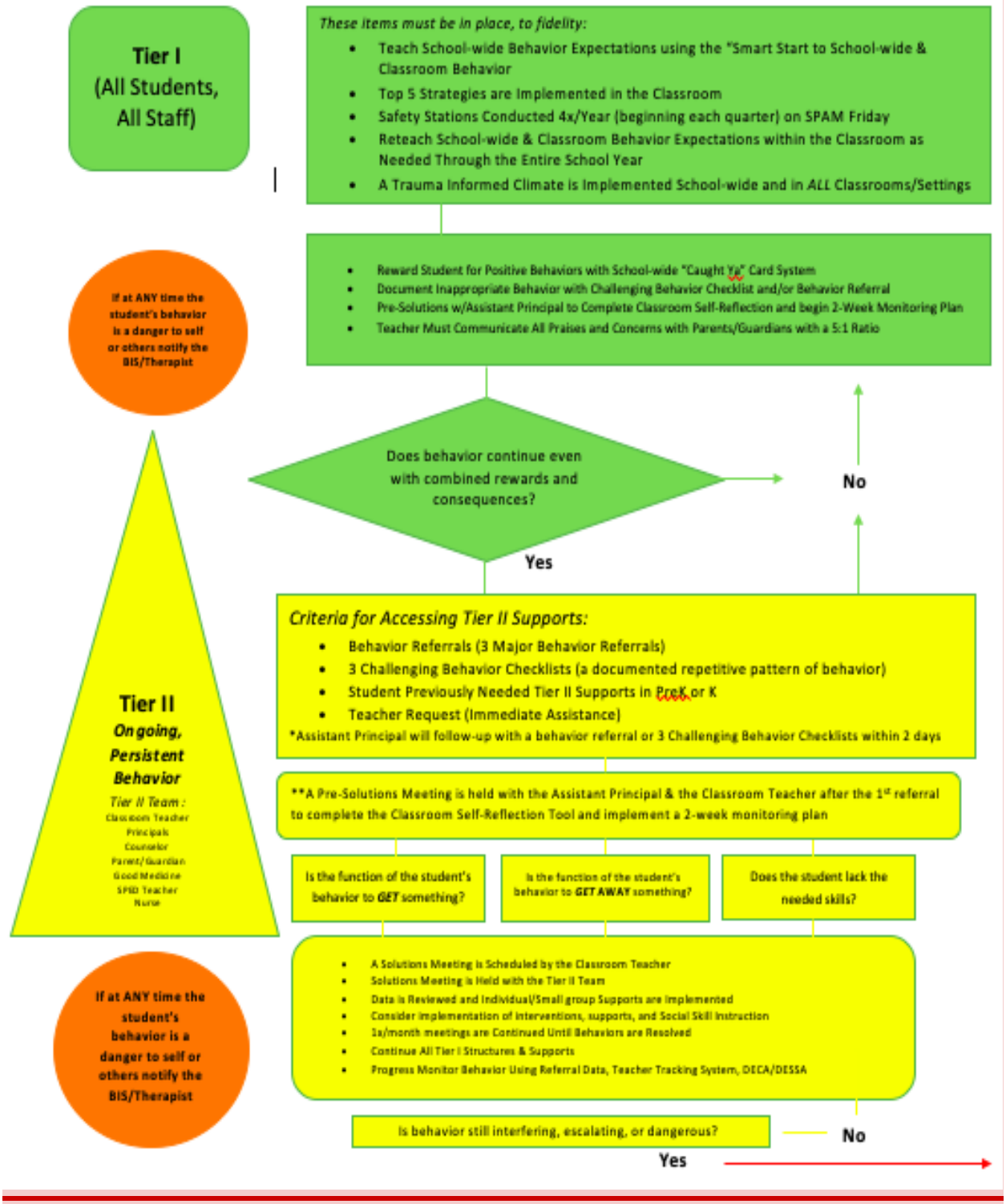
Less severe cases of assault will at the Tier II Supports on the KW/Vina Elementary School MTSS Flowchart. Serious offenses of Assault will fall under the at the Tier III Supports on the KW/Vina Elementary School MTSS Flowchart.

KW/Vina Behavior Expectations

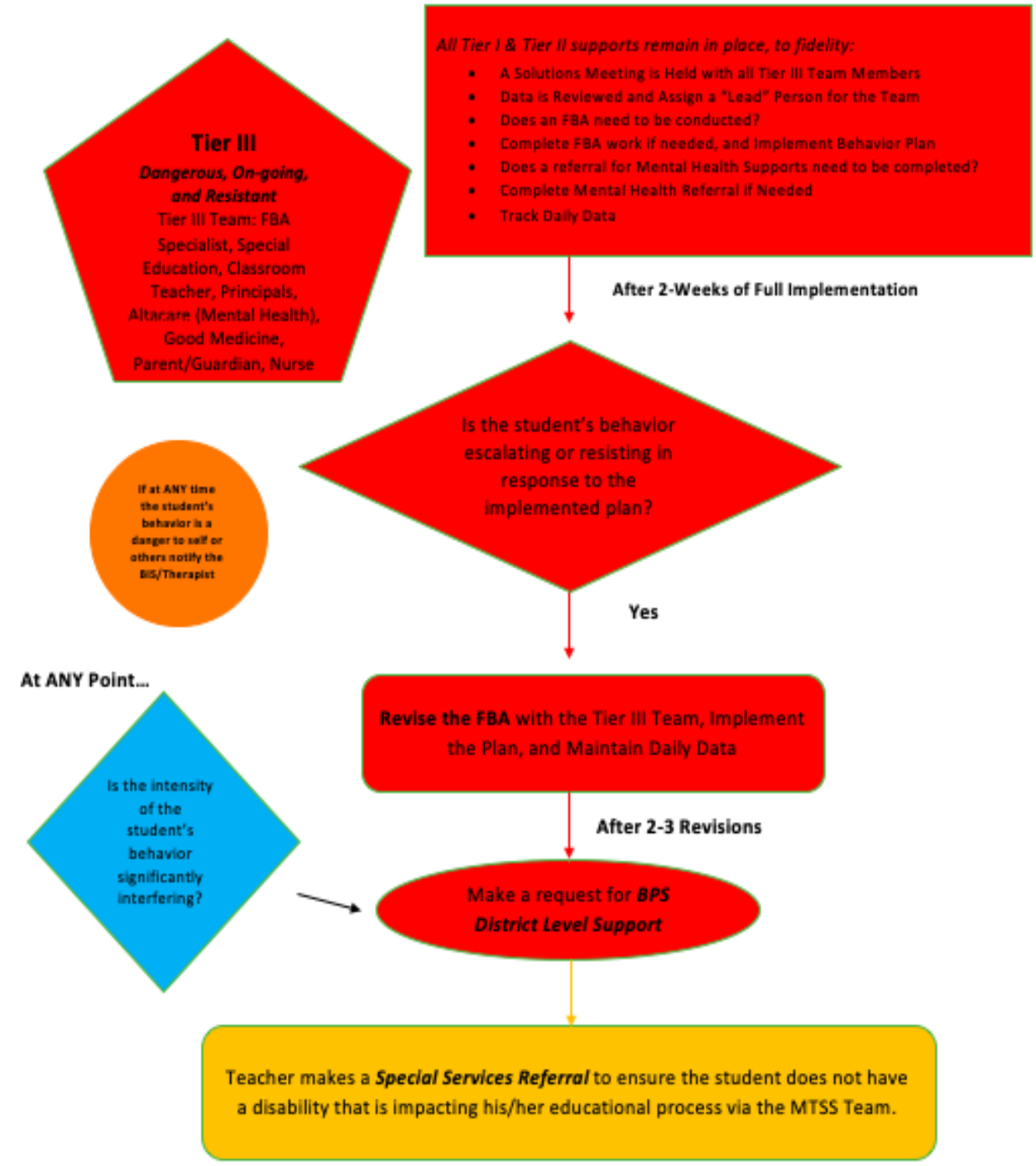


CLASSROOM EXPECTATIONS	HALLWAY EXPECTATIONS	LUNCHROOM EXPECTATIONS	BATHROOM EXPECTATIONS	PLAYGROUND EXPECTATIONS	BUS LINE & BUS EXPECTATIONS
• Keep pencils and paper on the desk or table • Keep chair legs on the floor • Feet are on the floor • Sit up on the rug • Walking feet • Keep hands, feet, and objects to yourself	• Always use walking feet • Walk with your head and body facing forward • Flow to the right • Keep your feet on the floor • Eyes on the person in front of you • Zip and Flip • Stop at the STOP signs	• Always use walking feet • Hold your tray with two hands • Keep hands & feet to yourself • Stay in your own space • Remain seated with your tummy to the table	• Walk to and from the bathroom • Zero Voice • Use the toilet & flush • Wash and dry your hands • Turn off the water • Go quietly	• Use equipment appropriately • Keep hands to yourself • Make a space for your friends • One at a time on a ladder/slide/swing • Keep hands, feet, and objects to yourself • Keep rocks/snow on the ground • Stay off the ice	• Stay in your line • Walk in line behind the leader • Keep hands and objects down by your side • Follow the bus driver's instructions • Stay in your seat • Keep hands to yourself
• Eyes on the speaker • Hands in lap or on the table • Use a 0, 1, or 2 Voice • Body in listening position • Use kind words • Take turns to talk • Be honest	• Eyes on the teacher • Use your 0 voice • Walk on the right side • Keep your hands at your sides	• Say please/thank you • Use your 0, 1, or 2 voice • Keep food on your tray • Touch only your own food • Use your fork & spoon • Say, "Please pass the…" • Raise your hand for permission to empty your tray	• Wait against the wall for your turn • Use your 0 voice • Knock on the bathroom/stall door • Clean up your own mess • Flush the toilet • Throw away your paper towel	• Follow the teacher's directions the first time • Ask others to play • Ask to join a game • Line up when the bell rings • Use polite words with your friends • Use kinds words to other kids	• Keep a space between you and the person ahead of you in line • Use a 0, 1, or 2 voice • Use kind words • Say, "Thank you." to the bus driver • Keep the bus clean by picking up the trash
• Be an active listener • Eyes on the person who is talking • Sit up straight • Be an active learner • Ask & answer questions • Share what you know	• Listen for instructions from the teacher • Learn by watching others	• Practice eating health foods • Talk about healthy snacks • Encourage others to eat • Look at the person who is talking	• Listen & learn about using good hygiene by following the steps to staying clean and washing your hands	• Listen to learn the rules for a new game • Teach new games to other students • Learn to include all students • Learn how to use the Conflict Resolution Peace Path •	• Learn about your community and neighborhood • Learn and follow the bus rules • Practice the bus rules • Share the bus rules with your friends
• Take care of school materials • Follow directions the first time • Finish your work • Cool off in the calming area • Help others • Ask for help when needed	• Stay in your space in the line • Follow the leader • Keep hands at your sides • Follow the arrows/footprints • Stop at STOP signs	• Ask for help when you need it • Only take the food that you will eat • Clean up your table, floor area, and tray • Throw away your trash • Raise your hand when you are ready to line up	• Ask permission to use the bathroom • Clean up your own mess • Flush the toilet • Wash & dry your hands • Use tissues to blow your nose, throw away the tissue, and wash your hands • Throw away your paper towel	• Use the playground equipment safely and appropriately • Return equipment to the classroom/building • Remind other students to get their jackets or coats • Talk to a teacher if you have a problem • Ask for help when needed	• Pick up your backpacks and coats • Stay in your seat • Tell the bus driver if there is a problem • Ask for help when needed

KW/VINA ELEMENTARY SCHOOL MTSS FLOWCHART



KW/VINA ELEMENTARY SCHOOL MTSS FLOWCHART



Culture Matters

At KW/Vina Elementary culture and the Blackfeet Language is a priority and is at the forefront of our children's lives. In the children's educational journey our Sacred Beings need to know who they are and where they come from.

In our Blackfeet Native American Studies class and in our Immersion classroom we have been implementing the Blackfeet Language.

Pre-K	Kindergarten	1st grade

• Numbers 1-5
• 6 Colors (basic colors red, white, black, yellow, orange)
• Animals (cat, buffalo, bear, eagle, elk, dog)
• Commands- 1, 2, 3 in the Blackfeet Language ex: 1 stand, 2,push in your chair, and 3 walk
 	
Songs: Thumbkin (Animal Song)
	• Review all Pre-K expectations for first couple weeks.
	• Numbers 1-10
	• Colors add pink,blue,brown
	• Animals (horse, turtle, wolf, cow, fish, crow)
	• Simple classroom commands
	  ○ Sit Down
	  ○ Be Quiet
	  ○ Stand Up
	  ○ Line up
	  ○ Come here
	  ○ Go away
	• IMMERSION STUDENTS have the sound system?
	• Exposure; Door, Window, floor.
	
	Songs: Weather Song
		• Review all Pre-K and K expectations for all students first 2 weeks.
		• Numbers 1-20
		• Colors add green,purple, gray
		• Animals (coyote, bird, weasel, turkey,
		• Months of the year (Days of the week)
		• Classroom Commands
		  ○ Bathroom
		  ○ Hands to Yourself
		• Start Introductions
		  ○ Hello, my name is....
		• Weather words
		• Kinship terms (My mother, father, brother, sister, grandparents)
		
		Songs: Society Songs (Color Song)

Meet the KW/ Vina Elementary Staff:

We believe in our staff members expertise and we sit as a team when there is a parent request for teacher selection after evidence is gathered we make decisions based upon what is best for the child/children.

School Leaders

Toni Tatsey

Rebecca Rappold

K/Pre-K Specialists

Sadie Harwood

Gail Hoyt

Jocelyn BigThroat

OPEN (PE)

KW Secretary

Rose Tail Feathers

Pre-K/ K Coach

Brandy Bremner

Kindergarten Para's

Shondell Blackman

Melody Cobell

Malana Grant

Pre-K Teachers

Cherie Show

Ruth Shea

Taylor Crawford

Pre-K Para's

Carlissa No Runner

Susie Small

Lela Guardipee

Family Engagement

Sydney St. Goddard

Kindergarten

Carol Grant

McKenzie Augare

Kelley Sharp

Amy DeRoche

Britney Shooter

Angie Pepion

Cheri Dauphinais
Shontee Johnson
Ashley Burd

Pre-K/ K SpEd
Louise Giebel

KW Custodians
Darren Magee
Dean Kipling

Speech Pathologist
Katie Kuka

Speech Path-Paras
Sandy Henderson
Joyce Wall

Nurse
Kim Desrosier

Counselor
Tammy Hall- Reagan

Good Medicine
Julianna Salois

Altacare
Gina Dosch
Madeline Connelly

KW SpEd Para
Ashley BullCalf

KW SpEd PCA
Sheldon Marceau
Miranda Grant

Vina Secretary
Memoree Tatsey

First Grade Coach
Nicole Whitney

First Grade Teachers
Sheila Grady
Sandi Campbell
Zoee Johnson
Nancy Light
Britney Burns
OPEN
Betty Brock
Amy Molenda
Marci Burd

First Gr Specialists
Gail Hoyt
Egan Black
Shaylea Tatsey
Sadie Harwood

KW Cooks
Sarah DeRoche
OPEN COOK

First Grade Para's
Julene Rattler
DeeAnn Ingraham
Kori Walters
Bonnie Roberts

First Grade SpEd
Dawn Marxer

First Gr SpEd Para
Genevieve Goudy

First Grade SpEd PCA
JennyJo Tail Feathers
Annette Burdeau

Vina Cooks
JoAnn Still Smoking
Mel Lerma

Vina Custodians
Francis Vielle
Lauren Monroe

IMPORTANT DATES TO REMEMBER:

August 26 - **ONLY 1st grade BEGINS- NO Kindergarten & NO Pre-K** OPEN HOUSE all day (K & Pre-K) 2:30-3:00 First Gr
August 27 - Kindergarten BEGINS
August 28 - Pre - Kindergarten BEGINS
September 10 - KW picture day
September 27 - Family Fun Friday 1:30 - 2:00
October 25 - Family Fun Friday 1:30 - 2:00
November 7 - Vina picture day
November 26 - Mini Pow Wow Pre-K 12:15 - 1:00 First Grade 1:15 - 2:00
December 5 - Make It Take It all students @ Vina 4:00 - 5:00
December 10 - Vina picture retakes
December 11 - Pre-K Christmas Program 9:00, 9:30, and 10:00
December 12 - Kindergarten Christmas Program 9:00, 9:30, and 10:00 First Grade 10:30, 11:00, and 11:30
December 19 - Santa visit
January 30 - BECC 1st Transition
February 7 - Family Fun Friday 1:30 - 2:00
February 18 - NO SCHOOL staff Professional Development
March 19- BECC 2nd Transition
March 2 - Dr. Seuss Birthday
March 6 - Family Fun Friday

April 22 - Earth Day (KW/Vina clean-up day)
April 23 - Art in the Park all students @ Vina 4:00 - 5:00
May 1 - NO Kindergarten BECC 3rd Transition 9:00 - 12:00
May 27 - Pre-K Step Up Ceremony 9:00, 9:30, and 10:00
May 28 - First Grade Awards 9:00, 9:30, and 10:00 Data Share Out
May 29 - Kindergarten Awards 9:00, 9:30, and 10:00 Data Share Out
June 1 - Color Me Run @ 1:00
June 2 - Field Day Kindergarten @ 9:00 First Grade @ 12:50
June 3 - Field Day Pre-K @ 9:30

 Let's have a great 2019-2020 school year! 

2019-20
Student & Parent Handbook



Mrs. Sheila Hall, Principal

Mrs. Arlene Wippert, Assistant Principal

Mrs. Sasheen Campbell, Secretary

Ms. Jill Madman, Attendance Aide

(406)338-2740

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

Oki! Welcome to the start of a wonderful year!

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

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

Please read through the Student & Parent Handbook and familiarize yourself with our policies and procedures. *Please pay close attention to the BES handbook which begins on page 11. This outlines some important information directly related to Browning Elementary*.

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

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

Sincerely,

Mrs. Sheila Hall, Principal

Ms. Arlene Wippert, Assistant Principal

Browning Elementary School



School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form

2019-2020

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 of 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.

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 of Browning Public Schools.

Student's Signature _____

Date _____

TABLE OF CONTENTS

BOARD MEMBERS 5

BROWNING PUBLIC SCHOOLS ADMINISTRATION 5

DISTRICT MISSION STATEMENT 5

DISTRICT VISION STATEMENT 5

I. Browning Elementary School Information **6**

Browning Elementary Staff 6

SAFETY MATTERS 7

ATTENDANCE MATTERS 8

GRADUATION MATTERS 9

CULTURE MATTERS 9

Important information 10

MBI Universals – TEAM BES 11

Multi-Tiered System of Support (MTSS) for Behavior 12

BULLYING / HARASSMENT 14

BES Calendar 15

BOARD MEMBERS

- Brian Gallup -Chairperson
- Wendy Bremner -Vice Chairperson
- Donna YellowOwl-Board ofTrustees
- Jess Edwards-Board ofTrustees
- James Running Fisher-Board ofTrustees
- Kristy Salway-Bull Shoe-Board ofTrustees
- James Evans-Board ofTrustees
- Rae TallWhiteman-Armstrong– Board ofTrustees

BROWNING PUBLIC SCHOOLS ADMINISTRATION

- Corrina Guardipee-Hall ED.S. - Superintendent of Browning Public Schools
- John Salois – Human Resources Director of Programs
- Jerci Matt – Director of Curriculum and Instruction
- Everett Holm – Director of Technology
- Stacy Edward – Director of Finance
- Maureen Stott – Director of Special Services
- Reid Reagan – Director of maintenance
- Lynne Keenan – Director of child and nutrition
- Teri DeRoche – Director of Transportation

DISTRICT MISSION STATEMENT

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

DISTRICT VISION STATEMENT

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

I. BROWNING ELEMENTARY SCHOOL INFORMATION

BROWNING ELEMENTARY STAFF

Principal: Sheila Hall

Secretary: Sasheen Campbell

Attendance: Jill Madman

Instructional Coaches
TBA
TBA

Special Services
Mary Belcourt
Elizabeth Tailfeathers
Cheryl Lock – Speech
Malana Grant – Speech TA

2nd Grade Teachers
Samantha Grant – Immersion
Vivian Sanderville
Jessi Edward
Melissa Henderson
Jennifer HeavyRunner
Carina Stoves
Laura No Runner
Thomas HeavyRunner

3rd Grade Teachers
Willamina Tailfeathers – Immersion
Elsie Ground
Elisha Kennedy
Dana Bremner
Victoria Boggs
Radium Woolf
Marsha Switzer
Vacant – TBA

Custodians
Kim Radasa
Quentin NewRobe
Angela Butterfly

Assistant Principal: Arlene Wippert

Counselor: Dawn Cobell

Project Good Medicine: Daniella Langlois

Alta-Care: Vacant – TBA

Nurse: Kim DesRosier

Tutor: Roberta Kipp

Specials Staff

Library:	Jimi Champ
BNAS 1:	Arthur Westwolf
BNAS 2:	Amanda Whiteman
Technology:	Shawnee Momberg
Music:	Gaylene Henderson
PE/Health:	Calvin Lang
Art:	Heidi Morales

Support Staff/Teacher Assistants
Kortni DeRoche
Dellyssa Ladd
Kami Wellman
Dorothy BearChild
Javier Bustos
Frances Kittson
Joyce Watts
Theresa Reevis
Shainell BirdRattler
Angel Marceau
Michelle Tailfeathers

Cooks
Stephanie Blackman
Ashley Blackman

Office Hours

The office hours for Browning Elementary are 7:35 a.m. to 5:00 p.m. Monday through Thursday and 7:35 a.m. to 4:00 p.m. on Fridays. Student absences or tardies should be called in before classes start at 8:15.

School Hours

- Students are expected to arrive no earlier than 7:45 a.m. and leave no later than 3:30 p.m. Monday-Thursday unless involved in after school activities or tutoring and 2:30 p.m. on Fridays (no after school activities)
- Breakfast is served from 8:10-8:20 (2nd grade) 8:50-9:00 (3rd grade)-Classes eat together in the cafeteria with their teacher.
- Students will be at recess until the bell rings at 8:10 for teacher pick up.
- Parents are advised that the playground/bus area is supervised from 7:45 a.m. – 8:10 a.m. and 3:25 p.m. – 3:40 p.m. Monday-Thursdays and 2:25 p.m. – 2:40 p.m. on Fridays.
- In the event of extreme weather students will be sent to the gym until the teacher picks them up.

School Drop off & Dismissal

We want all students to be safe before and after school. Please be cautious when dropping your student off and picking them up. ***Follow the speed limit and be especially cautious for other children and adults while at the crosswalk.***

- The school has two drop off zones. The **Main Entrance** located on the **East Side** of the building (across from Napi) and the other is in the bus lane located on **the South side**. Students will not be allowed to go to their classroom until the instruction bell rings. **Do not park in the drop off zones.**
- Please be prompt when picking your child up after school. If your child has not been picked up by 4:00 p.m. (Mon-Thurs) or 3:00 p.m. (Friday) we will call an emergency contact number on the students list. In the event we cannot reach anybody, Child Protection Services will be called.
- Please check the calendar for early dismissal dates. In the event of an emergency dismissal radio stations will be notified for broadcast. Please prepare in advance for emergency dismissals.
- Messages after 2:00 p.m. cannot be guaranteed on regular school days and 1:00 p.m. on early out days.

ATTENDANCE MATTERS

Attendance in school is essential for student growth and success. Our goal is to have 95% attendance which means that a student should not miss more than 9 days in a school year. Please help us by getting your child to school, on time, every day.

- Students are marked tardy at the office from 8:15-9:00am.
- Students are marked Tardy Absent (which is a morning absence) from 9:01am
- Students are marked absent for the day if they are not in school before 12:01pm

We will make every attempt to resolve attendance issues by the following means:

1. Parent/Guardian meeting
2. Check/Connect (staff members connect with students and monitor attendance)
3. Home visit(s)
4. Implement an Attendance Plan
5. Blackfeet Tribal Court Referral

CELEBRATING ATTENDANCE: We give incentives for students who are in school monthly (the 2nd grade classroom and 3rd grade classroom with the best attendance wins a pizza party), quarterly, and at semester time. Students with perfect attendance, great attendance, and 95% attendance will be honored at the end of the school year.

PERFECT ATTENDANCE:

- ✓ Have no tardies-attendance is taken at 8:15 a.m. and tardy slips are given then
- ✓ Have no check outs before 3:15 pm (M-Th) and 2:15 pm (For any early out)
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

GREAT ATTENDANCE:

- ✓ Student can have up to 4 absences
- ✓ Student is counted AM Tardy Absent after 9:01a.m. and PM absent after 12:01 p.m.
- ✓ Can be checked out during the day for no longer than 2 hours & must return before end of day
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

95% ATTENDANCE:

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

The following absences do NOT count against your student:

- **School Related** – absence from school related function are automatically excused
- **Medical** – absence must be verified by the attending physician or clinic where student was seen.
- **Special Circumstance** – circumstance beyond control of student (death of immediate family member). Consideration is at the discretion of the administrator
- **Culture Activity** – participation of special/family culture activity

*****ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL CIRCUMSTANCE, ETC MUST BE TURNED IN TO THE OFFICE WITHIN 10 DAYS OF RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS*****

GRADUATION MATTERS

We strive to ensure student success in the school and provide multiple services to assist the students.

Student Progress Reports are issued at the end of every 9-week period either at Parent Teacher Conferences in November and April, or mailed. Progress reports include, but are not limited to, classroom grades, behavior, attendance, test scores (ISIP, Star Math) and specials class grades. Parents are encouraged to contact the school if they have any questions or concerns about their child's progress or performance.

Tutoring is available during the regular school day for students who are in need of intervention help. 21st Century program also offers after school tutoring Monday – Thursday from 3:30-4:30 p.m. for all students who need extra help.

Counseling services are available to all students. We provide individual counseling, group counseling, and grief counseling. We also assist families with outside counseling referrals if necessary. If you feel your child is in need of counseling services, please contact the school counselor.

Retention of a student will be a cooperative decision between the parent/guardian, counselor, and administrator and will be made in the best interest of the student.

Psychological testing will only be conducted with informed, written consent of the parent/guardian

CULTURE MATTERS

Browning Elementary values culture and language; we strive to provide as much access to both as much as we can. We have monthly culture activities in all classrooms and we hold special ceremonies throughout the school year for students/parents/community members to receive their Blackfeet name from an elder. Students have access to two BNAS Specials classes where they are learning language, history, and culture.

We currently have a 2nd grade Immersion class and a 3rd grade Immersion class in which various parts of the curriculum are taught in the Blackfeet Language and supported by the BNAS program.

SPECIAL HAPPENINGS AT BES

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

FAMILY PARTNERSHIP ACTIVITIES (formerly known as Family Literacy/Math Night)
BES will be having activities during the evenings once a month and sometimes throughout the regular school day. Our focus is ELA, Math, and STEAM (Science, Technology, Engineering, Art, Math). Please watch for notices to go home with your student and monitor the district Facebook page for dates/times.

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

IMPORTANT INFORMATION

TOYS/ELECTRONICS - In the best interest of preserving instructional time, toys and electronic devices (tablets, ipads, game devices, etc.) are not allowed in school. Please keep these items at home. Items will be confiscated and placed in the office for parent pick up.

CELL PHONES - BES understands the need to be in contact with your child; however, if your child brings a cell phone to school it is up to him/her to give it to the classroom teacher until the end of the school day. If he/she refuses to give the cell phone to the classroom teacher, it will be confiscated and placed in the office for parent pick up.

LOST/MISSING ITEMS – In an effort to curb the amount of items that go missing, we encourage students to label all of the items that they bring to school; coats, sweaters, snow boots, notebooks, etc.

****BROWNING ELEMENTARY SCHOOL STAFF ARE NOT RESPONSIBLE**

FOR LOST OR STOLEN ITEMS!!**

MBI UNIVERSALS – TEAM BES

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

MULTI-TIERED SYSTEM OF SUPPORT (MTSS) FOR BEHAVIOR

Our goal is to keep students in school as much as possible. Sometimes behavior impedes the learning process and the learning environment. We work as a team to make changes and find solutions.

Students who receive a referral during the quarter <u>may not</u> be allowed to participate in school related functions/field trips during that quarter (administrator discretion).

BROWNING ELEMENTARY BEHAVIOR ACTION PLAN

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

TIER I	TIER II	TIER III
Step 1 Principal Conference Parent Contact Time out (30 min) Principal Option	**Severe 1** Principal Conference Parent Contact Conference with Teacher Lunch Detention (4 days) Principal Option	**Extreme 1** Principal Conference Parent Contact Conference with Teacher 1 day OSS + 1 day Lunch Detention Re-entry with team Principal Option
Step 2 Principal Conference Parent Contact Lunch Detention (1 day) Principal Option	**Severe 2** Principal Conference Parent Contact Solutions Meeting Lunch Detention (1 week) Principal Option	**Extreme 2** Principal Conference Parent Contact Solutions Meeting 2 day OSS + 2 day Lunch Detention Re-entry with team Principal Option
Step 3 Principal Conference Parent Contact Conference with teacher Lunch Detention (2 days) Principal Option	**Severe 3** Principal Conference Parent Contact 1 day OSS Re-entry with team Principal Option	**Extreme 3** Principal Conference Parent Contact 3 day OSS + 3 day Lunch Detention Re-entry with team Principal Option
Step 4 Principal Conference Parent Contact Solutions Meeting Lunch Detention (3 days) Principal Option	**Severe 4** Principal Conference Parent Contact 2 day OSS Re-entry with team Principal Option	**Extreme 4** Principal Conference 5 day OSS + 3 day Lunch Detention Re-entry with team Principal Option **Extreme 5** Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement

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

PRINCIPAL OPTION *can include the following**:***

- *A. Behavior Contract*
- *B. OSS (depending on severity)*
- *C. Calming Room*
- *D. Time out with principal*
- *E. Lunch Detention*
- *F. Written letter of apology*
- *G. Change of placement*

Conference with teacher: Classroom self-reflection tool to determine the cause/purpose of the behavior and developing a plan.

Solutions Meeting: Determination of student behavior and next steps; functional behavior assessment, behavior plan, referral to outside counseling/mental health, referral for special services, medical checkup, 504 plan, etc.

MTSS TIER PLACEMENT

TIER I - Steps Level: Students will be placed on this level when misbehavior in the classroom has progressed through the steps in a teacher's classroom management plan and has reached the level of a referral. Placement on this level is for less severe but consistent infractions.

TIER II - Severe Level: Students are automatically placed on this level when serious misbehavior occurs and/or has completed the steps level. Severe referrals require the student is sent directly to the principal. Serious misbehavior includes, but is not limited to:

- Bullying
- Fighting
- Instigating a fight
- Insubordination
- Harassment (any)
- Vandalism
- Overt defiance
- Cussing

TIER III - Extreme Level: Students are placed on this level after progressing through the steps in the Severe Level. The following behaviors result in immediate progression to this level:

- Failure to comply with principal request
- Assault on a student or staff member
- Selling, possession, use, or distribution of drugs, alcohol, or tobacco
- Weapons (*anything used with intent to harm another person*)

IN ACCORDANCE WITH THE PROVISIONS OF THE STATE AND FEDERAL LAW AND THE GUN FREE SCHOOLS ACT ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR UNLESS MODIFIED BY THE BOARD OF TRUSTEES, UPON A RECOMMENDATION FROM THE SCHOOL DISTRICT SUPERINTENDENT.

Physical assault of a staff member will not be tolerated. Students who assault a staff member will be placed on the TIER III - Extreme Level on the BEHAVIOR ACTION Plan and may be recommended for expulsion

FIGHTING / INSTIGATING A FIGHT

Instigating a fight will be treated in the same manner as an actual Assault or Fight and will begin on the TIER II - Severe Level of the Behavior Action Plan.

ASSAULT

Less severe cases of assault will fall under the TIER II - Severe Level of the Administrative Support Plan and progress from there. Serious offenses of Assault will fall under the TIER III - Extreme Level of the Behavior Action Plan.

Removal of students

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

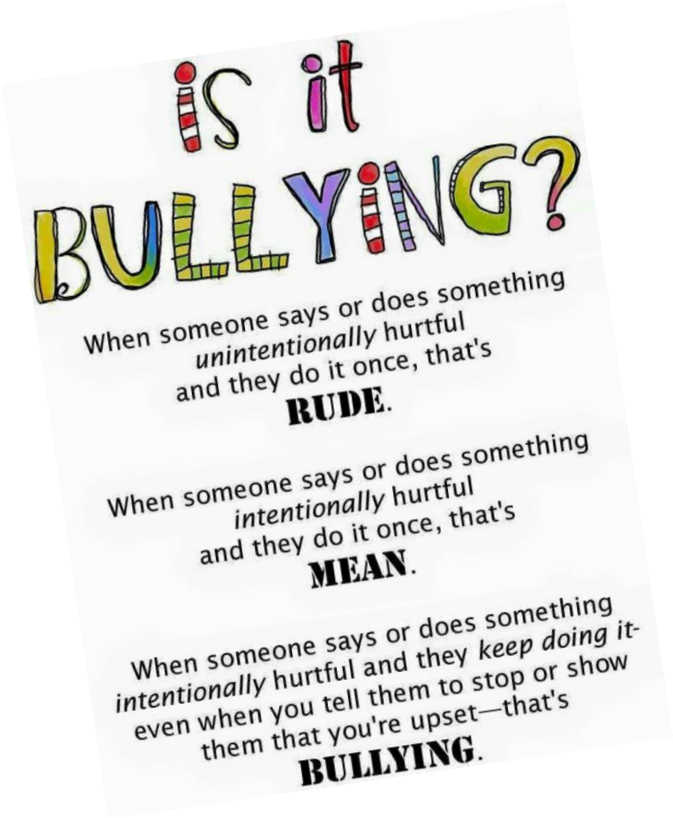
BULLYING / HARASSMENT

Bullying / Harassment will be treated in the same manner as a fight and will begin on the TIER II - Severe Level of the Behavior Action Plan.

Bullying is when someone ***repeatedly and over time* says or does mean or hurtful things to another person who has a hard time defending him/her self.**

Bullying can take many forms including:

- Verbal bullying such as name calling and verbal harassment
- Leaving another person out of a group
- Physical bullying such as pushing, hitting, kicking
- Telling lies and spreading false rumors
- Taking away money or other things or damaging personal property
- Threatening or forcing another person to do things they don't want to do
- Racial bullying
- Cyber bullying (social media)



****REPORTING BULLYING****

Browning Elementary School is a no bully zone! We take every report of bullying serious however it's important to be aware of the distinction and definition of what bullying is.

When we receive a report of bullying, the following steps are taken confidentially:

1. REPORT OF BULLYING RECEIVED
2. Information gathering – names of students involved and description of the incident(s)
3. Interviewing – students are interviewed individually in regards to the incident(s).
4. Determination – if it is determined that bullying is occurring we do the following:
    a. Appropriate consequence (refer to the MTSS behavior plan)
    b. Parent notified
    c. Safety plan for victim (if necessary)
    d. Individual counseling (if necessary)

Browning Elementary strongly encourages positive relationships among students and staff. Please encourage your child to behave in a safe and appropriate manner; keep hands/feet to self, keep mean words to self, include everyone, take up for someone who is being bullied, and ***report all bullying incidents to the assistant principal or the principal.***

Browning Public Schools 07/01/2019 through 06/30/2020	Browning Elementary 2019-2020 Calendar Year	Calendar Report 06/10/2019 // 09:12:16 AM

Legend

Non-instructional day

Non school day

Key Dates

Tu, Aug 20 ..... Non school Day, Teacher Orientation
We, Aug 21..... Non school Day, Teacher Orientation
Th, Aug 22 ..... Non school Day, Teacher Orientation
Mo, Sep 2 ..... Non school Day, Labor Day
Mo, Sep 16..... Non school Day, In Service
Th, Oct 17 ..... Non school Day, Teacher Convention
Fr, Oct 18 ..... Non school Day, Teacher Convention
Th, Oct 31 ..... Instructional Day, 1st quarter end
Tu, Nov 5 ..... Instructional Day, Parent-Teacher Conference
Th, Nov 7 ..... Instructional Day, Parent-Teacher Conference
We, Nov 27..... Non school Day, Thanksgiving
Th, Nov 28 ..... Non school Day, Thanksgiving
Fr, Nov 29 ..... Non school Day, Thanksgiving
Mo, Dec 23..... Non school Day, Winter Break
Tu, Dec 24 ..... Non school Day, Winter Break
We, Dec 25..... Non school Day, Winter Break
Th, Dec 26 ..... Non school Day, Winter Break
Fr, Dec 27 ..... Non school Day, Winter Break
Mo, Dec 30..... Non school Day, Winter Break
Tu, Dec 31 ..... Non school Day, Winter Break
We, Jan 1 ..... Non school Day, Winter Break
Th, Jan 2 ..... Non school Day, Winter Break
Fr, Jan 3 ..... Non school Day, Winter Break
Mo, Jan 20 ..... Non school Day, In Service
Tu, Jan 21 ..... Instructional Day, 2nd quarter/1st semester end
Fr, Feb 28 ..... Non school Day, No School (Make up day if needed)
Fr, Mar 13 ..... Non school Day, No School (Make up day if needed)
Fr, Mar 27 ..... Instructional Day, 3rd quarter end
Tu, Mar 31 ..... Instructional Day, Parent-Teacher Conference
Th, Apr 2 ..... Instructional Day, Parent-Teacher Conference
Fr, Apr 10 ..... Non school Day, No School (Make up day if needed)
Mo, Apr 13 ..... Non school Day, No School (Make up day if needed)
Mo, May 25..... Non school Day, Memorial Day
We, Jun 3 ..... Instructional Day, In Service, 4th quarter/2nd semester end

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Instructional Days: **180** Minutes: **NaN**

Total Non-Instructional: Days: **0** Minutes: **NaN**

Total Non-School: Days: **186** Minutes: **NaN**

Parent/Student Handbook



BABB ELEMENTARY

2019 -20

Billie Jo Juneau – Principal

JoAnn Powell – Lead Teacher

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Babb Elementary School – We encourage your involvement in your child's education and welcome your support throughout theyear. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. Pay close attention to the BABB portion of the handbook – it outlines important information directly related to Babb Elementary. If you have any questions, please contact us by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of ourstudents.

Please sign and return the student/parent signature page to the school acknowledging that youhave read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

We look forward to seeing you during the 2019-20 school year! Have a wonderful year!

Sincerely,

Mrs. Billie Jo Juneau,
Principal

&

BABB ELEMENTARY SCHOOL STAFF	
K-2/Lead Teacher: Jo Ann Powell	**3-6 Teacher:** Suzanne Weekes
Teacher Assistant: Jacky MakesColdWeather	**Teacher Assistant**: Jennifer Reed

Custodian: MaryAnn Flammond **Cook:** Kimberly Walker



School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form

2019-2020

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 of 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.

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 of Browning Public Schools.

Student's Signature _____

Date _____

TABLE OF CONTENTS

Babb Elementary School Staff 2

School District BOARD MEMBERS 6

BROWNING PUBLIC SCHOOLS ADMINISTRATION 6

DISTRICT MISSION STATEMENT 6

DISTRICT VISION STATEMENT 6

BABB ELEMENTARY SCHOOL INFORMATION ***7***

Safety Matters 7

Graduation Matters 8

Attendance Matters 8

Culture Matters 9

Behavior Expectations 10

Babb Elementary MBI/MTSS (Multi-Tiered System of Support) for Behavior 11

MTSS TIER PLACEMENT: Levels on the Behavior Management Plan 12

Babb School Calendar 13

SCHOOL DISTRICT BOARD MEMBERS

- Donna Yellow Owl -Chairperson
- Wendy Bremner -Vice Chairperson
- Brian Gallup-Board ofTrustees
- Jess Edwards-BoardofTrustees
- Brenda Croff-Board ofTrustees
- Kristy Salway-Bull Shoe-Board ofTrustees
- James Evans-Board of Trustees
- Rae TallWhiteman-Armstrong– Board ofTrustees

BROWNING PUBLIC SCHOOLS ADMINISTRATION

- Corrina Guardipee-Hall ED.S. - Superintendent of Browning Public Schools
- John Salois– Human Resources Director of Programs
- Jerci Matt – Director of Curriculum and Instruction
- Everett Holm – Director ofTechnology
- Stacy Edwards – Director ofFinance
- Maureen Stott – Director of Special Services

DISTRICT MISSION STATEMENT

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

DISTRICT VISION STATEMENT

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

BABB ELEMENTARY SCHOOL INFORMATION

Safety Matters

Office hours are 8:00 A.M – 4:00 P.M Monday through Thursday and 8:00 A.M – 3:00 P.M on Fridays.

- Parents are advised that the school grounds are supervised from 7:45 A.M. – 3:30 P.M. Students are expected to arrive no earlier than 7:45 A.M. and leave no later than 3:30 p.m. unless involved in extra-curricular activities.
- Students can enter the building at 7:45 A.M through the front doors.
- Breakfast is served from 7:45 A.M – 8:15 A.M.

Classes begin at 8:15 A.M. each day. School dismissal is at 3:20 P.M. Monday through Thursday, and 2:20 P.M. on Fridays and early holiday dismissals.

Students **are not allowed** to be in the hallways, classrooms, or gym after school unless they are participating in an extra-curricular activity.

Student Visitors

Babb students are not permitted to have guests attend class with them throughout the school year. The principal will approve/disapprove circumstances where students may request a visit if they are transferring to Babb. Daily schedule will be created to allow for a visit under these circumstances.

Shoes

Babb students are expected to wear shoes at all times (NO EXCEPTIONS!). During winter/rainy season please plan on bringing an extra pair of dry shoes to wear indoors.

Book Bags/Purses

Students are asked to carry only necessary books and supplies to class. All bags/purses will be placed in lockers upon arrival to school and remain there until the end of the day. School authorities may conduct a search of the students bag that is based on a reasonable suspicion that the student has in his/her possession any item that he/she is forbidden to possess.

Toys, Trading cards, Electronics

In the interest of preserving instructional time on task, students are discouraged from bringing play items to school. Students who bring these items to school without permission will have the item confiscated and the parent will have to pick it up from the student's teacher.

Administration of medication

A student who **must** take prescription medicine during the school day must have the parent/guardian present to administer the medication.

Field Trip Expectations

Babb Elementary School students are expected to conduct themselves in an orderly and respectful manner whether on the school grounds or attending a school-sponsored function or trip off school grounds. Field trips and off-campus school-sponsored activities are a **privilege** and **not a right**. As such, Babb School reserves the right to disallow participation in field trips or other travel for those students who have demonstrated inappropriate behavior in the school setting or who have an excessive amount of absences from school.

Students who receive an ***extreme*** referral will not be allowed to attend field trips/extra-curricular activities for the entirety of the school year. Students who receive a ***severe referral*** will be put on a probationary period of at least one month in which to prove that they are capable of maintaining appropriate behavior. Students who have an excessive number of referrals may not be able to attend field trips or extra-curricular activities.

If a student has more than 5 absences per quarter, he/she will not be allowed to attend the field trips during that quarter.

Graduation Matters

Honor Roll

Students, in grades 4-5-6, whose quarterly report card reflects a proficient or higher in each of the core subjects, Reading, Math, Science, Social Studies, and Language (including Spelling, Writing, Punctuation, Grammar, and Speaking) will earn a place on the Honor Roll.

Grades

Grading scale and conversion system is as follows:

Grades 2-6	**Kindergarten-First Grade**
A – Advanced (A) 97%-100%	A – Advanced (A) 97%-100%
B - Proficient (P) 80%-96%	B- Proficient (P) 80%-96%
C – Nearing Proficient (NP) 70%-79%	C – Nearing Proficient (NP) 70%-79%
D – Novice (N) 60%-69%	D – Novice (N) 69% and below
F - Below Novice (BN) 59% and below	

Athletics

Babb Sponsors activities in the area of basketball, flag football, volleyball and track (depending on the availability of coaches). Grade participation will be determined by the coach, teacher, and/or administration. All sports activities at the Babb School are instructional and geared toward fun. To be eligible the student must:

- Be academically eligible: Student cannot be failing any classes or have more than two missing homework assignments.
- Have attended school at least 4 hours the day of the activity/practice or have an appropriate excused absence.
- Have no missing or damaged library books, textbooks, or school equipment. Fines are to be paid.
- Any athlete with a behavior referral will be ineligible to play in the next scheduled game.
- Students who receive a referral considered to be severe or extreme, or accumulate referrals equaling severe will be ineligible for the rest of that particular extracurricular season.

Although students may not be eligible to participate in games, they will be responsible for attending practices and sitting behind the team during the game. We want students to be involved in the team, but want them to realize how much they miss when they do not complete assignments during school.

Attendance Matters

Attendance in school is essential for student growth and success. Our goal is to have 95% attendance which means that a student should not miss more than 9 days in a school year. Please help us by getting your child to school, on time, every day.

We will make every attempt to resolve attendance issues by the following means:

1. Parent/Guardian meeting
2. Home visit(s)
3. Implement an Attendance Plan
4. Blackfeet Tribal Court Referral

Students are celebrated for their attendance:

Perfect Attendance: Presented on a quarterly basis to those students who have 0 absences (excluding school related). All students who have perfect attendance for the entire year will be entered in a drawing for a major attendance prize at the end of the year.

Excellent Attendance: Presented on a quarterly basis to those students who have not missed more than 2 days.

If a student has more than 5 absences per quarter, he/she will not be allowed to attend the field trips during that quarter.

Culture Matters

Babb Elementary values family, culture and language; we strive to provide as much access to these as much as we can. We are working with the district BNAS program to provide language, native games, and Blackfeet History. We will have quarterly culture activities and we encourage parent participation.

Family Activities

Open House (Fall)	Culture Activities
Monthly Family Activities (ELA/Math)	Awards Ceremonies
Christmas Program	Attendance Incentives
Easter Dinner	Fall/Spring Data Meetings
I Love to Read Month	Parent Teacher Conferences
Good Behavior Field Trips	Science Club
End of Year Field Trip	PTO

Please watch the Babb Facebook page for Babb Elementary School Activities

Behavior Expectations

B A B B

Settings	Be Responsible	Always Be Respectful	Be a Learner	Be Safe
Classroom	-Use time wisely -Complete schoolwork/homework -Clean up after yourself -Tell the truth -Own behavior -Use positive language	-Appreciate differences -Listen while others talk -Control volume -Maintain personal space -Keep hands and feet to self -Comply with teacher requests	-Be on time and ready to learn -Give full effort -Stay on task -Participate -Ask for help if you need it	-Move appropriately in the classroom -Handle all classroom equipment and materials properly and carefully -Know and follow Emergency procedures
Cafeteria	-Be on time for meals -Wash hands before coming to the cafeteria -Be polite in line -Leave your area as clean as you found it, this includes the floor -Use your time to eat your food -Put all of your trash in the garbage -Follow the lunch room rules	-Follow the direction of all adults -Practice good listening skills -Practice good table manners (Please, thank you, mouth closed while chewing, no talking with food in mouth) -Keep personal utensils out of the community condiments -Visit quietly with your neighbor -Make sure no one eats alone	-Try new foods -Make healthy and nutritious choices -Learn proper etiquette and then practice it	-No running or pushing -Keep hands and feet to yourself -Know the procedure in case of emergency
Bathroom	-Wash hands with soap and water -Flush the toilet -Don't write on the walls -Keep floors and mirrors clean -Throw your trash in the garbage can	-Use restroom for intended purposes only -Do not pee on the seat, walls or floor -Report any problems -Use only what you need	-Clean up after yourself -Leave it like you would want it to be when you use it	-Don't get water on the floor or counter -Wash hands before you leave the bathroom
Hallway	-Get where you need to be in a timely manner -Keep halls clean	-Monitor voice level -Remove hat when entering building	-Travel hallway quietly so not to disrupt others	-Walk, don't run -Keep to the right side of the hallway when walking to your destination -Keep hands, feet and objects to self
Recess	-Put away anything you play with -Stay in designated areas	-Include others in activities -Take care of equipment -Share equipment -Take turns	-Be active, get some exercise -Try new games	-Avoid physical contact and rough play -Dress appropriate -Report any broken or unsafe equipment -Report anyone being unsafe
Specials	-Use time wisely -Clean up after yourself	-Use positive language -Listen when others are talking -Follow directions	-Participate -Try new things -Be creative	-Keep hands and feet to self -Use equipment and tools properly

In addition to the expectations matrix our school will also follow the Olweus Program Plan.

<u>All students will follow these four anti-bullying rules:</u>

1. We will not bully others

2. We will try to help students who are bullied

3. We will try to include students who are left out

4. If we know somebody is being bullied, we will tell an adult at school and an adult at home

Babb Elementary MBI/MTSS (Multi-Tiered System of Support) for Behavior

TIER I: Classroom Referrals	TIER II: Severe Behaviors	TIER III: Extreme Behavior
Step 1 □ 1 lunch detention □ Parent/Guardian Contact □ Principal option	Severe 1 □ OSS for the rest of the day □ ISS for ½ day □ Re-entry Meeting □ Principal's option	Extreme 1 □ OSS for up to 5 days □ Parent/Guardian Contact □ Possible recommendation for expulsion.
Step 2 □ 1 lunch plus 1 recess detention □ Parent/Guardian Contact □ Principal option	Severe 2 □ OSS for the rest of the day □ ISS for 1 day □ Re-entry meeting □ Principal's option	Extreme 2 □ OSS for up to 10 days □ Parent/guardian meeting with principal □ Principal's option □ Possible recommendation for expulsion
Step 3 □ 2 lunches plus 2 recess detention □ Parent/Guardian Contact □ Re-entry Meeting □ Principal option	Severe 3 □ OSS for rest of the day □ ISS for 2 days □ Re-entry Meeting □ Principal's option	Extreme 3 □ Principal's option □ Recommendation for expulsion
Step 4 □ 1 week detention at lunch □ Parent/Guardian Contact □ Re-entry Meeting □ Principal option	Severe 4 □ OSS for 5 days □ Parent/Guardian contact □ Principal's option	***Principal Option includes, but not limited to: modify consequence, OSS, homebound w/homework, loss of school privileges, inability to attend field trips, letter of apology**
	Includes but not limited to: bullying, Insubordination, Overt defiance, Fighting, Harassment (any), Cussing, Instigating a fight, Vandalism	**Includes but not limited to:** Failure to comply with lead teacher/administrator request, Assault on student or staff, Selling, possession, use, or distribution of drugs, alcohol, or tobacco, Weapons

Physical assault of a staff member will not be tolerated. Students who assault a staff member will be placed on the TIER III - Extreme Level on the BEHAVIOR ACTION Plan and may be recommended for expulsion

IN ACCORDANCE WITH THE PROVISIONS OF THE STATE AND FEDERAL LAW AND THE GUN FREE SCHOOLS ACT ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR UNLESS MODIFIED BY THE BOARD OF TRUSTEES, UPON A RECOMMENDATION FROM THE SCHOOL DISTRICT SUPERINTENDENT.

MTSS TIER PLACEMENT: Levels on the Behavior Management Plan:

Steps 1-4 Classroom Referral – A student may be placed at these levels for the following:

- Reached Step 5 in the classroom behavior log and/or was sent out of the buddy room
- Disrupted the teaching/learning process to the point that he/she kept the class from functioning
- Misbehaved in the hallway, lunchroom, outside, etc. where following the step plan would not be appropriate
- Any other misbehavior that disrupted the teaching/learning process
- Non-compliance with safety rules in classroom and/or school
- Disrespect of any adult in the building

Severe 1-4 – A student may be placed at these levels for the following:

- Five or more classroom referrals
- Fighting
- Bullying
- Cussing
- Instigating a fight
- Harassment (any)
- Vandalism or theft
- Overt Defiance, severe disrespect of any adult in the building
- Non-compliance with safety rules in classroom and/or school
- Other offences that fall between the misbehavior and extreme columns as determined by the administrator

Extreme Level

Students are placed at these levels for extreme behaviors that endanger himself or herself or the school community. Parents will be immediately contacted for referrals at this level, and police/proper authorities may also be contacted.

Although we cannot possibly name every behavior that may occur at this level, failure to comply with lead teacher/administrator request, use/possession of illegal substances (tobacco, drugs, and alcohol), weapons, and assaults are some of the behaviors that will be dealt with at the extreme level.

BULLYING / HARASSMENT

Bullying / Harassment will be treated in the same manner as a fight and will begin on the TIER II - Severe Level of the Behavior Action Plan.

Bullying is when someone **repeatedly and over time** says or does mean or hurtful things to another person who has a hard time defending him/her self.

Bullying can take many forms including:

- Verbal bullying such as name calling and verbal harassment
- Leaving another person out of a group
- Physical bullying such as pushing, hitting, kicking
- Telling lies and spreading false rumors
- Taking away money or other things or damaging personal property
- Threatening or forcing another person to do things they don't want to do
- Racial bullying
- Cyber bullying (social media)

Students are encouraged to report the bullying to the teacher and/or administrator immediately or in a reasonable amount of time.

Students are also encouraged to report the bullying to an adult at home to allow parent/guardian participation to take place.

Reports will be handled on an individual basis and investigated thoroughly.

Babb School Calendar:

Browning Public Schools 07/01/2019 through 06/30/2020	Babb School 2019-2020 Calendar Year	Calendar Report 06/04/2019 // 04:48:07 PM

Legend

Non-instructional day

Non school day

Key Dates

Tu, Aug 20 ..... Non school Day, Teacher Orientation
We, Aug 21..... Non school Day, Teacher Orientation
Th, Aug 22 ..... Non school Day, Teacher Orientation
Mo, Sep 2 ..... Non school Day, Labor Day
Mo, Sep 16..... Non school Day, In Service
Th, Oct 17 ..... Non school Day, Teacher Convention
Fr, Oct 18 ..... Non school Day, Teacher Convention
Th, Oct 31 ..... Instructional Day, 1st quarter end
Tu, Nov 5 ..... Instructional Day, Parent-Teacher Conference
Th, Nov 7 ..... Instructional Day, Parent-Teacher Conference
We, Nov 20..... Non school Day, Thanksgiving
Th, Nov 21 ..... Non school Day, Thanksgiving
Fr, Nov 22 ..... Non school Day, Thanksgiving
Mo, Dec 23..... Non school Day, Winter Break
Tu, Dec 24 ..... Non school Day, Winter Break
We, Dec 25..... Non school Day, Winter Break
Th, Dec 26 ..... Non school Day, Winter Break
Fr, Dec 27 ..... Non school Day, Winter Break
Mo, Dec 30..... Non school Day, Winter Break
Tu, Dec 31 ..... Non school Day, Winter Break
We, Jan 1 ..... Non school Day, Winter Break
Th, Jan 2 ..... Non school Day, Winter Break
Fr, Jan 3 ..... Non school Day, Winter Break
Mo, Jan 13 ..... Instructional Day, In Service
Mo, Jan 20 ..... Non school Day, In Service
Tu, Jan 21 ..... Instructional Day, 2nd quarter/1st semester end
Fr, Feb 28 ..... Non school Day, No School (Make up day if needed)
Fr, Mar 13 ..... Non school Day, No School (Make up day if needed)
Fr, Mar 27 ..... Instructional Day, 3rd quarter end
Tu, Mar 31 ..... Instructional Day, Parent-Teacher Conference
Th, Apr 2 ..... Instructional Day, Parent-Teacher Conference
Fr, Apr 10 ..... Non school Day, No School (Make up day if needed)
Mo, Apr 13 ..... Non school Day, No School (Make up day if needed)
Fr, Apr 17 ..... Instructional Day, Spring Break
Mo, May 25..... Non school Day, Memorial Day
Fr, May 29 ..... Instructional Day, In Service
We, Jun 3 ..... Instructional Day, In Service, 4th quarter/2nd semester end

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Instructional Days: **180** Minutes: **NaN**

Total Non-Instructional: Days: **0** Minutes: **NaN**

Total Non-School: Days: **186** Minutes: **NaN**



STAFF HANDBOOK
2019-2020



School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Staff Handbook Receipt Form

2019-2020

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 _____

Table of Contents

PREFACE 5
- **DISTRICT OFFICE HOURS** 5

BROWNING PUBLIC SCHOOLS ORGANIZATION 5
- **BOARD OF TRUSTEES:** 5
- **DISTRICT ADMINISTRATION** 5

DISTRICT MISSION STATEMENT 6

DISTRICT VISION STATEMENT 6
- EQUAL EDUCATION AND NON-DISCRIMINATION 6
- **PROFESSIONAL ETHICS** 6

PROFESSIONALISM 7
- **PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS IS REQUIRED BY ALL DISTRICT STAFF** 7
- **ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS POLICY # 3612)** 7
- **COMMUNICATION WITHIN THE SCHOOL** 9
  - MONTHLY NEWSLETTERS/PARENT LETTERS 9
  - REPORTING STUDENT PROGRESS 9
  - PARENT TEACHER CONFERENCES 10
- **CONFIDENTIALITY** 10
- **PROFESSIONAL WORK** 10
- **HARASSMENT/BULLYING/INTIMIDATION (BPS POLICY # 5015)** 10
- **PROFESSIONAL DRESS** 11
- **QUALIFICATIONS OF STAFF** 11
- **SCHOOL FUNDS/FINANCES** 12
  - PURCHASING 12
  - FUND RAISING/MONEY COLLECTION 12
  - SAFEKEEPING OF MONEY 13
- **SUPERVISION OF STUDENTS** 13
  - STUDENT SAFETY AND SCHOOL LIABILITY 13
  - CORPORAL PUNISHMENT 14
  - STAFF DUTIES 14
- **STAFF ATTENDANCE** 14
  - TARDINESS 15
  - LEAVE/SUBSTITUTES 15
- **SUBSTITUTE PACKETS** 15
  - FAMILY MEDICAL LEAVE ACT 16
  - CLOCKING IN AND OUT 16

CLASSROOM MANAGEMENT 16
- **SCHOOLWIDE AND CLASSROOM MANAGEMENT PLAN** 17
  - IMPLEMENTING A MANAGEMENT PLAN 17
  - CONSISTENCY AND FOLLOW-THROUGH OF THE BEHAVIOR MANAGEMENT PLAN 17
  - POSITIVE RECOGNITION 18
  - PARENT INVOLVEMENT IN THE BEHAVIOR MANAGEMENT PLAN 18
  - OFFICE REFERRALS 18
  - SEVERE/EXTREME DISCIPLINE INCIDENTS 18

RECORD KEEPING 18
STUDENT RECORDS 18
STUDENT DATA 19
CLASS RECORD BOOK 19
WRITING ASSESSMENT SCORES AND BLUEBOOK 19
OTHER RECORDS 19
CURRICULUM MATERIALS 19
LESSON PLANS 19
PACING MAPS, BENCHMARKS AND STANDARDS 19
POSTING INSTRUCTIONAL AGENDA 20
TEXTBOOKS/INSTRUCTIONAL DEVICES 20
FERPA 20
504 PLAN 20
EDUCATION OF HOMELESS CHILDREN 21
PARTICIPATING IN CHILD STUDY TEAMS (CST/IEP) 21

STAFF INFORMATION 21
ALCOHOL AND DRUG USE IN THE WORKPLACE 21
ASSEMBLIES 22
BREAKFAST/LUNCH INFORMATION 22
BUILDING VISITORS/GUESTS 22
CERTIFIED AND CLASSIFIED PERSONNEL HOURS 22
WEEKLY SCHEDULE 22
FAIR LABOR STANDARDS ACT 23
CHILD ABUSE AND NEGLECT 23
CLASSROOM PHONES, CELLULAR PHONES, E-MAIL, AND FAX 24
CLASSROOM SECURITY 24
CLUB ADVISORS/SPONSORS 24
COMMUNITY USE OF DISTRICT BUILDING 24
The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from their direct supervisor. 24
COMPLAINTS 25
STUDENT/PARENT COMPLAINTS 25
STAFF COMPLAINTS 25
COMPUTER/TECHNOLOGY USE 25
ELECTRONIC COMMUNICATION 25
USE OF DISTRICT E-MAIL AND TECHNOLOGY 25
COPYRIGHT 26
DISMISSAL OF CLASSES 26
DISTRICT POLICIES, MASTER CONTRACT, AND LABOR AGREEMENT 26
EMERGENCY CLOSURES 26
EMERGENCY PROCEDURES AND DISASTER PLANS 26
FIELD TRIPS 26
GIFTS AND SOLICITATIONS 27
GRIEVANCES 27

GUEST SPEAKERS **27**
HEALTH INFORMATION **27**
ADMINISTRATION OF MEDICATION 28
ACCIDENTS 28
COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES 28
KEYS AND ALARM CODES **28**
INVENTORY **29**
MAINTENANCE SERVICE **29**
MOVING CLASS/HOLDING CLASS OUTDOORS **29**
PARTICIPATING IN POLITICAL ACTIVITIES **29**
PAYROLL **29**
PERSONNEL RECORDS **29**
RELEASE OF GENERAL STAFF INFORMATION **30**
SMOKING AND TOBACCO USE **30**
STAFF EVALUATION **30**
STAFF MEETINGS/WEDNESDAY PROFESSIONAL DEVELOPMENT **30**
SUPPLIES **31**
TEACHING ABOUT RELIGION **31**
VOLUNTEERS **31**
VIDEO SURVEILLANCE **31**
APPENDIX A – ASBESTOS NOTICE **32**
APPENDIX B – FERPA NOTICE **33**
APPENDIX C: STAFF ACCEPTABLE USE POLICY **34**
Multi-Tiered System of Supports (MTSS)---MBI **48**
Napi Addendum **37**

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

No handbook can contain policies to cover every conceivable situation. The administration also assumes that all staff members will exercise intelligent discretionary judgment when applying district and building policies.

DISTRICT OFFICE HOURS

Monday through Friday 8:00 A.M. to 5:00 P.M.

BROWNING PUBLIC SCHOOLS ORGANIZATION

BOARD OF TRUSTEES:

- Donna Yellow Owl -Chairperson
- Wendy Bremner-Vice Chairperson
- Jess Edward -Board of Trustees
- James Evans-Board of Trustees
- Brenda Croff-Board of Trustees
- Kristy Salway Bull Shoe-Board of Trustees
- Brian Gallup– Board of Trustees
- Rae TallWhiteMan-Armstrong – Board of Trustees

DISTRICT ADMINISTRATION

- Corrina Guardipee-Hall - Superintendent of Browning Public Schools
- John E Salois – Human Resources Director
- Jeri Matt – Director of Curriculum and Instruction
- Stacy Edwards – Director of Finance
- Everett Holm – Director of Technology
- Lynne Keenan – Director of Food Service
- Everett Armstrong – Activities Director
- Nikki Hannon – Parent Community Outreach Director
- Maureen Stott – Director of Special Services

District Mission Statement

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

District Vision Statement

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

EQUAL EDUCATION AND NON-DISCRIMINATION

Browning Public Schools, District #9 is committed to nondiscrimination in the provision of all educational services. As equal educational opportunity is a fundamental right under both the Montana and United States Constitutions, it is the policy of this District to provide a learning environment free of discrimination. All students shall have opportunities to participate in the general curriculum and co-curricular activities. This includes physical facility access, a climate of tolerance and respect for each individual and reasonable accommodation.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status, sexual orientation, or gender identity and expression is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries regarding sexual harassment/intimidation should be directed to the Browning Public Schools Title IX Coordinator and in the case of discrimination based on a suspected or known disability, the Browning Public Schools 504 Coordinator contacted.

(Reference: Policy #3210)

Professional Ethics

ALL School staff will work together to create a learning environment that is free from distractions, personal concerns, and biases. Teachers will enter their classroom sites prepared to teach. Family and family concerns will not be allowed to interrupt or influence the school environment except in emergency situations. (Reference: Policy # 5150)

Students should always be dealt with in a respectful manner regardless of their behavior. Adults must model conflict resolution techniques with students as well as with other adults. The adults must de-escalate the situation, take steps to assure that the child or children are safe, and send the appropriate message to maintain high behavior expectations. We know that students make mistakes, and those mistakes must be used as learning opportunities to help the students make better choices. **Yelling at or berating a child is extremely harmful, unprofessional, and will not be tolerated**. *Place hands on students only* within guidelines of the **School Laws of Montana Manual, 20-4-302.**

PROFESSIONALISM

PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS IS REQUIRED BY **ALL DISTRICT STAFF**

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior and will be used to judge their actions.

Principle I. Commitment to Students and Families. The ethical educator:

A. Makes the well-being of students the foundation of all decisions and actions.
B. Promotes a spirit of inquiry, creativity, and high expectations.
C. Assures just and equitable treatment of every student.
D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
F. Respects the roles, responsibilities and rights, of students, parents and guardians.
G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

A. Fulfills professional obligations with diligence and integrity.
B. Demonstrates continued professional growth, collaboration and accountability.
C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
D. Contributes to the development of the profession's body of knowledge.
E. Manages information, including data, with honesty.
F. Teaches without distortion, bias, or prejudice.
G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

A. Models the principles of citizenship in a democratic society.
B. Understands and respects diversity.
C. Protects the civil and human rights of students and colleagues.
D. Assumes responsibility for personal actions.
E. Demonstrates good stewardship of public resources.
F. Exemplifies a positive, active role in school-community relations.
G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council January 27, 2012

ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS POLICY # 3612)

GENERAL

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

Ultimately, however, it is the responsibility of each teacher in his/her classroom to monitor acceptable use of technology by students.

CURRICULUM

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USES

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.
    B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
    C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
    D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
    E. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. (Reference: Policy #3612)

Communication within the School

Communication is the key to working together as a team. Dialogue must take place among all staff members. If you have a concern, do not hesitate to discuss it with a team leader or building administrator. It is important that you keep administration informed of the non-routine happenings. If you've had a problem, please let administration know the situation before we hear it from someone outside of the school. Remember, information concerning individual student behavior, grades, attendance, or family issues is on a "need to know" basis and should not be shared among staff members.

BPS staff members are never to make negative or disparaging comments about other staff members in the presence of students. This type of behavior is highly inappropriate, unethical and in direct contravention of the duties and responsibilities of a professional educator. Any staff member determined to have engaged in such conduct will be subject to discipline. If you have issues or concerns regarding your peers or management, you are obligated to raise and discuss those concerns through appropriate channels, and in a professional and ethical manner. Such issues and concerns are NOT to be discussed BY ANYONE within earshot of students, and any instances of such discussions should be reported immediately to the administration.

Communication with the Home/Community

The importance of regular communication with the home/community cannot be overemphasized. We have an obligation to initiate such communication. When a student is having a problem, perhaps it can be solved by a note or email or phone call home. By the same token, perhaps contact with the parents/guardians to praise student work or effort could be the reason that a student begins to succeed. Positive contacts will certainly be quite beneficial in building relationships with the home/community.

Written communications home with children's families and other agencies will be previewed by the building principal. If the principal or assistant principal is unavailable, consult the administrative designee, grade level team leader, or counselor. Teachers shall utilize the monthly parent contact form as documentation.

Monthly Newsletters/Parent Letters

Beginning the first month of school and thereafter, each grade level department will be expected to create a newsletter article or parent letter that is sent to the principal to be put in the school newsletter. This communication should focus on the subject matter, academic expectations, and classroom management procedures. Newsletter circulations should include school board members, and other buildings or programs. Each teacher needs to develop a class syllabus. Each class's syllabus will include: an introduction of and welcome by the teacher, classroom behavior management plan, work expectations, grading process, homework expectations, and teacher contact information.

Reporting Student Progress

On-going evaluation of student progress is essential both for the academic development of student and for the information of students and parents. All students should be evaluated regularly by teachers in a professional manner consistent with the needs and ability of each student. Student's progress will be reported reflecting the child's skills and development in comparison with same age peers, the District curriculum objectives, and individual student growth. Teachers must update student progress reports in infinite campus consistently according to building policy.

TEACHER EVALUATION OF STUDENT PROGRESS

All teachers are responsible for the on-going professional evaluation of students *in* their charge for the day or any portion of the day. Evaluation will be based on multiple measures, which may include paper pencil tasks, student performance, and/or demonstration of content mastery relative to stated curriculum or individual goals.

Parent Reports

Teachers must provide parents/families with information on their student's progress at least once quarterly. This report may include noted strengths of the student, concerns, general information about curriculum or extracurricular eligibility status when applicable.
(Reference: Policy #3015)

Parent Teacher Conferences

Parent/Teacher conferences shall be scheduled; please reference calendar as to time and date of conferences. If a parent is unable to attend the conferences, he or she may reschedule to meet during school hours. The teacher will be expected to complete all the hours required for parent/teacher conferences. This time is invaluable for informing parents of student grades, behavior, and any concerns you may have. However, parent contact should be made several times before conferences arrive. To best meet the needs of the students in your classroom it is vital the parent is brought into the learning process as frequently as possible. The parents can be powerful allies to assist with their child's success and bring about positive progress in your classroom.

Confidentiality

Maintaining confidentiality is not only a legal issue, but also a professional obligation. *Information concerning students, students' families, student behavior and individual needs will be confidential.* Confidential information will be exchanged on a "need to know" basis in a private setting.

Professional Work

Teachers will be expected to participate in activities outside of their regular contracted hours in the areas of curriculum development, family literacy nights, open house, etc. This time shall not include supervision at athletic events.

Harassment/Bullying/Intimidation (BPS Policy # 5015)

The Board will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees or by third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").
Definitions:

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District events.
2. "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

3. "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function that has the effect of:

- Physically harming an employee or damaging an employee's property;
- Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
- Creating a hostile working environment.

4. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones/smart phones, or the internet.

Reporting

All complaints about behavior that may violate district policy #5015 shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.
The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Staff whose behavior is found to be in violation of BPS Policy # 5015 will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board.
Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
(Reference: Policy #5015)

Professional Dress

Dress/Attire should be appropriate to one's professional standing as a school staff member. Staff members function as role models for students at all times, so clothing should be neat, clean, in repair and make a symbolic statement regarding the staff person's status as a role model in the community. Except for "casual dress days" or other exceptions as defined below, staff members may not wear blue jeans, t-shirts with logos, or sweat pants.
Fridays, or shortened schedule days before breaks, shall consist of "casual dress" appropriate to celebrate spirit days. Casual dress consists of blue jeans and t-shirts or sweatshirts with school spirit logos (Browning Sports Mascots).
Exceptions- PE staff: t-shirts may be worn; however, t-shirts with cut-off sleeves are not appropriate. Trunks or warm up/sweat pants may also be worn while the class is in gym area. While classes are in health sections, appropriate clothing will apply as described above.
Shop/Auto/Welding teachers, custodians, maintenance personnel, warehouse workers, transportation workers, cooks/assistant cooks and teacher assistants may wear appropriate clothing for safety purposes. Clothing should be neat, clean, in repair and make a symbolic statement regarding the staff person's status as a role model in the community
The wearing of sweat attire, pajamas/sleepwear, costumes, hats, shades, and shoes may be worn on pre-determined days that promote a particular theme, such as *Spirit Week* or *Red Ribbon Week*. (Reference: Policy #5150)

Qualifications of Staff

Browning School District is committed to hiring qualified teachers, creating professional development opportunities and requiring professional development that results in teachers and all staff having skills that address the needs of the students served by Browning Public Schools. All teachers will be certified by the State of Montana to teach in the area assigned. Employees will be hired on merit, without preference to age, sex, residence or relationship to other employees of Browning Public Schools, District #9. Preference will be given to those candidates whose qualifications will assist the school district in providing a sound academic program based on strong instructional practices. The Superintendent of Browning Schools will make staff assignments.

Browning School District #9 staff development requirements for all certified staff include Olweus and MBI training, Blackfeet Studies/Blackfeet Language, Writing Assessment/Process Training and Historical Trauma training.

- ***Olweus and MBI:*** Before any teacher is offered his/her second (2nd) teaching contract in School District #9, he/she must have documented 8 hours of district in-service. Proof of completion must be provided to the superintendent by March 1st, prior to the second contractual year or the teacher will be recommended for non-renewal. Training will be offered at a minimum prior to school in the fall and once during the school year.

- ***Blackfeet Language/Studies****:* Before any teacher is offered his/her fourth (4th) teaching contract in the District, he/she must have earned a minimum of six (6) quarter credits (four (4) semester hours) or have completed a program of (90) in-service hours in the area of Indian Studies, or a combination of the two, or have completed a program in this area which meets the approval of the District. Proof of completion of this requirement must be provided to the superintendent by April 1st of the third (3rd) contract year. If this is not done, the teacher will be recommended for non-renewal.

- ***Historical Trauma/Trauma Informed, Youth Mental Health First Aid:*** Beginning with the 2018-2019 school year, before any new teacher is offered his/her fourth teaching contract in School District #9, he/she must have documented 6 hours of training in Historical Trauma/Trauma Informed, Youth Mental Health First Aid. Certified staff already in the district will have until June 2021 to complete the requirement. The district will develop a six-hour curriculum and offer the training at least 3 times per year. Proof of completion must be provided to Superintendent/designee by April 1 of each contract year.

A provisionally certified teacher shall have obtained a standard teaching certificate by March 1st of the third contract year prior to the offering of a fourth-year teaching contract.

A provisionally certified teacher shall have obtained a standard teaching certificate by March 1st of the third contract year prior to the offering of a fourth-year teaching contract.
(Reference: Policy #5004)

School Funds/Finances

Although most staff members do not regularly deal with school funds, every employee at some point will likely have an opportunity to be involved in some aspect of school finance. Whether a staff member is fund raising, buying supplies, or using a purchase order on a trip, it is of the utmost importance that financial matters be dealt with in a professional manner. All employees who may handle money should read the Business Office SOPs for further explanation of student activity finance. Below are guidelines that all School District #9 employees must follow when dealing with financial matters.

Purchasing

Staff must complete a district requisition and have it signed by the principal before any order is placed using school funds. The staff member will be financially responsible for any items ordered without following the before mentioned process. Petty cash is available for emergency purchases, but such purchases must be approved by the building principal before the purchase can be made.

Fund Raising/Money Collection

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, the school principal, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the principal. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund-raising projects will be limited according to the principal's discretion.

All monies derived from the activities or formation of any student organization shall be deposited in the Browning School Student Activity Fund. Deposits and expenditures shall be made only in accordance with the procedures outlined the Student and Extra-Curricular Funds Policy and shall require prior Board approval as stipulated by MCA 20-9-504 Extra Curricular fund for pupil functions.
All equipment, supplies and other materials purchased from funds raised and/or derived from fund raising activities shall be the ownership of the District.
Please use the Board Policy #3533R form to request permission for fund raising activities. (Reference: Policies #3530, 3533/R)

Safekeeping of Money

- Employees are not to hold money over-night in their desks.
- Employees that get money brought in for various school activities, book orders, etc. must take the money to the office to be placed in the school safe.
- All money collection from all sources will be turned into the designated activities person or secretary with an actual money count. The person turning the money in and the person receiving the money must sign the receipts. Money from all activities (fund raising: raffles, bake sales, etc.) must be turned into the Administration Office Manager, within 24 hours excluding Friday, Saturday, and holidays. No money of any amount shall be kept in the building as petty cash. Weekend receipts are due on the ensuing Monday by noon. Please call and set up a time to bring in the deposits. The deposits will then be taken to the bank for the following day.

Supervision of Students

Teachers and paraprofessionals (staff) are responsible for supervision of students throughout the school day. Teachers are to be in or near their assigned classroom area before school starts and after dismissal. All teachers/paraprofessionals will be present outside their classroom during all passing times and shall assist with assuring that students get to class in a timely manner.
Students must be supervised at all times; a teacher must never leave his or her classroom unattended when students are present. In the event of an emergency, please ask a paraprofessional, teacher, or office staff member to watch your class. Report any incidents that warrant notice to the administration for their awareness.

Student Safety and School Liability

Staff Members are not permitted to:

- Take students from the school during the school day without the express written permission of parent(s) or legal guardian(s) and the approval of building administrator.
- Remove students from other classrooms or school areas without an office approval.
- Send students off campus on unsupervised errands.
- Take students from the school property to the staff members' home for after-school or overnight activities unless the parents have given express written permission which has been approved by the building administration.
- Loan students a personal vehicle or allow students to drive the staff member's vehicle.
- Drive (transport) students to or from school.
- Loan or give students money or personal items.

Any deviations from this policy for emergency or other reasons must be immediately reported to the building administrator. Any exceptions must be approved ahead of time by the building-level administration.
Students are not allowed to leave the school grounds during the normal scheduled school day hours without permission from their parents and the building administrator, unless an open campus policy, approved by the Board of Trustees, exists. The welfare and safety of Browning students are paramount and are the responsibility of all school staff. Including crossing guard duty: MCA § 20-1-214.
When assigned to a specific duty area, it is your obligation as a BPS staff member to be at that area the entire assigned time, and to monitor students for safety. Failure to properly supervise will result in appropriate disciplinary consequences

Corporal Punishment

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, for the purpose of self-defense. (Reference: Policy #3200 and MCA § 20-4-302)

Staff Duties

The campus area must be supervised and safety measures enforced. All staff shall help with supervision at all times.

Be aware of situations of excessive behavior either in play or during transitional movement. Address any inappropriate behavior immediately, assess the situation, and decide on the appropriate course of action. Do not dismiss any incident as minor in nature; all situations of questionable behavior should be addressed and dealt with by all staff. Administrators must be informed of circumstances such as bullying, sexual harassment or attempts to physically fight.

- Report all unsafe equipment or conditions to the office.
- Teach, model, and supervise appropriate transition hallway behavior that will not disrupt other classes.
- Meet and greet students at the door as they enter the classroom.
- Fighting or altercations should be dealt with immediately; summon assistance when attempting to deal with fights in progress; for your own safety, avoid getting between students who are fighting; seek to disperse the crowd while noting any students adding to the situation.

All students have a right to an education free from threats of harassment, intimidation or physical harm. Students who engage in activity that interferes with other students attending Browning Public Schools and causes a sense of fear or apprehension shall have some or all of the following interventions or consequences: counseling, detention, suspension, and/or referral to law enforcement. The student's parents/guardians will be notified and will be included in the overall attempt to deal with students who are bullying, harassing, or assaulting others.

When assigned to a specific duty area, it is your obligation as a BPS staff member to be at that area the entire assigned time, and to monitor students for appropriate behavior. Failure to properly supervise will result in appropriate disciplinary consequences.

Please refer to your school's student handbook for specific information regarding disciplinary procedures and measures.

Staff Attendance

(Reference: Administrative Standard Operating Procedures, IV-Operations. Classified Labor Agreement and Certified Master Contract.)

It is the responsibility of each member of the staff to monitor his or her available leave and to be aware of limitations to leave as defined in the negotiated agreements and state law. *Unexcused Leave Without Pay* will be denied by the principal. The procedure listed below is to be followed in instances of *Unexcused Leave Without Pay*:

First Occurrence:	Employee will receive a verbal warning from the principal.
Second Occurrence:	Employee will receive written warning, placed in employee's personnel file.
Third Occurrence:	Written reprimand with copies sent to the employee's personnel file.
Fourth Occurrence:	Suspension for three days without pay.
Fifth Occurrence:	Recommendation for termination.

Employees are employed to directly and/or indirectly provide educational opportunities to all children of the community, and that the fullest educational opportunity can only be accomplished if employees do not take leave without pay.
Unapproved leave without pay is time away from work without authorization from both the immediate supervisor and the Superintendent or Designee. Leave without pay will be considered insubordination and will be subject to discipline.

TARDINESS

Staff members are expected to be at work and clocked in on time. Employees who have a pattern of being late may enter into the progressive discipline process.

LEAVE/SUBSTITUTES

In the event that a staff member may have to take some time off for personal reasons or for emergency situations, he or she should be aware that a desired substitute may not be available. Staff members who take leave must notify the building/program supervisor as soon as possible within the guidelines of the Master Contract (Certified) or Labor Agreement (Classified). In cases of emergency or illness, the staff member must call as soon as possible before 7:30 A.M. for certified and a half hour before sign in time for classified.
Each staff member must call his or her immediate supervisor and state his or her reason for the needed absence. If a staff member is able only to reach the answering machine, he or she shall leave a message and then call back between 7:00 and 7:30 A.M. to assure that the message was received. **It is every staff person's responsibility to report a need for leave directly to his or her supervisor.**
A substitute packet is to be provided by each classroom teacher to prepare for unexpected absences. The substitute packet shall be placed in the lesson plan book, and a copy shall be made available to the principal or assistant principal by the second week of the school year.

SUBSTITUTE PACKETS

A substitute packet must be submitted to your supervisor by the second Friday in September. This packet is a contingency for extreme emergencies when you are unable to send full lessons and will contain the following:

- A seating chart and list of names.
- A daily/weekly schedule including when support people are in the classroom.
- Emergency assignments following curriculum expectations that may work at any time of the year in each subject area scheduled for that day. Such assignments must include specific names of textbooks necessary and any other resources needed.
- Copies of the current lesson plans.
- The substitute evaluation form, along with instructions for use.
- Emergency evacuation plans and red/green cards.
- A copy of the classroom behavior management plan
- A note that explains that movies are not allowed unless specified in the lesson plans and approved by the administration.

A substitute file for each paraprofessional will include a schedule, classroom duties, expectations, and other duty information.

To Help Your Substitute Teacher:

- Leave specific lesson plans-make activities especially interesting. Sub packets are required.
- Leave a time schedule with lessons plans. Include special activities, such as library, P.E. duties, etc.
- Place markers in texts to be used.
- Don't ask substitutes to introduce new concepts or render a test that may require your clarification for the testing matter.
- Leave the class roll book and seating chart in a conspicuous place and ensure that you receive it back.
- Be sure that the emergency crisis evacuation plan and emergency flip chart, and buddy room phone number contact list are readily accessible and identified specifically near the door or desk.
- Include a copy of the *substitute guidelines* below:

Substitute Guidelines:

- Keep a written account of all behavior in the classroom
- Take attendance the first 10 minutes of class and send a list of absent students to the attendance clerk or building secretary.
- Keep students in the classroom during the entire class period, and do not let students in the hallway for any reason. Contact the office for advisement.
- Do not allow students to use the classroom phone or teacher's computer.
- Keep students out of teacher desk and other areas, because such areas may contain confidential information.
- In the event of an emergency evacuation: follow Emergency Crisis Plan, utilize **RED** and **GREEN** placards as part of the protocol procedures.
- Do not allow students from other classrooms to enter or loiter about while substituting in a particular classroom for that day.
- Adhere to the teacher's lesson plan and keep the students engaged in learning.
- Avoid sitting idle at the teacher's desk or computer for extended lengths of time.
- Move about the room checking on students' behavior and work completion.
- Remain in the building during the plan time (If a substitute needs to leave during the day, he/she must let the building secretary know.)
- Do not place hands on students except in situations where a fight is happening or about to take place. Specific interpretation can be referenced in the **School Laws of Montana Manual, 20-4-302.**
- Use appropriate, professional language and tone of voice.

Family Medical Leave Act

Browning Public Schools are required to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious medical condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

For more information contact the Human Resources Director at 338-2715, Ext. 4281.

Clocking In and Out

All staff members are required to clock in upon arrival to school and out at the end of the day without exception. Classified staff members are required to clock in and out for lunch and breaks. When staff members leave the building for lunch (certified) or school business they are to sign out and back in on the destination sheet, documenting the destination and the time they left and returned.
In the event that an employee has trouble logging in/out on the time clock, the administrator or secretary must be notified immediately.

Classroom Management

The strength of any classroom management plan is the consistent presentation of quality instruction effectively utilizing maximum time on task. This consistency creates a strong stable learning environment designed to ensure success for all students. A structured, consistent discipline plan is the key in such a learning environment and must be utilized in each classroom site. Behavioral expectations will be clearly stated, followed and posted. Specific classroom procedures and routines will be written in a positive manner and will include recognition/consequences for rule compliance and rule infractions.

SCHOOLWIDE AND CLASSROOM MANAGEMENT PLAN

A classroom management plan will consist of at least these three components:

- A set of expectations for classroom behavior.
- A scale of specific consequences for not observing the expectations.
- Positive incentives to reinforce behavior when students follow the expectations.

IMPLEMENTING A MANAGEMENT PLAN

Once the teacher has decided upon the general classroom rules, the positive recognition when the rules are followed, and the consequences when the rules are followed, the classroom behavior plan is complete. The teacher is required to submit this behavior plan to the building principal.

The management plan will work effectively in the classroom if the information is taught to the students. One should view the teaching of behavior in the same light as one would view the teaching of academics. This lesson should take place the first day of school. Also, the teacher must display a behavior plan that is easily seen from anywhere in the classroom.

The following proactive measures must be completed by the teacher:

- Share the classroom behavior plan with parents and the principal at the beginning of the school year. A detailed letter explaining the plan must be sent to parents. The teacher may consider including a parent signature portion which could be returned by the students.
- Deal with a behavior problem immediately when it arises. The parents and principal must not be involved prematurely. The student must have the opportunity to correct his or her behavior through the intervention strategies offered by the teacher.
- Compile factual documentation of a student's behavior, including all intervention strategies completed. Anecdotal records must include:
    - Student's name and class.
    - Date, time, and place of the incident.
    - Description of the problem in factual, observable terms.
    - Actions taken by the teacher to correct the problem.
- Establish positive relationships with parents before problems arise through positive phone calls and notes.
- Contact parents according to the steps of the Behavior Management Plan.
- Prepare an outline before speaking to the parent about a student's problem. Include a description of the situation, what previous steps or interventions have been attempted, what transpired due to the situation, and what role you would like the parent to play in addressing the situation.
- Ask for principal involvement when counseling with hostile parents.

CONSISTENCY AND FOLLOW-THROUGH OF THE BEHAVIOR MANAGEMENT PLAN

CONSISTENCY AND POSITIVE FOLLOW THROUGH CAN ONLY HAPPEN WITH A PLAN.

Procedures within the school day must be rehearsed until they become routine to the students. This procedural foundation creates the structure for a strong learning environment.

It is expected that the teacher will handle his or her own discipline, as much as possible, by working with the student and following a predetermined plan to address negative and disruptive behavior. If the behavior progresses, the staff member must consistently contact parents or guardians to assist in working with the student before he or she is referred to the office.

Students should never be placed in the hallway or other area of the school unsupervised as a consequence. Options may include a timeout in another teacher's classroom (buddy room) and/or an immediate parent phone call.

If problems arise with a student or students, staff members shall consult with the principal or counselor to develop solutions that will deal with the situation. Staff members must not allow any inappropriate behaviors to weaken the effectiveness of the learning environment. In some situations, a teacher/principal/student conference may be arranged to find solutions in a cooperative manner.

When dealing with students, staff member shall make every effort to be positive. Every employee of Browning Public Schools is a professional and is responsible for maintaining a positive, respectful learning environment. Staff members shall be firm, fair, consistent and considerate of the students.

Positive Recognition

Positive recognition is an issue of fairness, respect and loyalty. When a teacher recognizes students only for their inappropriate behavior, the thought conveyed to the students is one of disrespect. The message is the teacher is not on the side of the students, and, in turn, the students will surely return the sentiment. When a teacher balances firm and fair consequences with recognition of appropriate student behavior, self-respect is raised and a positive classroom environment is created.
Effective methods for creating a positive classroom environment include: individual student praise, notes to students and parents, individual rewards, class wide rewards, electronic communication and/or telephone calls to parents.

Parent Involvement in the Behavior Management Plan

Each teacher shall involve the parents as soon as the situation warrants, and keep them informed of new information on their child's behavior, either positive or negative. Each teacher must remember to give the student a chance to change behavior before parents are involved except in cases of severe behavior misconduct.

Office Referrals

A student should be sent to the office **only** after all resources for dealing with misbehavior have been exhausted and the parents have been actively involved. Appropriate steps utilizing the behavior management plan must be documented in the classroom behavior log and on the office referral form. In such cases, the office will follow the student handbook procedure in addressing the behavior with appropriate consequences. When students are sent to the office, they must be escorted. At no time should a student be in the hallway without supervision. A teacher must either send a referral with the student or immediately contact the office with an explanation of why the student is at the office, or the student will be sent immediately back to class with no action taken by the administrator. Administrators/office personnel may utilize the ISS/calming room to hold the student until a referral is received and the administrator has time to meet with the student. Students may only be placed in the ISS/calming room by administrators or office personnel. **Only those office referrals that are filled out correctly will be honored by the administration.** If the referral is not filled out correctly, the student will be sent back to class.

Severe/Extreme Discipline Incidents

Fighting, overt defiance, stopping the class from functioning, vandalism or theft, or other extreme misbehavior - Send directly to the principal.

Record Keeping

Student Records

Cumulative Records: All information contained in cumulative folders is of a confidential nature and is to be used for professional purposes only. These folders will be kept in the cumulative-records room and will be signed out only to those with a need to know by the secretary.
Cumulative and permanent student records may indicate only that a student has a **modified curriculum** to address student needs. Information related to a specific disability or the service provided may not be permanently recorded in files other than in confidential files.
Report Cards: Report cards will be handed out or mailed at the end of each quarter. Mid-term reports are required in addition to regular communication with parents concerning their child's progress. Each teacher is responsible for assuring that the grades on the report card are accurate.
Personal Files: Parents or legal guardians may view their child's personal files. In the event that they request a copy of their child's files, the request should be submitted in writing to the building administration team. The original file contents shall remain as originals and not leave the confines of the building. The parents/legal guardians shall be provided with a copy of their child's file.

Student Data

All teachers will be responsible for keeping accurate and up-to-date data, and for providing the data as needed to the administration.

Class Record Book

All teachers will record grades using the electronic grade book program. Teachers are responsible for recording their grades on a weekly basis, and posting those grades for viewing on the parent portal every Friday by noon for eligibility reasons (as applicable). Teachers may also be required to keep a hard copy of the grades either by printing a report each week and keeping it in a binder. Any grades or evaluative judgment should be recorded along with a brief description of the grading scale (required at end of year with teacher checkout process).
Other record keeping may be required for the adopted District curriculums.

Writing Assessment Scores and Bluebook

BPS students participate in writing assessment as directed by the District. The writing assessments shall be used by teachers for the purpose of increasing a student's writing skills by reviewing the writing assessment and setting goals. Teachers are responsible for assuring the final writing assessments are placed in cumulative folders. The writing assessment scores are used for instructional, curriculum and program effectiveness as well as to provide specific information about each student's writing strengths and weaknesses.

Other Records

Any other records and forms designed by the County Superintendent of Schools or the State Department of Public Instruction shall be used or compiled as directed.

Curriculum Materials

Teachers will need to check out curriculum materials for district adopted curriculum programs. It is each teacher's responsibility to assure that these materials are taken care of and accounted for throughout the year. Teachers are ultimately responsible for curriculum materials and technology used in their classrooms, and materials are to be returned in good working condition. Teachers may be fined for damaged (excluding reasonable wear and tear), lost, or stolen curriculum or technology items.

Lesson Plans

All teachers are responsible for providing lesson plans to the building principal on a weekly basis, or in some cases course, unit, and lesson organizers will take the place of weekly lesson plans. **Lesson plans or organizers must be based on the adopted curriculum** and show a progression through the curriculum building on skills throughout the year to accomplish the stated objectives and learner outcomes. Building specific handbooks provide further information on required lesson plans.

Pacing Maps, Benchmarks and Standards

Content standards describe the broad goals that individual students should attain. The content standards organize knowledge presented in the form of benchmarks. Benchmarks are statements of information and skills written for each specific grade level and specifically describe *what students should know and be able to do* at each grade level. Pacing maps (in the form of planning grids) provide teachers with the opportunity to focus on the curriculum taught over the course of the year. Focusing on "what is the knowledge" provides the planning to remain centered on essential learning, district standards and benchmarks, and meaningful connections between core curriculum areas.
The process for developing pacing maps is ongoing. Each school year teachers will look at the curriculum they are responsible for teaching. District standards and benchmarks, guides and manuals, textbooks and resource materials act as the primary focus. Planning begins as curriculum themes emerge, topics are restructured, and skills and concepts are aligned to develop interdisciplinary learning units.

Posting Instructional Agenda

To clearly communicate what is currently being taught and what is expected of students to learn, up to date objectives must be clearly posted in the classroom for the students, parents, and the administration. The objectives should state what the student would know or learn upon completion of the unit and how the lesson is STANDARDS based. Objectives (often stated as "I can…" statements or essential questions) are necessary and should be maintained for instructional purposes. A large visible daily agenda and class schedule must be posted at the front of the classroom on or near the right side of the whiteboard.

Textbooks/Instructional Devices

Textbooks/instructional devices for academic use will be checked out to students; teacher discretion on checkout format may vary and will be decided in consultation with the media specialist. All textbooks/instructional devices that are checked out directly to the teacher must be accounted for as part of teacher checkout. In the case of lost, stolen or damaged books/instructional devices, the teacher must provide a letter of explanation regarding the status of damaged or missing materials. *District Board Policy will apply in cases of damaged or lost/stolen school property; fees and fines will be assessed.*

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. Please refer to Appendix B for specific FERPA information.

504 Plan

It is the policy of Browning Public Schools District #9 to be in compliance with the Section 504 of the Rehabilitation Act of 1973 which states:
"No otherwise qualified individual with handicaps in the United States …shall solely for the reasons of her/his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under any program or activity conducted by any Executive agency or by the United States Postal Service" (29 USC 794)
Section 504 of the Rehabilitation Act was adopted by Congress in 1973 and predates the civil right legislation most educators are most familiar with, the Individual with Disabilities Education Act (IDEA). For many years Section 504's main focus has been in the area of employment for individuals' handicaps and for members of minorities. However, the Office for Civil Rights (OCR), charged with enforcement of Section 504, has become active in the field of education of handicapped individuals. Advocacy organizations and the legal system have focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities.

Included in the U.S. Department of Education regulations for Section 504 is the requirement that handicapped students be provided with a free appropriate public education in the least restrictive environment. These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States.
Section 504 is broader reaching legislation than IDEA and prohibits discrimination against handicapped persons, including parents, students, and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds.
Browning Public School District #9 receives Federal financial assistance and therefore must comply with provisions of this act. To be in compliance with this act, Browning Public School District #9 must:

1. Not discriminate against qualified handicapped persons in all aspects of school district employment solely on the basis of handicap.
2. Ensure that facilities, programs, and activities of a school district are accessible, useable and open to qualified handicapped persons.
3. Ensure a free appropriate public education is provided each qualified handicapped person at the elementary and secondary levels, including non-academic services and activities.

4. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education or day care program or activity or any adult education or vocational program or activities offered by a school district.
5. Provide each qualified handicapped person the same health welfare or other social services as the school district provides other persons.

Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.
The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who:

- Is lacking a regular, fixed and adequate nighttime residence (substandard housing).
- Is sharing housing due to economic struggles (double-up).
- Is living in a shelter, hotel or motel.
- Is living in a public place not designed for sleeping (cars, parks).
- Is an unaccompanied youth, a child or youth awaiting foster care placement.
- Is a child or youth placed in foster care.
- Is a child or youth abandoned in a hospital.
- Is a migrant child who qualifies under any of the above.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure.
(Reference: Policy # 3125)

Participating in Child Study Teams (CST/IEP)

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student's needs. Classroom teachers are generally the individuals in the school setting who are most likely to know the child best and have the strongest working relationship with the child. Classroom teachers also have specific data regarding the child's performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared with the team. Data will be shared with the CST in order to determine how the child is functioning compared to the child's classroom peers. Classroom data shall also provide a current level of performance for IEP development. Classroom teachers and principals will participate in meetings (except for rare circumstances when the principal will identify a delegate). *Meetings will be scheduled a week in advance and will occur in a timely manner. These meetings should not be scheduled as to interrupt instructional time during the school day.* However, meetings may occasionally need to take place during instructional time and team participants may need to make necessary arrangements to attend the meetings.

Staff Information

Alcohol and Drug Use in the Workplace

No employee of the District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 14300. 11 through 1300.15. The Browning Public Schools has formally adopted a *Zero Tolerance* Policy regarding the use and abuse of alcohol and drugs when working with students. Employee conduct found in violation of this policy will result in termination from employment.
(Reference: Policy #5020, 5110, 5228)

ASSEMBLIES

Students are required to attend all assemblies unless otherwise specified by the administration. Those students who refuse to attend the assembly are to be referred to the office.
All staff members are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by a staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

BREAKFAST/LUNCH INFORMATION

Per the negotiated agreements, staff members have duty free lunch times as follows:

- Non-Certified Staff: 30-minute lunch
- Certified Staff: as determined by the negotiated agreement

Breakfast and lunch may be purchased from the lunch counter. Employees may either pay for their meals or charge them and have that amount deducted from their paychecks. Employees are expected to pay for all food consumed. Staff members may eat meals during their lunch period but not at other times during their 8-hour day. Employees are to eat breakfast before 8:00 A.M. There will be **no free meals** provided to any staff member except in the case of special occasions as determined by the building principal. Cost for meals will be made available at the beginning of each school year.
Classified staff members are assigned to supervise the lunch recess and are expected to be in the supervisory areas for the entire lunch period. Certified staff members have a duty-free lunch, but may volunteer to work lunch duty and receive a stipend of $18/hour (pro-rated for the actual amount of time worked during lunch). All certified staff members who volunteer to work lunch duty must commit to the duty for at least one semester.

BUILDING VISITORS/GUESTS

All persons entering Browning schools will be considered visitors if they are not employees based at the facility. The front entrance shall be designated as the official entryway in receiving visitors/guests; all other doors/exits are to be locked during the school day. **All visitors, including staff family members, must enter and exit through the front door.**
Upon entering a District #9 school all persons shall:

- Immediately report to the office staff.
- Identify self and state legal name(s) and nature of business and register on the daily log.
- The office staff will assist immediately or inform the building administration if the matter involves further consultation.
- A temporary identification tag/sticker will be issued. When visitors leave the school, they are to sign out on the register log and surrender their identification badge.

Staff members are considered visitors when they enter other Browning school buildings and must check in and out of the main office.

CERTIFIED AND CLASSIFIED PERSONNEL HOURS

Teachers are to be in school according to the weekly schedule below. Classified and Professional-Technical staff must clock in at each individual's specified time and report to duty at that time, without exception. Certified staff must clock in by 8:00 a.m. and be available in the classroom, except when on hall or outside duty. Teachers must be posted outside of their classroom doors in the hallway before the bell rings to greet students each morning. This practice is vital to starting the students off each day in a positive, structured manner. The building is open to students from 8:00 a.m. to 4:00 p.m., or later as needed due to after-school activities.

WEEKLY SCHEDULE

- Monday 8:00 a.m. - 4:00 p.m. -
- Tuesday 8:00 a.m. – 4:00 p.m.
- Wednesday 8:00 a.m. – 5:00 p.m. - Extended Day Professional Development
- Thursday 8:00 a.m. – 4:00 p.m.
- Friday 8:00 a.m. – 3:00 p.m. – Early Out

Staff meetings will be scheduled by the principal on a weekly basis.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff members are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the building principal.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.
Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

CHILD ABUSE AND NEGLECT

Browning Public Schools' Board of Trustees is committed to contributing to child safety and protecting children from harm. To this end, professionals working with children (teachers, administrators, all staff) are responsible and liable for reporting suspected abuse/neglect (Montana Code Annotated 41-3-201, 1979).
41-3-201, MCA. States:
All school employees and professionals who work with children, when they know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the Department of Public Health and Human Services, Child and Family Services Division's
MONTANA'S STATEWIDE TOLL-FREE CHILD ABUSE HOTLINE, (1-866-820-5427)

- Notification of the report of suspected abuse/neglect to the reporting employee's immediate supervisor and the District's Child Protection Team representative is recommended, but not required by law.
- If immediate danger to the child is suspected, call the police department (338-4000).
- If physical signs are apparent or sexual abuse is suggested refer to the school nurse or other medical practitioner immediately.
- The documentation of suspected abuse or neglect should include the following information: observations, conversations, background information, which will include dates and descriptions of instances; the names and addresses of pertinent people involved (e.g. family members, witnesses, etc.) and a signature of the reporting individual.
- Children may be interviewed in the school site by the Federal, State or Tribal officer conducting the investigation of abuse without parent notification of the interview. If considered appropriate by the investigating individual, school staff may attend and participate in the interview of the child.
- **41-3-203, MCA. Immunity from liability**: "Persons in the state of Montana who report suspected child abuse and neglect in good faith are immune from civil liability and/or criminal penalty."
- **41-3-207, MCA. Penalty for Failure to Report**.
  (1) Any person, official, or institution required by law to report known or suspected child abuse or neglect who fails to do so or who prevents another person from reasonably doing so is civilly liable for the damages proximately caused by such failure or prevention.
  (2) Any person or official required by law to report known or suspected child abuse or neglect who purposely or knowingly fails to report known child abuse or neglect or purposely or knowingly prevents another person from doing so is guilty of a misdemeanor.

(Reference: Policy # 2760 and MCA 41-3-101)

Classroom Phones, Cellular Phones, E-Mail, and Fax

Staff may not make or receive calls in the classroom during scheduled instructional time except in cases of extreme emergency. Messages will be taken at the office and be made available to the staff member by the end of the day. Teachers are free to use the classroom phones for local calls. The calls must be school related and occur during their prep or lunch time. Teachers wishing to place long distance calls for school business will go through the office. Any other calls will require the use of a calling card. Use of the fax machine is for school business only. All faxes go through the office manager/secretary. A charge of $1.00/page will be charged for anyone wishing to fax private documents.
Students must never be permitted to use a phone (classroom phone or cell phone) in the classroom. Staff members who allow students to use a phone in their classroom or during school hours will receive appropriate disciplinary consequences.

Cell phones shall be silenced and used only during break times for staff. Student cell phones are not allowed for use during the instructional school day and should be turned off upon entering the building. They are not to be taken into the locker rooms and restrooms. These devices may be confiscated and the duration decided on by the administration, and other disciplinary actions may apply. Any staff member using a phone during instructional time or while supervising students will be reprimanded and the staff discipline procedure will be followed. (Reference: Policy #5630)

Classroom Security

When leaving your classroom or work area during the school day and at the end of the day, staff should lock the door leading to the hallway, and assure that windows and outside doors are locked. The District is not responsible for any personal items that may be lost or stolen. The District encourages all staff members to keep valuable items at home or locked. The District is not responsible for any vandalism. The District encourages all staff members to have personal and/or auto insurance to cover damages.

Club Advisors/Sponsors

At the beginning of each school year, all club advisors/sponsors will submit the organization's goals for the school year to the principal or activities director for approval. At the end of each month, the advisor will provide meeting agendas, sign-in rosters, and a progress summary report. The principal or activities director will provide the documentation to the personnel office for final advisor payment.
Club/Activity sponsors are responsible for supervision of students at all times. Sponsors must not leave until all students have been picked up by appropriate parent/guardian.

Community Use of District Building

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the Facilities department at 338-2715 for more information.

Use of Personal Vehicles for District Business

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from their direct supervisor.

Complaints

Student/Parent Complaints

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.
If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700.
When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.
All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal/immediate supervisor for informal discussion and resolution.
If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.
This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.
(Reference: Policy #1700)

Computer/Technology use

All staff (including teachers, teacher assistants, specialists, and secretaries) may not use computers for personal reasons (e-mail, internet, games, etc.) during scheduled instructional or duty time. Computers should only be used during class for instructional purposes related to the scheduled daily lesson.

Electronic Communication

The Browning School District uses electronic resources as powerful and compelling educational tools. While social networking websites, texting, and the like can offer learning opportunities, problems and dangers may result from the use of this technology. The widespread popularity of these technologies has created potential liabilities for educators.
By maintaining professional standards of behavior, potential liabilities may be mitigated. The Professional Educators of Montana Code of Ethics requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.
District staff is advised and expected to maintain professional relationships with students. Staff is further reminded that the same types of relationships, exchanges, interactions, or behavior that would be unacceptable in a non-technological medium are unacceptable in a technological medium, in or out of school. Due to the vastly increased potential audience and the potential blurring of the professional relationship in digital communication, extra caution must be exercised by staff. Violation of professional standards may result in disciplinary action up to and including termination, discharge or nonrenewal of the contract of employment.
(Reference policy #5460)

Use of District E-mail and Technology

Browning Public Schools e-mail accounts (G-Mail) are provided by the District for professional use. Your school email use will be monitored by the administration, including monitoring of any personal emails that you send or receive on your account. There is no expectation of privacy when using District email or District technology, on or off school property.
When an employee permanently leaves the district, e-mail access will be ended and the employee's email account will be deleted on the last day of employment.

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.
Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.
All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.
The viewing of movies is allowable only as direct instruction. Movies must be directly related to the curriculum and approved by the principal prior to the viewing. All movies must be age-appropriate, and "R" or more strongly rated movies are not allowed. See the library media specialist for more specific copyright information.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

DISTRICT POLICIES, MASTER CONTRACT, AND LABOR AGREEMENT

The District Policy Manual is available for check out from the building principal and is posted on the district website. The Certified Master Contract and Classified Negotiated Labor Agreement are available from the building union representatives and on the school website. Staff members are responsible for becoming familiar with district policies as well as the guidelines within the negotiated agreements.

EMERGENCY CLOSURES

If a weather or other emergency occurs, and/or all roads are closed by 7:00 A.M. by the Montana Highway Patrol and B.I.A. Roads Department, schools will close. Announcements will be made on 96.7 FM - KZIN, 1150 AM - KSEN: 560 AM- KMON; KBWG (Thunder Radio) 107.5, Local TV and KFBB, email, automated phone/text system and the District Facebook page. The District will attempt to make up the missed day on the following Saturday or add the day to the end of the school year. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Each staff member shall assure that their personal contact information is updated on the school phone tree.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan, including detailed staff responsibilities in the event of emergencies such as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, and illness or injury of a student or staff member.
Copies of the emergency procedures plan will be available in the office. (Reference: Policy #8301)

FIELD TRIPS

It is sometimes advantageous to go on field trips in order to provide for concrete experience and an extension of the classroom for our students. Preplanning should include prior discussion with the students in areas of safety, proper behavior, and other expectations. Our community has many resources for the study of history, government, economics, etc. The more our schools are involved in the study of our community, the more effective our schools can be serving the needs of our youth.

- All field trips desired must be submitted prior to the end of September for consideration and approval for the entire year.
- Upon approval, a yearlong trip sheet will be made available to the director of transportation for their records. It is advised to consult with the principal and/or transportation director if there are any changes or adjustments.

- Parental consent forms should be on file with emergency numbers and other vital information. The information on the consent forms should be verified with the school secretary prior to taking the trip. Eating accommodations should be made well in advance to the principal and director of food services.
- All names of the students going on the trip must be submitted to the school nurse at least a week before the trip is to take place so she can plan for administering of medication during the trip.
- School funding is a factor in many cases and may not be available to accommodate all requested field trips.
- Staff members, including the bus driver, are not allowed to bring their children on any school field trip.
- Without prior approval of the administrator, staff members are required to ride the bus to and from the destination with students.
- Parent chaperones are welcome, but their children, other than the student involved in the field trip, are not allowed to attend. Unless the parents are school district employees, they must never be left alone with children other than their own.
- Students must travel to and from the event on transportation provided by the school district. Exceptions are made when parents provide a written request and receive prior approval to transport their students after the event/activity.
- In the event that an unforeseen emergency happens while on field/sports trips, staff members shall follow specified protocol for handling these emergencies in accordance with the Browning Public Schools **"Emergency Procedures Checklist:" Basic Emergency Response** and **Injury** sections. (Reference: Policy #3700, 8132)

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his or her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

GRIEVANCES

Refer to applicable provisions of certified and/or classified negotiated agreements, or board policy, as appropriate.

GUEST SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time, and nature of the presentation whenever such use is planned.

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. Teachers must remain in the classroom whenever a guest speaker is present.

HEALTH INFORMATION

A school nurse is available to students during school hours. If a child becomes ill during the day the nurse examines the child and determines if the parent should be notified and the child be sent home. Staff members shall not send an ill student to the office without the student first seeing the nurse. The nurse's schedule will be posted in the office as well as the nurse's office. All accidents that happen during the school day must be reported to the office and the nurse. The nurse maintains a health record for each student in the building with parent cooperation. Guidelines for giving medication to students during the school day are below.

Administration of Medication

Montana state law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. In compliance with State Statute, the Board of Education directs the following protocol to be followed:

At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate to two to three school personnel the administration of student medication. The school nurse will conduct a training session with the delegates for the purpose of providing procedural information on medication administration. This training will include a detailed review of the school medication policy and regulation.

When a student/parent presents with a medication order, the delegate will contact the school nurse to review the prescription, dosage, and scheduling and potential side effects. The school nurse will initiate a supervisory visit on a regular basis or as needed to evaluate the process of delegation of administration of medication and assess the therapeutic outcome of the prescriptive process. Documentation of all results shall be recorded in the individual client file. Documentation will be maintained on all training sessions and supervision.

Accidents

If you or any staff members are injured on the job, report it to the principal as soon as possible and fill out a Report of First Injury form to turn into the principal and business office. This form is available in the office. The accident report form is necessary for Workman's Compensation and the district's insurance to handle any claims properly. Paperwork must be filled out within 24 hours of the accident in order for the claim to be processed.

Student Accident Reports

If a staff member witnesses a student accident, or if a student reports an accident to a staff member, it is the responsibility of the staff member to fill out an accident report form and Proof of Claim form. Accident report forms are available from the school nurse or the front office. The forms must be filled out and returned to the school nurse as quickly as possible.

Communicable Disease/Blood borne Pathogens/Infection Control Procedures

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection. All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

Keys and Alarm Codes

Each staff member is issued a ID/name badge that allows access to the front door near the office and a key to his or her classroom/work areas. ID/name badge is to be worn at all times while on duty. Security of the building is primary. A teacher should be the only person to use his or her keys or alarm code, without exception. When the key is signed for at the beginning of the school year, the staff member is responsible for that key until it is checked in at the end of the school year. Any lost or stolen key (s) will be charged to the responsible staff member for the cost of replacement. **Students must never be given access to staff keys. Keys and ID/name badges must be turned in upon termination or resignation of employment.**

An alarm code is also issued at the beginning of the school year. When a staff member enters the building after hours, the code must be entered within 30 seconds. If the alarm sounds before the code is entered, the staff member must enter the code to disarm the alarm. Then a call must be made to Interstate Alarm at 1-(800)-344-4546 (*follow calling instructions*) to notify them that a district employee triggered and reset the alarm, or the police will be dispatched to the building. It is also recommended that the staff member call the Law Enforcement Office at 338-4000 immediately. (Please! DO NOT CALL 911).

Inventory

Each teacher will be responsible for keeping an inventory of all furniture, technology, and books used in his or her classroom or workspace. Inventory lists will be turned in as part of the check-out procedures at the end of each school year.

Maintenance Service

Although custodians are in the school throughout the day, it is the responsibility of all staff and students to keep the school clean. In a collaborative effort and as part of normal everyday cleaning, each class will pick up the paper on the floor in the classroom, place chairs on desks, and leave the room in an orderly fashion before the custodian enters the room to clean. Teachers should ensure that students tidy the room following special projects that involve paint, glue, paper projects, etc. STUDENTS SHOULD NOT BE ALLOWED TO USE ANY CLEANING SOLVENTS. When cleaning, staff should exercise care and follow safety guidelines with cleaning products.
Request for special cleaning or problems should be made through the office in writing.
In case of emergency, call or send a student to the office.

Moving Class/Holding Class Outdoors

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change. As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms.
From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

Participating in Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.
Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.
On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.
Staff members are prohibited from using any District facilities, supplies, technology, time, or equipment for purposes of political activities.

Payroll

Employees with payroll concerns or questions should visit with their supervisors in regard to the concerns. The employee may then contact the payroll department if additional information is needed.

Personnel Records

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.
All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.
All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his or her personnel file on any day the personnel office is open for business;
- Others designated in writing by the employee;

- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- The superintendent and members of the central administrative staff;
- District administrators and supervisors who currently or prospectively supervise the employee;
- Employees of the personnel office;
- Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his or her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.
In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.
Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes the district to do so.
The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

- Disclosure of information is upon the request of the prospective employer; or
- Disclosure of information is upon the request of the former staff member;
- The information is related to job performance;
- The disclosure is presumed to be in good faith.

The District will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

Smoking and Tobacco Use

In accordance with the NCLB Act and Montana Tobacco Free Schools and Clean Indoor Air Act 2005, all forms of tobacco use are not permitted on school grounds/property as defined in the Acts.
(Reference: Policy #5190)

Staff Evaluation

Evaluation of Certified staff will take place throughout the entire year. Non-tenured staff members are formally evaluated prior to the end of November and prior to the end of February. Tenured staff receives a formal evaluation prior to the end of March. Evaluation will be based on the district assessment tool, individual teacher's goals for the year and progression with those goals, improvement in student achievement for all students in the classroom, and overall effectiveness of the teaching and learning environment. Classified staff will be evaluated once before the end of each school year.

Staff Meetings/Wednesday Professional Development

Attendance at staff meetings and Wednesday Professional Development is mandatory. Sign in sheets will be utilized to verify employee attendance. Leave must be taken if employees do not attend the meetings.
Weekly staff meetings are scheduled by the building principal to meet the needs of each individual building. Sign-in sheets will be utilized during these meetings. Requests for agenda items should be submitted in writing to the principal. The principal will determine which items will be placed on the agenda.
During staff meetings and professional development, it is expected that staff members will respect the presenter through giving him/her their full attention. Do not bring homework, cell phones, or other items that will distract from the presentation.

Supplies

In the spring of each year, inventory of textbooks and supplies necessary for the following school year should be requisitioned as part of the building budgeting process. The new supplies will arrive in the fall of the year in order to for each teacher to be prepared for the first day of school.

Teaching About Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.
However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.
Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Volunteers

School District #9 welcomes and encourages volunteers in the school setting. However, we also place the highest of priorities on the safety and well-being of our students and staff members. Adult volunteers in a school setting are governed by a number of school board policies. BPS Policy # 5121 – Scope of Personnel Policies and #5122 – Fingerprints and Criminal Background Investigations are the policies that govern volunteerism in the schools. When Policy #5122 does not apply, the volunteer must be accompanied by the classroom teacher at all times. The teacher does not leave the volunteer alone to supervise students.
Every building administrator must approve a teacher's request for a volunteer. Teachers are highly encouraged to utilize the Board approved consultant list when seeking cultural consultants for their classroom.

Video Surveillance

The Board authorizes the use of video cameras, which may include audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.
The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur in District property. Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
Video recordings may become a part of student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (Reference: Policy #3235)

APPENDIX A – ASBESTOS NOTICE

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the Asbestos-Containing Materials in Schools Rule §§ 763.84© and 763.93(g) (4)

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material* (*ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule,* each Browning school had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s) Floor *tile – Kitchen, hallway and storage room.*

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans shows that there is floor tile that has ACBM but no threat is there for the staff or students. This tile is kept sealed and waxed.* These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future, including replacing or repairing tile as needed. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Leslie Munro, Director of Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203. (Reference: Policy # 9350)

APPENDIX B – FERPA NOTICE

Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

   You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

00NCLB-I3 (Rev. 02/10 US)

© 2010 TransACT Communications, Inc.

APPENDIX C: STAFF ACCEPTABLE USE POLICY

Browning Public Schools
Policy: *Staff Acceptable Use of Technology Agreement*
Regulation: #5460F

At Browning School District #9, we believe that technology is a powerful tool to enhance learning, enabling students and staff 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 device for school purposes while employed 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

_____
Staff member's name (printed)

This declaration must be reviewed and signed by the staff member in order to use *school technology* (including computers, cameras, tablet devices i.e. iPads, etc.) while on or off campus or to use their own *personal electronic devices* while on campus.

Section A: Staff Member Declaration
As a staff member of Browning School District #9, I value having access to technology to support my teaching or support position. 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 any information protected under FERPA or other laws and regulations.
- I will take full responsibility for, and respectfully use, the technology available to me in the district. For example, this means I will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, tablet device, etc.) while in district, whether it belongs to the district, another staff member, a 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(s) that depicts this material and report it to the technology director or their designee.
- I understand that personnel from District Technology have access to information about every web page I visit and files I create on school computers. I further understand that all e-mail communications are archived for an indefinite period of time as well as the district may utilize various electronic monitoring devices and/or software. I am aware that this information may be monitored and viewed by appropriate district personnel for any reason. 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 further understand that I will make no attempt to circumvent the district's filtering or monitoring solutions.
- 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 district technology and the copyright holder grants permission or proper licensing has been secured.

- 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 a student or another staff member. 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 or laws 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 students or other staff members.
- I understand the use of district technology resources for purposes of personal gain (i.e running a business) or for the promotion and/or support of individuals running for political office are prohibited.

Section B: Staff members bringing their own personal electronic device to school

Staff members in the district 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. When at school, all of the above conditions apply to these staff-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. Appropriate permission will be secured through the building administrator and district technology to make Internet resources available through the district filter on a temporary basis. *This is a condition of the district's e-rate application and jeopardizes a significant funding source to the district should the district be found to provide non-filtered access to students and/or staff.*
- The device I am using will have virus protection software that is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) and streaming software services on my device while connected to the school network.
- 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 district 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 another staff member or student that they are not responsible for the loss, theft or damage of my device.
- I understand that personnel from District/School Administration may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of district rules or law 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 staff members device is connected to the school network correctly, etc. The staff member further agrees to provide appropriate passwords or log into devices to assist in this section.
- I will follow standards of professional conduct in the use of audio/video recording devices in school.

Browning School District No. 9
Acceptable Use of Technology Agreement and Staff Member 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 may have my school district network and/or school computer privileges revoked either temporarily or permanently. It is my responsibility as a staff member to meet all conditions of my employment in the event of a revocation of network privileges. I understand that there may be other disciplinary consequences if there has been a breach of school rules, district policies or laws up to and including suspension and/or termination of my employment with Browning School District 9.

_____ _____
Staff member signature Date

Notes:
[1] A personal electronic device includes any of the following that is owned by the staff member: laptop computer, netbook, smart phones, 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 I will not be allowed computer or Internet access at Browning Public Schools. I will be responsible to find alternative means to satisfactorily perform the duties of my position.

_____ _____
Staff member signature Date

Adopted on: 6/26/13
Revised on:

Napi Elementary Staff Handbook Addendum

Office

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

Record Keeping

All staff members are expected to meet set deadlines in regard 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 8:15A.M. daily.
- PDSAs: 1) ELA Small Group; 2) ELA Intervention; 3) Math Small Group

These items require weekly record keeping:

- Infinite Campus Gradebook—grades are to be entered weekly/Parents have daily access to their student's information.
- Program Assessment Data

These items require monthly recording keeping:

- ISIP Goal Setting & Testing
- STAR Math Goal Setting & Testing

These items are required per established dates:

- Grades—Midterms and Report Cards will be printed and mailed quarterly.
- Pre and post assessment data.

Professional Binders

It is the responsibility of the staff member to submit required documents per established dates into their professional binders. Once documents are submitted, staff members are to initial the cover page. Professional binders will remain in the office.

These items are to be submitted into your binder weekly:

- OLWEUS Classroom Meeting logs. Please only use the formatted document that is provided in the Google Drive.
- Lesson Plans

These items are to be submitted into your binder monthly:

- Newsletters

- Parent Contacts—2 per student per month and a minimum of one monthly newsletter. There should be two positives to every one negative parent contact. A parent contact format has been established and will be required.

These items are submitted per the following dates:

- Staff Signature pages—due by August 30th
- Student Signature pages—due by September 6th. Place signature pages in Professional Binder with a roster attached indicating submitted signature pages. Please provide the date that a handbook was provided to students who have not returned a signed signature page.
- Video Reflections---by established deadlines
- Professional Goals--Please complete and print a hard copy and place in your Professional Binder by September 20th.

Please do not turn these items into the office. It is the responsibility of the staff member to ensure documents are placed in their Professional binder and have been signed off.

Sub Lesson Plans

It is a mandatory that sub lesson plans be available daily in case of an emergency and comply with school format. If you have scheduled leave, it is mandatory to leave detailed instructions for the dates you will be out of the classroom.

Data 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

Teachers will be provided a set amount of printing per month. Staff are only to print while present in the staff lounge, to ensure that paper isn't wasted and that you receive your printing. Excessive waste and printing is irresponsible. Printing that requires more than 10 copies needs to be sent to copy center. It is imperative that all printing is completed prior to instruction, as students are not to be sent to the office to request copies or to the staff lounge to pick up copies.

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 are 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.

Birthday Parties/Celebrations

Birthday celebrations will be at the discretion of the teacher. However, the expectation is instructional time will not be lost. Snacks only will be allowed. Beverages other than water will not 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 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 content is appropriate.

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 just prior to the bell and greeting 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 Chromebooks

While students are using Chromebooks, the teacher must be up and supervising their usage. If a monitoring tool is available, the teacher is expected to use it. This ensures that students are not using this electronic device in a manner that doesn't support the educational learning goals. Use of chrome books should be limited and not used as an incentive, unless approved by principals. Chromebook carts are to remain locked when the teacher is absent or 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 Chromebooks.

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 on a daily basis. 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 8:15 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 8:15A.M. becomes a habitual practice, discipline action may take place.

Rosters

Teachers are responsible for ensuring that class rosters are correct. Teachers are to notify Mrs. Bird Rattler and Principals, via email, immediately with any changes and follow up in a timely manner to ensure necessary changes are made. Please inform Instructional Coaches via email when new students are added to the 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 organization 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 proficient and/or distinguished in each domain. Professional goals will be identified that support continued professional growth in these domains.

Classroom Bulletin Boards

Bulletin boards are to reflect the learning objectives of the classroom and the school. Apply the EPAS system to classroom bulletin boards, as they are an extension of student learning.

Wednesday Professional Development

Meetings will start at 3:30 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 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 that are involved in extra-curricular activities are to refrain from scheduling these responsibilities during professional development hours.

Social Media

Teachers are to refrain from accessing social media sites during instruction and plan 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.

Leave Slips (Subject to change pending implementation of electronic leave request system.)

1. It is the responsibility of the staff to ensure leave slips are completed before the leave is taken per contract agreements. If leave is unscheduled as a result of illness or emergency, please complete a leave slip immediately after returning to work. 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 complete leave slips in a timely manner 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 your available amount of leave.

When calling-in, a specific time must be identified that you are to report to work. If this time changes, it is the responsibility of the staff member to inform the principals, prior to this time lapsing.

Grading

75%---Daily attendance, classwork and participation
25%---Formal assessments

Specialist will only award points for days that class is in session. Due to the rotation of these classes, each specialist is expected to inform students and parents that have failing grades as soon as possible.

Honor Roll

3.0% GPA or higher
4.0% GPA High Honor Roll

Awards

Quarterly awards for honor roll, attendance (no more than one absent a quarter), behavior (no referrals), and Student of the Quarter need to be provided. It is the responsibility of the teacher to ensure 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.**

Appropriate Dress & Friday Casual Wear

Monday thru Thursday, office and certified staff are expected to wear professional dress attire. Fridays', all staff are required to 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 principal's for approval.

Requisitions

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

MBI Universals

Posters with the MBI 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 MBI universals.

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.

"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 that is making you feel unsafe.

School wide Behavior Management & MBI Universals

Teachers are expected to effectively implement the school wide behavior management plan and MBI 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 whom reach Step 4 of the school wide classroom behavior management plan. The school wide discipline plan is as follows:

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

Consequences

1. Warning: Student's name written in behavior log
2. Calming Time & Refocusing in classroom
3. Self-Reflection Room: Minimum of 15 minutes and parent contact
4. Noon Detention: Assigning teacher will email the student's name and reason to staff member doing lunch detention.
5. Referral: Documentation of Time-Out, Calming Room, Parent Contact, and Noon Detention slip

***Teachers are required to contact parents prior to step 5. Parents may be contacted on step 1 or 2, depending on the circumstances.

Severe Clause

1. **Fighting: Fighting is defined as making contact with another student (punching, slapping, kicking etc) regardless of which student started the fight, and will not be considered a form of self-defense, and will require disciplinary action. Reasonable forms of self-defense like blocking a punch will not require disciplinary action.**
2. Anything that poses a threat or is extremely unsafe to yourself or others
3. Profanity
4. Bullying
5. Disruption of the classroom that requires office staff to remove the student
6. Students who have progressed through all 5 steps of the behavior plan in the classroom

Napi Administrative Support Plan

Parents may have the option of shadowing their child for the scheduled days of ISS and/or 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.

Steps	Severe
Step #1 Principal conference with student 1 Day of ISS Lunch Detention Parent Contact--optional	Severe # 1 Principal conference with student 2 Days of ISS starting at 11:00* *Start time at Principal's discretion Parent Contact
Step #2 Principal conference with student 2 Days of ISS Lunch Detention Parent Contact--optional	Severe # 2 Principal conference with student 3 Days of ISS starting at 11:00* *Start time at Principal's discretion Parent Contact
Step # 3 Principal conference with student 3 Days of ISS Lunch Detention Parent Contact--optional	Severe # 3 Principal conference with student 3 Full days of ISS Parent Contact
Step # 4 Principal conference with student 4 Days of ISS Lunch Detention Parent Contact--optional	Severe # 4 Principal conference with student 3 Full days of ISS Parent Contact
Progress to Severe # 1	Progress to Extreme #1

***Behavior Intervention Strategies will be taught in ISS Daily**

Extreme

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.**

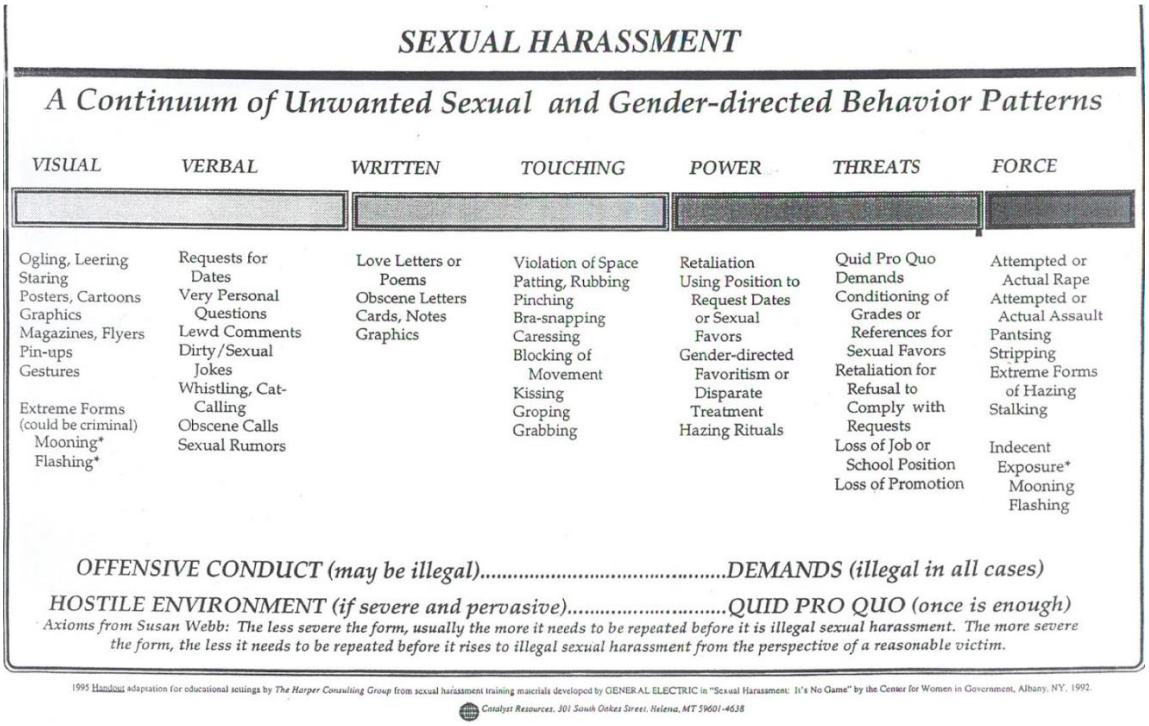
Extreme #1 Parent contact with copy of the referral 1 full day OSS and 1 day of ISS Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 2 classes of one on one behavior interventions with counselor
Extreme #2 Parent contact with copy of the referral 2 full days OSS and 2 days of ISS Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 3 classes of one on one behavior interventions with counselor
Extreme #3 Parent contact with copy of the referral 3 full days OSS and 2 Full days of ISS Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 3 classes of one on one behavior interventions with counselor

Extreme #4 Parent contact with 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 classes of one on one behavior interventions with counselor
Extreme #5 Parent contact with copy of the referral Up to 10 full days of OSS Re-entry meeting with team (homeroom teacher, the person who wrote the referral, counselor, administrator, parent, and student) Student may be placed on an alternate schedule. 5 classes of one on one behavior interventions with counselor

Students who continue to receive behavior referrals after they have reached Extreme level #5 may be suspended from school for up to 10 days, placed on an alternative schedule, or may be recommended for expulsion.

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 occassionally 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. 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.



Multi-Tiered System of Supports (MTSS)---MBI

Napi Elementary is an MBI School. MBI refers to the application of positive interventions and system changes to achieve socially important behavior change. In Montana, MBI is transitioning to MTSS or a Multi-Tiered System of Supports for behavior and academics. 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 Olweus and Second Step curriculums are implemented, both of which are evidence-based. Tiered support for social-emotional learning is provided by School Counselors, Good Medicine, and Alta-care on our campus.

	SCHOOL WIDE	HALLWAY	CAFETERIA	PLAYGROUND	ASSEMBLY	EMERGENCY PROCEDURE
N NAPI EAGLES ARE SAFE		✓ Walk in a single line. ✓ Watch where you are going.	❖ Walk quietly & sit first. ❖ Exit peacefully.	Be aware of others' personal space Stay in the boundaries.	• Enter & exit in an orderly manner.	▪ Walk Quietly ▪ Stay in class line
A ALWAYS ARE RESPECTFUL	➢ Keep our school clean	✓ Walk on the right side. ✓ Stop at corners.	❖ Use manners in line. ❖ Clean up after yourself.	Be kind to students and staff. Line up when & where expected.	• Respect the people around you. • Applaud appropriately.	▪ Remain calm ▪ Stay with class
P PARTICIPATE IN THEIR EDUCATION	➢ Come to class prepared ➢ Follow directions	✓ Move quietly to avoid disrupting classes.	❖ Follow directions given by adults.	Follow the rules of the given game. Show sportsmanship.	• ACTIVE LISTENING	▪ Follow directions ▪ Listen to adults
I INSPIRE & INCLUDE OTHERS	➢ Be helpful to all students.	✓ Lead by example.	❖ Be kind to the people sitting near you. ❖ Converse quietly with people near you.	Include others in all games. Share the equipment.	• Be a good audience. • Stay together as a class.	▪ Make sure everyone in your class is safe.

BROWNING MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
2019-2020

Browning Public Schools

Browning Middle School

900 South Piegan Street

P.O. BOX 789

Browning, MT 59417

Phone: 406-338-2725 Fax: 406-338-5320

Student/Parent Handbook Receipt 2019-2020

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

Parent's or Guardian's Name:

_____

Parent or Guardian's Signature:

_____

Date:_____

Student's Name:

_____

Student's Signature:

_____

Date:_____

Browning Middle School Student-Parent-Teacher Compact

- We expect students and adults to treat each other respectfully.
- We expect students and adults to show up every day, ready to learn and teach.
- We expect students and adults to disagree respectfully.
- We expect students and adults to problem solve respectfully and ask for assistance, from a neutral party, as needed.
- We expect students and adults to be treated respectfully, responsibly and in a safe manner that is consistent and just.
- We expect students and adults to communicate with each other when problems arise, promptly and in a positive manner.
- We expect adults to understand that students may not have all of the skills needed, educationally or emotionally, to navigate complex issues. Thus, adults will work with these students to create appropriate solutions and skills.

Student Signature: _____

Parent Signature: _____

Staff Signatures:

_____ _____

_____ _____

_____ _____

_____ _____

3

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Browning Public Schools – a year focused on Standards Based Education resulting in our goal of increased student achievement.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. If you have any unanswered questions please contact us at by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

We encourage your involvement in your child's education and welcome your support throughout the year. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please sign and return the student/parent signature pages to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

The BPS student handbook contains information that student and parents are likely to need during the school year. The Student Handbook is designed in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's policy manual is available in the school office and on the District website. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

TABLE OF CONTENTS

LISTING	PAGE
Handbook Receipt Form	2
School-Parent-Staff Compact	3
Families Welcome	4
Mission Statement/Guiding Principles	7
BMS Staff Listing	8-9
Sookapi Students	10
Quarterly Honors/Awards	10
Honor Roll	11
National Junior Honor Society	11
Book bags/Back packs/Purses	11
Cafeteria and Lunch Recess Expectations	12
Closed Campus	13
Counseling Services	13
Curriculum/Courses Offered	13
AVID (Advancement Via Individual Determination	13
Read 180 and System 44	14
Math 180	14
Physical Education (PE)	14
School Dances	14
Dress Code/Attire Requirements	14
Driving to School	15
Field Trip Expectations	15
Fighting	16
Grades	16
Home/School Coordination	16
Open Gym	17
Recommendation for Retention	17
School Hours/Daily Schedule	17
Skateboards	18
Educational Team	18
Student Store	18
Suspension	19

Transfer From One Class to Another	19
Parent Requesting Student Transfer	19-20
Tutoring	20
Visitors to the School	20
Behavior Management	20
BMS Behavior Management Plan Matrix	21
Tardy Plan/Referrals	21
Tardy Policy	21
Minor Behavior Offense	22
Severe Behavior Offense	23
Extreme Behavior Offense	24
Weapons Offense	24
Assault Offense	25
Extreme Referrals Guide	26
Firearms	26
Out Of School Suspension	26
Re-Entry Meetings	26
OLWEUS Bully Prevention Program	27
Bullying Reporting Process	27
Bullying Consequences	28
Severe Bullying	28
Repeated Bullying	28
Bullying: Parent/Guardian Support	28
Athletics and Activities	29

BMS Mission Statement

"We, the staff of Browning Middle School, commit ourselves to providing Culturally Responsive Teaching that will instill problem solving and critical thinking strategies through a high quality education to produce students with 21st Century skills that will provide students an opportunity to achieve success throughout their life long journey"

BMS Guiding Principles

- We believe in high expectations for all students in their academics, attendance, behavior, and work ethic
- We value the principles and characteristics of the Blackfeet cultural identity and students learning the history and civics of the Blackfeet Reservation
- We take responsibility for increased student achievement and students achieving success in the curriculum and culture simultaneously as they come to know the world around them and work towards self-actualization
- We provide a safe place for all based upon all students taking control of and responsibility for the choices they make
- We offer a curriculum that reflects national, state, and local standards that requires students to think critically, problem solve, and work together using best practices of instruction and distributed leadership
- Students are expected to have a positive attitude and make the choice to become a hardworking, self-motivated, responsible, positive role model who has respect, knows how to be respectful and can show respect at all times.

Browning Middle School Staff

Administration:	Angela M. Heavy Runner, Principal
	Tracey Thomas, Assistant Principal
Office Secretaries:	Edna Pollock, Building Secretary
	Keven Sinclair, Attendance Secretary
Counselors:	Sheila Rutherford, 8th Grade
	Arlan Edwards, 7th Grade
Instructional Coach:	JoAnn Powell
Athletic Director:	Ansel Traynor
Home/School:	Josephine Hall (Attendance)
Dean of Students:	Melinda Juneau
Data Coach:	Violet Sinclair-Boggs
Librarian:	Brenda Kramer
Nurses:	Charlene White Quills & Jodi Sabo
Security:	Chris Crosby
Gear Up:	Melanie Magee & Nathan Stone
Good Medicine:	TBA

Grade Level Teams & Departments

Grade Seven Team

Jodie Goss	Erin Gilham	Elizabeth Coleman
David Ricci	Julie Hayes	Tracy Momberg

Grade Eight Team

Rudy Rivas	Racquel Little Plume	Lori LaPlante
Ansel Traynor	Ron Tucker	Margaret Tailfeathers

Electives and Supplemental Programs

April Jiminez	Robert Bremner	June Matt
Mistyne Hall	Kevin Kicking Woman	Carolyn Zuback
Sharon Tucker	Glenda Eagle Feathers	

Physical Education/Health

Kylie Black	Cody Henderson

Special Education

Teacher-TBA	Teacher-TBA	Shonda Marceau
PCA-TBA		

Teacher Assistants

Robert Juarez	Alicia Raining Bird	Jace Racine	Sara Kuka

Custodial Engineers

Larry Bear Medicine	William Vielle	Steven Gallineaux

Kitchen/Cooks

Carla Trombley	Philip Sure Chief

AWARDS AND HONORS

Sookapi Students

Sookapi students are students that are meeting and exceeding the Browning Middle School's academic, social/emotional, and behavior expectations in all areas of the building. These BMS expectations can be achieved by students making the choice to learn, and then demonstrate, their knowledge by meeting 3 out of 5 basic expectations. These 3 of 5 are: No F's, Excellent Attendance, No Referrals, minimal weekly classroom behavior log documents (3 entries in all classrooms/week), and Honor Roll (if qualifying for HR then student cannot also claim No F's). Students can meet all 5 requirements by making the choice to attain excellence, by being consistent, and by constantly improving.

Sookapi students will be rewarded with the following: lunch recess, wear hats, wear hoods halfway, use of cell phone at lunch recess, good grades, respect, gift cards, gift certificates and other prizes. The Sookapi Students will be identified every Monday by 10:30 a.m. with list being posted in the 7th grade pod, 8th grade pod and in the cafeteria. Sookapi Students will most likely receive an Advancement letter while non-Sookapi Students will most likely receive a Retention Letter. The letter that is earned will then be mailed home 1-3 times a quarter. Students not on the Sookapi Students list will be required to attend mandatory lunch tutoring until they can provide evidence that they can meet 3 of the 5 BMS Sookapi Students expectations.

The non-Sookapi students will report to the Lunch Tutoring Room(s) to work on non-completed, assigned classroom work or behavior packet. Non Sookapi Students must report to the Lunch Tutoring Room(s) with their iPad and binder rather than to the class they have after lunch. Mandatory lunch tutoring will begin at 11:38am for 7th grade and at 12:25pm for 8th grade M-Th. and 11:27am for 7th and 12:04 for 8th on Friday.

Sookapi Students will report immediately to the cafeteria at 11:36am and 12:23pm M-Th. and at 11:25am and 12:02pm on Friday. Sookapi Student Lunch Recess will begin at 11:48am for 7th grade and 12:35pm for 8th grade M-Th. and at 11:37am and 12:14pm on Friday.

Non-Sookapi Students will report to the cafeteria for lunch beginning at 11:58am for 7th grade and 12:45pm for 8th grade M-Th and 11:48am and 12:24pm on Friday. Non-Sookapi Students will also report back to the Lunch Tutoring when finished in the cafeteria.

QUARTERLY HONORS/AWARDS

- Perfect attendance award – Presented on a quarterly basis to those students who have no absences and no tardies (excluding school related and up to three days special circumstances). All students who have perfect attendance for the entire year will receive a major attendance prize at the end of the year.
- Outstanding attendance – At the end of the year, and student who has 98% or better attendance will be recognized with a major attendance prize.
- Excellent attendance award – Presented on a quarterly basis to those students who have been absent or tardy no more than 5% of the time. 10

HONOR ROLL

The Browning Middle School honor roll is published at the end of each quarter. Students who achieve a grade point average (GPA) of

3.0 or higher will be on honor roll. GPA is figured as follows:

A (100-90%) = 4 points

B (89-80%) = 3 points

C (79-70%) = 2 points

D (69-60%) = 1 point

F (59% or below) = 0 points

Students are placed in reading/language arts and math classes based upon individual academic needs. Students may achieve honor roll based upon academic achievement in the intervention classes (Corrective Reading or Corrective Math) although they may not be performing at grade level.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society (NJHS) is a world-wide organization available to students who maintain a high level of academic achievement; however, NJHS is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership, Character, and Citizenship .

The chapter is governed in all matters by the rules, regulations, and Constitution of the National Junior Honor Society. "Membership in the National Junior Honor Society is both an honor and a responsibility. No student has a right to belong to the National Junior Honor Society – it is an honor bestowed by the faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and citizenship" (NJHS Handbook, 1992 edition, p.13).

Students may earn the privilege of applying for membership in the BMS Chapter of National Junior Honor Society by receiving at least a 3.0 grade point average for three consecutive quarters, and by maintaining a behavior record that doesn't include any major (severe) violations of the behavior program. Students will be expected to maintain a 3.0 GPA; any NJHS member who falls below 3.0 GPA or who receives a major (severe) referral may have his/her NJHS membership revoked. Invitations to join and the application process take place in April, after 3rd quarter, with NJHS Induction in May.

NJHS members will be expected to take a leadership role and perform community service as part of their continued membership in National Junior Honor Society.

BOOK BAGS/BACK PACKS/PURSES

Students are asked to carry only necessary books and supplies to classes. All bags/purses will be placed in lockers upon arrival to school and remain there until the end of the school day. School authorities may conduct a search of a student's bag that is based on a reasonable suspicion that the student has in his/her possession any item that he/she is forbidden to possess. Exceptions for students on an approved 504 plan.

CAFETERIA AND LUNCH RECESS EXPECTATIONS

Soda and other sugary drinks are not sold during lunch and students may not bring soda or other sugary drinks from home to drink with their lunch. No other outside food is allowed.

Students should bring anything they need for going outside with them when they go to the lunchroom (jacket, gloves, etc.). Once you enter the lunchroom, you will not be allowed to return to the hallway without an escort. Students will not go out during cold/extreme weather conditions.

CAFETERIA EXPECTATIONS

- Common Courtesy: use Please, Thank You, Excuse Me, etc.Be respectful of others.
- Keep hands, feet and objects to yourself.
- Talk in a quiet, calm voice. Help keep the room volume at a reasonable level.
- Enter the cafeteria and sit at a table. The lunch monitors will release tables one at a time to line up, so wait patiently for permission to leave your table. Once a student has chosen a seat, he/she is to remain in that seat for the entirety of lunch.
- Line up in a single file line and wait quietly to get your lunch.
- No butting in line, saving of seats, or inappropriate language.
- Keep the area around you clean; place garbage in the proper containers.
- Listen to the cafeteria supervisors and follow instructions the first time they are given.
- Cell phone use is prohibited.

LUNCH RECESS EXPECTATIONS AND PROCEDURES

- School equipment use is on a “first come, first serve basis.” Students are personally responsible for any equipment they bring from home.
- Equipment must be returned by the person who checked the equipment out as soon as the signal is given.
- Hanging from the basketball rims or nets is not allowed. Climbing on the fences is not allowed.
- Roughhousing, tackle football, and throwing snowballs are not allowed.
- Leaving school grounds is not allowed unless checked out by an adult on their check-out list.
- Students must get permission from the playground supervisors to enter the building.
- After recess, students will line up quietly in the designated area until released by supervisors.
- Students must use the restrooms in the cafeteria.

LUNCH

- Students are strongly encouraged to eat the lunch provided by the school district.
- If a student has food allergies, please contact the school nurse so that alternatives can be provided by the school lunch program.
- No outside drinks, other than water, will be allowed to be consumed at lunch.

CLOSED CAMPUS

BMS has a closed-campus. This closed-campus time begins when a student arrives at school (whether by bus, private car, or walking), and ends when the school day is over and the student leaves the campus. BMS students may not leave the school unless an adult, who is on their approved checkout list, checks them out. All adults checking out students must do so through the attendance office. For the safety of our students, we will release no student unless the adult picks him/her up at the attendance office.

COUNSELING SERVICES

The school counselor provides guidance services. Our middle school guidance counselors are knowledgeable in the area of the unique developmental stages of the emerging adolescent. The school counselors work with students, parents and staff to address issues related to personal, emotional, and educational topics. Small group and individual counseling sessions are available to all students, Additional services provided by the school counselors include the following:

- Advocating for student needs
- Coordinating response services to school, staff, and student crisis
- Focusing on the skills of an organized and sequential middle school guidance program which includes:
- Understanding of one's self, appreciation of another perspective, wise decision making, and evaluation of one's own behavior and actions.
- Developing transition process for students entering Browning Middle School
- Consulting with staff on student needs
- Providing resources and programs regarding career exploration
- Assisting 8th grade students with high school transition
- Orientating new students and families
- Being a liaison with community programs and services for Browning Middle School students
- Providing crisis intervention, conflict resolution and mediation as needed
- Attending Behavior Solutions meetings and Individual Educational Plan meetings

CURRICULUM/COURSES OFFERED

Math Reading Language Arts Science Social Studies PE/Health Electives Advisory

AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)

AVID is a seventh through twelfth-grade system to prepare students in the academic middle for four-year college eligibility. It has a proven track record in bringing out the best in students, and in closing the achievement gap. AVID stands for Advancement Via Individual Determination.

AVID targets students in the academic middle - B, C, and even D students - who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. AVID pulls these students out of their unchallenging courses and puts them on the college track: acceleration instead of remediation. If you are interested in learning more about AVID, please contact the BMS AVID coordinator.

READ 180 & SYSTEM 44

BMS offers an intervention reading program for our struggling readers. Contact JoAnn Powell if you have any questions about the reading program.

MATH 180

BMS offers two math programs: the core math program and a supplementary math program. The core math program is a curriculum designed for all students in grades 7-8 based on the Montana Common Core Standards. Our core math curriculum is for those students who are above, at, or slightly below grade level in math.

Contact JoAnn Powell if you have any questions on this math program.

PHYSICAL EDUCATION (PE)

Students are required to dress in appropriate clothing for physical education, and are required to actively participate on a daily basis, unless there is medical documentation (including a 504) supporting non-participation from a physician. Food and drink are not permitted on the gym floor.

DANCES

Dances are sponsored by various school organizations during the school year. Dances are subject to school guidelines and may be cancelled without sufficient student interest or appropriate numbers of chaperones. ALL STUDENTS ARE TO BE PICKED UP BY PARENTS 15 minutes after the dance ends. That is the time that supervision ends.

All school dances are governed by the following regulations:

1. Dances are for Browning Middle School students ONLY, and all BMS rules apply.
2. No person will be allowed in the dance if he/she is under the influence of alcohol or drugs, and will law enforcement will be notified.
3. If a student had been to the dance and leaves, he/she is not permitted to return to the dance.
4. Students on OSS will not be allowed to attend the dance.

DRESS CODE/ATTIRE REQUIREMENTS

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Browning Public School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for all school activities. The following guidelines should be followed in determining appropriate school attire:

- Clothing advertising or advocating drugs, alcohol, tobacco use or products, or promoting gang activity, sexual content, obscenity or antisocial behavior is not allowed. Students wearing or displaying offensive messages will be required to change or cover the disputed message.
- Hats may be worn to school and worn during recess, but must be removed upon entering the hallway and left in the locker for the duration of the day.

- Hoods or other headgear may not be worn in school. Students can wear hoods during lunchtime.
- Gang-related apparel, as determined by BMS staff, is not allowed.
- Dresses must be of reasonable length: halter tops, tops without straps, tops baring midriffs or cleavage, short shorts and short skirts are not allowed. Shorts/skirts must be at least as long as the student's fingertips when their arms are flat at their sides.
- Sunglasses are not to be worn unless a certified medical reason is provided and a 504 plan is in place.
- Excessively baggy or saggy pants are not allowed: the waistband of pants should fit at the hipbone. Pants should not be worn so low that the undergarments are visible.
- Trench coats, spiked necklaces, bracelets or wallet chains are not allowed.
- Hickey's are not allowed at BMS. Students with hickey's will be sent home for the day.

Students who are in violation of the dress code will be excluded from class until appropriately dressed for school.

DRIVING TO SCHOOL

It is illegal and against school rules for middle school students to drive to school. Unlicensed, inexperienced drivers pose great risks to the safety of our students. If a BMS student is found to be driving to school, proper law enforcement authorities will be contacted and appropriate school behavioral consequences may apply.

FIELD TRIP EXPECTATIONS

Browning Middle School students are expected to conduct themselves in an orderly and respectful manner whether on school grounds or attending a school-sponsored function or trip off school grounds. Field trips and off-campus school-sponsored activities are a privilege and not a right. As such, Browning Middle School reserves the right to disallow participation in field trips or other travel for those students who have demonstrated inappropriate behavior in the school setting.

Students who receive an extreme referral will not be allowed to attend field trips for the entirety of the school year. Students who receive a severe referral or more than 4 classroom referrals will be put on a probationary period of at least two months in which to prove that they are capable of maintaining appropriate behavior. Field trips will not be allowed for those students during the two-month probationary period. If, at the end of that period, the student has proven his or her sincerity in maintaining appropriate behavior through receiving no additional referrals, he or she will again be eligible to again participate in field trips. If a student on probation receives a referral during the two-month probationary period, his or her two month probationary period starts over and he or she must maintain appropriate behavior for at least two more months before being eligible to attend field trips.

In cases where participation in a field trip is a required part of the student's grade, the student will be provided an alternative assignment and be given the opportunity to earn full credit on the assignment.

Students who do not attend field trips will still be expected to attend school and will be provided alternative required work during the school day.

Individual programs or classes may establish their own behavior expectations for participation in field trips. Those expectations must be approved by the building principal and provided to the parents at least two weeks before the scheduled trip.

FIGHTING

Fighting is a confrontation between two individuals in which each attempts to harm the other. The purposeful instigation of a fight will also be considered fighting for discipline purposes. Watching or recording a fight will also result in appropriate disciplinary consequences.

- In our Discipline Handling Guidelines a first fight will be a Level Severe-2 consequence.
- In our Discipline Handling Guidelines a second fight will follow the discipline plan.
- All fights will be out of school suspended for the remainder of the day in addition to following the comprehensive behavior management plan.
- Three fights and/or instigating of fights may result in a recommendation for expulsion.
- Administration may use principal's option to determine appropriate consequences.

GRADES

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

- At least one student grade per week will be recorded in the grade book.
- All grades will be posted in the grade book as percentages.
- All grading systems are to include points for daily assignments, testing, and attendance
- Midterm grades will be available to students at mid-quarter.
- An incomplete grade is given only in those cases of illness, emergency, or situations prearranged between the teacher and student where it is not possible to complete the term's coursework by the end of a grading period.
- Work must be completed by the date set by the teacher giving the incomplete grade or the grade becomes an "F".
- Grades below a C in core classes may result in a referral to the EducationalTeam.

A =100-90 % B= 89-80 % C =79-70 % D =69-60 % F =59 % Or Below

HOME/SCHOOL COORDINATION

The Home School Coordinator serves as a liaison between families/community members and the District. In addition, this person establishes positive lines of communication and encourages active participation in the academic and social lives of students. The Home School Coordinator also provides the following services:

- Works with the school staff to help students having difficulty
- Contacts parents and students in an effort to help students come to school on a regular basis
- Keeps all information and records confidential
- Makes home visits on a daily basis to help resolve attendance and other issues
- Participates in parent involvement activities
- Arranges for homework to be delivered to sick, homebound, or suspended students.

OPEN GYM

Open gym is subject to all school rules and policies. Open gym is governed by the following regulations:

- Open gym is for Browning Middle School students ONLY, and all BMS rules apply.
- Any and all behaviors will have the same consequence as they would during the school day, in addition to consequences as determined by the open gym coordinator.
- Fighting (or other severe behaviors) during open gym will not only result in a behavior referral to the school administration, but will also result in a 4 months or longer suspension from open gym.
- If a non-BMS student is found at open gym, his/her school will receive notice for disciplinary action.
- Repeated or severe offenses of open gym rules may result in a report to school security and/or law enforcement.

RECOMMENDATION FOR RETENTION

At Browning Middle School, a list of students will be compiled by a grade level counselor and provided to the building administrator to determine the number of students failing at least two major subjects at the end of the first semester. Students at risk of failing four major subjects will be compiled and provided to the building principal. Interventions tied to other services such as summer school, tutorial services, or alternative educational offerings will be considered for each individual child by grade level teams.

Retention will only be considered when in the best interest of the student. Retention rates will consist of no more than 5% of any given class.

SCHOOL HOURS/DAILY SCHEDULE

The school phone number is 338-2725 and the FAX is 338-5320.

Business Hours for the school are from 8:00A.M. until 4:30 P.M. Monday through Thursday and 8:00 am until 3:30 pm on Friday.

The school doors open at 7:30 in the morning and close at 4:00 P.M. Monday through Thursday and 3:00 P.M. on Fridays/early out days. Classes begin at 8:10 A.M. each day. School dismissal is at 3:35 P.M. Monday through Thursday, and 2:30 P.M. on Friday.

Students are asked to leave the building at the end of the last period unless they are participating in a supervised activity. Student will not be allowed in the gym for after school activities until an adult is present to supervise them.

We want all of our students to be safe after school. Please be prompt when picking up your child if he/she is not riding the bus. Your child needs to be picked up by 3:45 P.M. on Mondays through Thursday and by 2:50 P.M. on Fridays. If your student is not picked up, the office personnel will attempt to contact someone on your child's emergency contact list. In the event that we cannot reach anyone, we will call Child Protection Services.

If students are planning on attending tutoring after school, they must report immediately to the tutoring room and remain there until their transportation arrives and then exit the building. Students are not allowed to be in the hallways, classrooms, or gym after school without supervision by a BMS staff member. Students may lose their privilege of attending tutoring if they continually violate this policy.

SKATEBOARDS

Due to the risk of injuring themselves or others, students may not ride their skateboards on school grounds between 7:00 AM and 5:00 PM on school days. If students choose to ride their skateboards to school, they must dismount upon arrival to school property and carry the skateboard across school grounds and into the building. Students must turn their skateboards into the office upon arrival at school and pick them up at the end of the school day.

Skateboards may never be ridden inside the school building.

Students who fail to abide by these rules will lose the privilege of bringing their skateboards on school property.

EDUCATIONAL TEAM

The Educational Team is designed to be a bridge of support between families and the school. The main purpose of the Educational Team is to do everything possible to keep students in school. The Educational Team, and specifically the Intervention Team, has a problem-solving focus based on intervention and creating connections to services for students and their families and exists as part of the BMS Multi-Tiered System of support. The Educational Team is comprised of the intervention team coordinator leader, reading facilitator/school team leader, grade level counselor, home/school coordinator, classroom teacher(s) of the student, administrator, and parents. If you would like support from the Educational Team concerning your child's academic, behavior, or attendance issues, please contact the BMS Administration at 338-2725.

STUDENT STORE

The student store opens from 8:00-8:10 every morning, at lunch, and after school. The student store stocks pens, pencils, other supplies, and nutritious snacks. The store maintains a "no charging" policy. Snacks will only be sold after school.

SUSPENSION

Students receiving OSS (out of school suspension) are not allowed to participate or perform in any school-sponsored activity until completing one full day of their regular schedule following the suspension. Students who are suspended from school are not allowed on any District #9 grounds or at any District #9 activities until they re-enter school.

TRANSFER FROM ONE CLASS TO ANOTHER

BMS administration strongly believes that consistency in a child's schedule and routine contributes to the academic success and mental well-being of the child. Because of the need for consistency, BMS administration discourages transferring students from one class to another except in cases that all other alternatives have been considered and/or exhausted. Students may only be moved for reasons affecting their education, emotional state, and/or safety. Parents and BMS administration, with input from the teacher(s) involved, must agree on whether a move would benefit the child.

BMS has established the following procedure for parents wishing to transfer their child from one classroom to another during the school year.

PARENT REQUESTING STUDENT TRANSFER

Class changes will only be made following these steps:

- Class changes will only take place at the end of each quarter, unless determined to be necessary by administration during the quarter. Changes will only be considered for reasons affecting the student's education, emotional state, and/or safety.

- Before the end of the quarter, the parent must come in and meet with the principal and put the request in writing. The request must include the reason for the needed change.

- Before the change takes place, the child must meet with the principal and/or counselor to discuss the problem and come up with possible solutions. If appropriate for the situation (as determined by the principal), the child will be asked to self-advocate with the people involved in the problem. In other words, the child will need to "speak up" for himself/herself in an attempt to solve the problem. The parent may be present and participate in this process, if desired. The counselor and an administrator will be in the meeting to mediate the process. In an attempt to alleviate the pressure put on the student, the only other staff member present will be the teacher of the class where the problem is occurring.

- At the meeting a solution will be decided upon by the team present. If the solution is to make the class change, the parent may then need to come in and meet with all the teachers whose classes will be affected by the change. Students will only be moved if there is room in the requested classroom, and if the move does not excessively disrupt the student's schedule.

The administrator will make all final decisions regarding the change request. If the parent does not agree with the solution, he/she may meet privately with the principal. If, after that meeting, the parent still is not satisfied, he/she may appeal the decision to the superintendent's office.

THE ADMINISTRATION RESERVES THE RIGHT TO SKIP SOME OR ALL OF THE ABOVE STEPS IN CASES WHERE THE SAFETY OR EMOTIONAL WELL-BEING OF THE STUDENT MAY TAKE PRECEDENCE.

TUTORING

Tutoring is available for any student who would like extra academic assistance, or who needs tutoring hours for eligibility reasons. Tutoring for all academic areas is available at lunch every day through the academic referral process and after school Monday, Tuesday andThursday from 3:30 to 5:00. Mandatory Lunch Tutoring will be available every lunch period.

VISITORS TO THE SCHOOL

BMS students are not permitted to have guests attend class with them throughout the school year. The principal will approve/disapprove circumstances where students may request a visit if they are transferring to BMS. A daily schedule will be created to allow for a visit under these circumstances.

BEHAVIOR MANAGEMENT

The Browning Middle School Behavior Management, Leadership, & Prevention Plan is a positive approach to helping and supporting our students at BMS change their behavior. The plan is based upon the concept that teachers have a right to teach and students have a right to learn and no one has the right to interfere negatively within the learning environment including the teaching or learning process of any individual. Teachers will allow students to make the choice to become hardworking, self-motivated, responsible, positive role models. Teachers will also teach students the importance of having a positive attitude, respect, and how to take control of their education by listening and learning while in school. Students will be expected to make the choice to become hardworking, self-motivated, responsible positive role models on a daily basis. Students will also be expected to learn what respect is, how respect is developed, and how to use the respect they develop for themselves to accomplish the goals that they set for the school year. By working together, teachers and students will learn to be respectful, have respect, and show respect in developing the positive relationships needed for students to understand the relevance of their education and learn as much as possible through the rigor of the curriculum.

BMS BEHAVIOR MANAGEMENT PLAN MATRIX

BMS students are expected to learn how to become young adults by taking responsibility for the choices they make, taking control of their behavior, changing their behavior if needed, and coming to know that rewards and consequences are earned through the positive and negative choices made on a daily basis. As young adults, students must take full responsibility for their choices and actions including: completing all discipline/ISS requirements, self-reporting to parents/guardians any behavioral consequences received, making phone calls to parents/guardians to self-report any

suspension (ISS or OSS), and completing any missed work from class due to removal from class as a result of behavioral choices. As young adults, students must also work with administration to complete all consequences and change behavior.

As young adults, students must allow all school personnel to help and support them in changing their behavior including: following all rules and expectations in the classroom, listening to teachers and asking for help when needed, working with counselors as they help and support any non-academic issues, and listening too and respecting all adults in the building equally. Any non-compliance to the expectation of behaving like a hardworking, self-motivated, responsible, positive young adult will result in disciplinary action including: lunch detention, referral, OSS, or any other appropriate consequence assigned by administration.

TARDY PLAN/REFERRALS

Students are expected to arrive to every class on time every day. Arriving to class after the bell rings will result in the student being marked tardy.

When students are marked tardy, they will receive the following consequences:

1st Tardy- student signs the tardy log

2nd Tardy-student signs the tardy log

3rd Tardy-student signs the tardy log, phone call home and tardy referral

1st referral for tardiness- 1 day of lunch detention

2nd referral for tardiness-2 days of lunch detention

3rd referral for tardiness-3 days of lunch detention

4th referral for tardiness-1 day of Out of School Suspension

*Tardy referrals are documented as Minor Offenses on the behavior management plan.

Tardy Policy

Students who are more than 10 minutes tardy for class will be marked absent for that class. Students who are repeatedly tardy-absent for the first block of class (begins at 8:10) or absent will receive a letter after the 10th tardy-absence and will be referred to Blackfeet Family Court.

MINOR OFFENSE

Students are placed on this level when misbehavior in the classroom has progressed through the steps in the teacher's classroom management plan. This level is for less severe but consistent infractions and also includes but not limited to: Rough-housing, refusing to work, inappropriate use of electronic devices, cheating, plagiarism, tardies.

*Possible Behavior Assessment

1st Offense:_____(date)

_____Conference w/student

_____Parent Contact

_____Administration Option: _____

2nd Offense: _____(date)

_____Conference w/student

_____Parent Contact

_____Lunch Detention _____day(s)

_____Administration Option: _____

3rd Offense: _____(date)

_____Conference w/student

_____Parent Contact

_____Lunch Detention _____day(s)

_____Administration Option: _____

4th Offense: _____(date)

_____Conference w/student

_____Parent Contact

_____Lunch Detention _____day(s)

_____Administration Option: _____

5th Offense: _____(date)

_____Conference w/student

_____Parent Contact

_____Lunch Detention _____day(s)

_____Administration Option: _____

6th Offense: _____(date)

_____Conference w/student

_____Parent Contact

_____Lunch Detention _____day(s)

_____Administration Option: _____

SEVERE OFFENSE

Once students complete the "minor" level or for serious misbehavior - Serious misbehavior includes but **is not limited to:**

-Bullying
-Hazing
-Instigating a fight
-Fighting
-Harassment (any)
-Public Display of Affection
-Profanity (any)
-Tobacco
-Theft
-Vandalism
-Insubordination
-Overt defiance
-Stopping class from functioning

***Possible Behavior Assessment**

1st Offense: _____(date)
_____Conference w/student
_____Parent Contact
_____Contract
_____1 day OSS
_____Letter sent home
_____Administrator Option: _____

2nd Offense: _____(date)
_____Conference w/student
_____Parent Contact
_____Contract Review
_____2 days OSS
_____Conference w/student
_____Letter sent home
_____Administrator Option: _____

3rd Offense: _____(date)
_____Conference w/student
_____Parent Contact
_____Conference w/student
_____Contract Review
_____5 days OSS
_____Letter sent home
_____Administrator Option: _____

4th Offense: _____(date)
_____Conference w/student
_____Parent Contact
_____Conference w/student
_____Contract Review
_____10 day OSS
_____Letter sent home
_____Administrator Option: _____

5th Offense: _____(date)
_____Conference w/student
_____Parent Contact
_____Contract Review
_____(up to) 10 day OSS
_____Letter sent home
_____Behavior Assessment
_____Administrator Option: _____

***Possible Recommendation for Expulsion**

EXTREME OFFENSE

Includes but not limited to:

Alcohol, Drugs, Pulling fire alarm, breaking and entering school property, threat to school, gang activity, vandalism.*Possible Recommendation for Expulsion.

1st Offense:_____(date)

_____Conference w/student
_____Parent Contact
_____5 days OSS
_____Re-entry with team
_____Contract
_____Letter sent home
_____Administrator Option: _____

2nd Offense:_____(date)

_____Conference w/student
_____Parent Contact
_____ (up to) 10 days OSS
_____Re-entry with team
_____Contract
_____Letter sent home
_____Administrator Option: _____

3rd Offense:_____(date)

_____Conference w/student
_____Parent Contact
_____10 days OSS
_____Re-entry with team
_____Contract
_____Letter sent home
_____Administrator Option: _____

WEAPONS

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

1st Offense: _____(date)

_____Notify Police

_____(up to) 10 days OSS
_____Parent Contact
_____Letter sent home
_____Possible recommend Expulsion
_____Administrator Option: _____

ASSAULT

Physical Assault, Verbal Assault, or Written Assault: a threat or attempt to inflict offensive physical contact or bodily harm on a person (as by lifting a fist in a threatening manner) that puts the person in immediate danger of or in apprehension of such harm or contact. A student shall not intentionally cause or attempt to harm or cause injury to any student or school employee.

1st Offense: _____ (date)
_____Notify Police
_____(up to) 10 days OSS
_____Parent Contact
_____Letter sent home
_____Possible recommend Expulsion
_____Assault Contract
_____Administrator Option: _____

2nd Offense: _____(date)
_____Notify Police
_____10 days OSS
_____Parent Contact
_____Letter sent home
_____Possible recommend Expulsion
_____Assault Contract
_____Administrator Option: _____

* Parent Option: In most instances the parent/guardian will have the option of sitting in class with their child instead of having that student serve OSS. The duration will be the same as the consequence. The parent/guardian must be with the student at all times. If the parent leaves, the student will then have the original consequence. This option will not be given for those instances where the child has demonstrated that he or she may be a safety risk to the staff or other students.

*Law Enforcement: Severe defiance, unlawful activity, or causing/involvement in an unsafe situation may result in law enforcement being contacted.

EXTREME REFERRALS

Level Extreme 1 – 5 days OSS plus completion of drug/alcohol education (if applicable)

- First incident of possession of, using, purchasing tobacco, e-cigarettes alcohol, or other drugs and/or drug paraphernalia
- First incident of being with a student who is in possession of, using, purchasing alcohol or other drugs and/or drug paraphernalia.

Level Extreme 2 – (Up to) 10 days OSS plus completion of drug/alcohol education (if applicable). Possible Recommendation for Expulsion

- First incident of Assault
- First incident of being under the influence of alcohol or other drugs
- Second incident of possession of, using, purchasing tobacco, e-cigarettes alcohol, or other drugs and/or drug paraphernalia
- Second incident of being with a student who is in possession of, using, purchasing alcohol or other drugs and/or drug paraphernalia

Level Extreme 3 – 10 days OSS plus Recommendation for Expulsion

- First incident of selling/providing/distributing alcohol and other drugs/drug paraphernalia
- First incident of possessing a weapon
- Second incident of Assault
- Second incident of being under the influence of alcohol or other drugs
- Third incident of possession of, using, or purchasing tobacco or e-cigarettes
- Third incident of being with a student who is in possession of, using, purchasing alcohol or other drugs and/or drug paraphernalia

FIREARMS

In accordance with the provisions of the state and federal law and the GUN FREE SCHOOLS ACT, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent.

OUT OF SCHOOL SUSPENSION

Students receiving OSS (out of school suspension) are not allowed to participate or perform in any school-sponsored activity until completing one full day of their regular schedule following the suspension. Students who are suspended from school are not allowed on any District #9 grounds or buses, or at any District #9 activities until they re-enter school.

RE-ENTRY MEETINGS

Any student who serves OSS must return with a parent for a re-entry meeting. If a parent does not bring the student to school for the re-entry meeting, the student will be sent home until the meeting occurs. Re-entries will begin at 9:00 a.m.

OLWEUS BULLY PREVENTION PROGRAM

The Olweus Bully Prevention Plan (OBPP) prevents or reduces bullying in elementary, middle, and junior high schools. OBPP is a program that deals with bullying at the school wide, individual, and community levels. This research based program reduces bullying in schools to help make school a safer, more positive place where students can learn.

All students will follow these four anti-bullying rules:

1. We will not bully others
2. We will try to help students who are bullied
3. We will try to include students who are left out
4. If we know somebody is being bullied, we will tell two adults at school and an adult at home. We will not tell any other students as this can cause more bullying to occur.

Bullying is when someone purposefully says or does mean or hurtful things to another person who has a hard time defending himself or herself on a repeated basis. Bullying can take many forms such as hitting, verbal harassment, spreading false rumors, not letting someone be a part of the group, and sending nasty messages on a cell phone or over the internet. Students being bullied must report the bullying to the teacher and/or administrator immediately or in a reasonable amount of time. Students are also encouraged to report the bullying to an adult at home to allow parent/guardian participation to take place. Students are expected to report each incident of bullying that occurs in order to receive help and support from administration to stop the bullying. Reports will be handled on an individual basis and be documented with a Bullying Incident Log. The Bullying Incident Log will also list the consequences for the student being reported to have been bullying.

Severe individual bullying incidents may result in a referral and the corresponding consequences. Once a student is receives an OSS consequence the parent/guardian may be required to attend the entire school day upon re-entry with their student.

BULLYING REPORTING PROCESS

The Bullying Incident Log documents the following information from students when a report is given:

1. Date, Time
2. Names of all Students Involved, grade level, and nature of their involvement
3. The student is then asked what Type of Bullying Incident occurred.
4. An Incident Description is then given by the student and documented in the log
5. The Incident Location is then documented
6. The person taking the report and turning the report/log over to administration is identified in the Incident Report By section

7. The final part of the Bullying Incident Log is the completing of the Action Taken section by administration

8. Parent contact will be made by student, teacher, administrator-verbally and/or in writing See APPENDIX A for a copy of the Bulling Incident Log.

BULLYING CONSEQUENCES

The Bullying Incident Log consequences will include, but are not limited to: detention, ISS/OSS, parent contact, Check In/Check Out, and education/training on how to stop bullying

SEVERE BULLYING

Severe Bullying includes, but is not limited to: physical bullying, threats/intimidation, and verbal bullying

1. Physical Bullying-hitting, punching, pushing, kicking, inappropriate touching, wrestling

2. Threats/Intimidation-instigating fight, threatening to fight, requesting a fight, physical gestures

3. Verbal Bullying-cussing, screaming, gossip, cyber, teasing, mean/inappropriate comments, inappropriate gestures

Severe Bullying consequences will include, but are not limited to: ISS/OSS, parent contact/support, Check In/Check Out Card, education/ training, parent escort for day(s), multiple days lunch detention. Students will receive a Severe referral for Bullying.

REPEATED BULLYING

Students making the choice to continue bullying other students despite having received consequences for multiple Bullying Incident Logs and/or four referrals for Severe Bullying will face Out of School Suspension for up to 10 days. Repeat bullying incidents by individual students may result in those students being removed from school for up to 10 days with a possible recommendation for expulsion. Repeat bullying will be determined by the accumulation of multiple Bullying Incident Logs and/or multiple Severe Bullying referrals by individual students. Students who are repeat bullies will be considered a safety risk to the students that they are bullying and may no longer be allowed into the general school setting.

BULLYING: PARENT/GUARDIAN SUPPORT

The Browning Middle School and the Olweus Bully Prevention Program requires and is dependent upon active parent/guardian

participation for complete and successful implementation of the program. The OBPP requires providing the appropriate help and support to all students involved in the bullying circle. Parents/guardians will be contacted throughout the process of implementing the OBPP. This contact will be in various forms including: parent pamphlets, letters/phone calls made by students, letters/phone calls home made by school personnel, newsletters. Parents/guardians are also provided multiple opportunities to be involved in the program by talking to their child about bullying, sharing concerns with the teacher/ administration, taking reports of bullying given by their student and reporting to administration, becoming well informed on the OBPP, and through the parent/guardian pamphlet.

Parents of students being reported as bullies will have the option to attend each class in school with their child, in lieu of the student receiving consequences.

ATHLETICS AND ACTIVITIES

Various activities, clubs, and sports will be available for students to participate in throughout the school year. A list of all available activities will be given to the students at the beginning of the school year. Students must meet academic eligibility to participate in all extra-curricular activities.



Student/Parent Handbook

2019-2020

School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form

2019-2020

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 of 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.

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 of Browning Public Schools.

Student's Signature _____

Date _____

Browning School District 9

School – Parent – Student Compact

Federal guidelines require that all schools receiving Title I funds develop a School – Parent Compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high quality education for our students.

As a student, I will:

_____Attend school regularly and arrive to all classes on time
_____Complete homework assignments on time and to the best of my ability
_____Always do my best to produce quality work
_____Participate in school related activities
_____Set aside time at home to read each day
_____Show respect for fellow students, teachers, and school property
_____Follow classroom, school, and bus rules

As a parent, I will:

_____Ensure that my child attends school regularly and arrives on time
_____Ensure that my child completes his/her homework on time
_____Provide a place in the home where my child can read, study and complete assignments
_____Discuss my child's progress with his/her teacher on a regular basis
_____Support the school and encourage my child to be respectful of teachers and fellow students
_____Encourage my child to read at home daily
_____Volunteer at school whenever possible

As teachers, we will:

_____Help each child meet his/her fullest potential in a safe learning environment
_____Make efficient use of learning time by coming prepared to teach with meaningful activities
_____Provide high quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated
_____Adapt instruction to meet the individual needs of all learners
_____Encourage students to read for enjoyment as well as information
_____Supply students and parents with clear and frequent evaluations of progress and achievement
_____Promote an environment where parents feel welcome in our school and are encouraged to volunteer and participate in classroom activities
_____Encourage parents to contact teachers to discuss their child's progress academically and socially
_____Hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

Student:_____ Signature:_____ Date:_____

Parent:_____ Signature:_____ Date:_____

School Representative:_____ Signature _____ Date:_____

To Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Browning Public Schools – a year focused on increasing student achievement.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. If you have any unanswered questions, please contact us at by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

We encourage your involvement in your child's education and welcome your support throughout the year. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please sign and return the student/parent signature pages to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

The BPS student handbook contains information that student and parents are likely to need during the school year. The Student Handbook is designed in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's policy manual is available in the school office and on the District website. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

HIGH SCHOOL INFORMATION

STUDENT INVOLVEMENT

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

CLUBS

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

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

ACTIVITIES

Football	Cheerleading	Softball
Golf	Basketball	Track
Cross Country	Volleyball	Wrestling

SCHOOL HOURS

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

BUILDING USE AFTER SCHOOL HOURS

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

STUDENT/PARENT DUE PROCESS

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

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

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

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

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

ACADEMIC INFORMATION

GRADES

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

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

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

CREDIT (BOARD POLICY 3020)

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

a. Freshman 0-6 credits
b. Sophomore 6-12 credits
c. Junior 13 credit minimum
d. Senior 18 credit minimum

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

CREDIT RECOVERY

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

GRADE POINT AVERAGES AND WEIGHTED GRADE POINTS

DEFINITIONS

- **Advanced Placement:** courses are those that are approved through the College Board Audit Process. Advanced Placement courses are designated in the Browning High School Course Description Catalog.
- **Grade points**: are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

  A = 4 B = 3 C = 2 D = 1 F = 0 I = 0

- **Grade Point Average (GPA)**: is the average number of grade points earned per course in Grades 9 through 12. The cumulative GPA is shown on the student's transcript.
- **cumulative GPA** is calculated by dividing the total number of grade points earned by the total number of course credits included in the computation. The GPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.
- **Transcript:** is a report of final grades and credits indicated by course.
- **Weighted grade points**: are similar to grade points except that weighted grade points differentiate between regular courses and Advanced Placement courses (not including Honors courses). Weighted grade points are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

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

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

Grade Point Average and Weighted Grade Point Average Computations

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

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

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

        If the student does not complete all course requirements a notation of "I," or "Incomplete," will be entered on the transcript, and report card. The student can follow procedures as per the Student-Parent Handbook to complete courses and have the "I" replaced with a letter grade. Any student who receives an "I" and does not complete all course requirements within the allowed time period, as per the Student-Parent Handbook, will have that grade replaced with an "F".

    b. Should the student, with prior approval, transfer to a course in the same subject area, appropriate credit is awarded for those courses completed successfully.

2. Transferred credits and grades from other school systems shall be converted by the building administrator/designee into appropriate Browning High School credits and are included in the computations.

    a. Courses in subject areas not traditionally taught in Browning High School, such as religion, will be included in the computations if grades are earned through an accredited school or program.
    b. Advanced level courses not taught in Browning High School, but in subject areas taught in Browning High school, are included.
    c. For transferred credits (non-Browning High School courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory)or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and F. These courses must be entered into the computerized student database separately.

STUDENT TRANSCRIPTS

Transcripts shall include the following:

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

The building administrator/designee is responsible for the following:

- Ensuring that each student's grades have been verified and accurately reflect the record of the student, including approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), and transfer courses
- Furnishing transcripts to schools to which the student seeks enrollment, including high schools and institutions of higher learning; and

- Furnishing transcripts to scholarship foundations, technical institutions, and current or prospective employers provided that the release of this information is approved by the student's parents or by the student if the student is 18 years of age or older or married.

HONOR ROLL

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

NATIONAL HONOR SOCIETY

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

SEMESTER EXAMS

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

TUTORING

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

GRADUATION REQUIREMENTS

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

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

Course requirements for graduation from Browning High School:

Foundational Diploma:

English..... 4
Mathematics..... 2
(Starting 2019-2020 **only** Algebra 1 and above will count towards math credits)
Science..... 2
Social Studies..... 3.5
World Geography (.5)
Blackfeet Studies (.5)

(Does not include Blackfeet Language, song/dance)
World History (.5)
American History (1)
Government (1)

Physical Education.....	1
Health Enhancement.....	(.5)
Fine Arts.....	1
Vocational Practical Arts.....	1
Computer Technology.....	(.5)
Electives.....	5 (minimum)
Total Required for Graduation.....	**20.5**

Distinguished Diploma:

English.....	4
Mathematics.....	4
Science.....	3
Social Studies.....	3.5

World Geography (.5)
Blackfeet Studies (.5)
(Does not include Blackfeet Language, song/dance)
World History (.5)
American History (1)
Government (1)

Physical Education.....	1
Health Enhancement.....	(.5)
Fine Arts.....	1
Vocational Practical Arts.....	1
Computer Technology.....	1
College Prep Electives*.....	2
Other Electives.....	3
Total Required for Graduation.....	**24**

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

Waiver of Requirements/Academic Variance

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

At minimum, all students will have met the basic graduation requirements as specified in A.R.M. 10.55.905. Under special circumstances, the building administrator may recommend modification to local graduation requirements to the District Superintendent. The Superintendent will have the authority to approve or deny the recommendation. In accordance with A.R.M. 10.55.906 (3), the Superintendent will then make the recommendation to the local board of trustees to accept the waiver.

Diplomas

All graduating students shall receive a diploma. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP. Diplomas may be received prior to 4 years of high school attendance in

accordance with District #9 Early Graduation Policy, which requires the expressed recommendation of the Superintendent and the permission of the Board of Trustees.

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

Transfer Student Graduation Requirements

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

Graduation

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

A. The Superintendent of Schools shall set the date for the graduation ceremony each year.

B. Only students who have met all credit requirements, both state and local, may be allowed to participate in the graduation ceremonies.

C. The Board of Trustees may deny any student the honor of participating in graduation ceremonies for infractions of federal, state, or local laws, district policies or school rules.

D. All graduation requirements must be completed forty-eight (48) hours prior to and approved by the high school building administrator before a student is allowed to participate in the graduation ceremony.

- Graduation requirements require the student to complete 20.5/24 credits. These students are also required to complete 20 hours of community service and a senior oral examination based on a four-year portfolio.

- Students receive 1/2 credit for all courses completed during the eighteen-week period.

- All students must be enrolled for seven periods per day. Exceptions to this rule for students may be made if approved by the Administrator. Exceptions include 504 plan, IEP, college, work release, or parenting responsibilities.

- Students will complete graduation plans with their counselor each year. Students are responsible for the timely completion of their plan. Documentation of credit earned from an agency other than Browning High School must be provided to the building administrator at least 5 school days prior to the scheduled graduation date for the student to participate in the graduation ceremony. Documentation of completion of all graduation requirements must be provided to the High School building administrator two days prior to the scheduled graduation date in order for the student to participate in the graduation ceremony.

- Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in school ceremonies. Therefore, graduating seniors will choose graduation caps and gowns that are black, white and/or red in color. Valedictorian and salutatorian will be determined after completion of eight semesters of grades earned with attendance at Browning High School for the last two full years.

SENIOR PORTFOLIO REQUIREMENTS

Title Page

Table of Contents

Academic Reports

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

Financial Literacy

- BHS will offer Financial Literacy workshops in early spring

Career/College Prep

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

Community Service

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

- 1 page explanation of community service

Academic Highlights

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

Clubs/Activities/Awards

Include all (optional, extra points granted)

Oral presentation of this portfolio is required for all students

COLLEGE PREP REQUIREMENTS

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

STUDENT EMPLOYMENT PROGRAM POLICY

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

CRITERIA FOR THE PROGRAM

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

CRITERIA FOR STUDENT AIDE: OFFICE AND LIBRARY ONLY

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

INDEPENDENT STUDY PROGRAM

Browning High School provides alternative independent study resources to allow students the opportunities to earn extra credit outside the regular class/curriculum schedule to meet minimum graduation requirements at Browning High School. Teachers may elect to work with a student independently on a course of study within that teacher's certification

and that is being offered by the high school during the current semester. All independent courses must be pre-approved by the High School building administrator.

CONDITIONS OF INDEPENDENT STUDY

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

SCHEDULING

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

PLACEMENT

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

TRANSFER

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

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

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

- Montana Accreditation Rules and Standards, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

STUDENT BUILDING INFORMATION

BUILDING PASSES

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

BIKERS/WALKERS/SKATEBOARDS/HOVERBOARDS

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

BUS SAFETY POLICY/TRANSPORTATION

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

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

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

GUEST PASSES

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

LOST AND FOUND

All students are asked to please turn in any belongings that are found to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings.

OPEN CAMPUS

During the school year, students will be able to leave during their assigned lunch break.

STUDENT GOVERNMENT

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

CAFETORIUM

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

GYM FLOOR

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

TELEPHONES

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

DRIVING AND PARKING

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

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

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

High School Discipline

OLWEUS BULLY PREVENTION PROGRAM/ MONTANA MULTI-TIERED SYSTEMS OF SUPPORT

Our District has adopted the Montana Multi-tiered Systems of Support. The program is meant to teach students the behavioral expectations in the various school settings. By teaching students those expectations there will be a reduction in bullying and student misbehavior. The program is meant to compliment the Olweus Bully Prevention Program. Each school has adopted a matrix of expected behaviors in various school settings such as the hallway, classroom, cafeteria, et. Please see the school addendum at the end of this handbook for the matrix specific to your school.

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Behavioral expectations include, but are not limited to:

- Engaging in cooperative work with school staff and fellow students;
- Displaying punctuality and regular attendance at school;
- Demonstrating positive and prompt responses to adult requests;
- Refraining from the use of profanity or vulgar expressions;
- Displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
- Avoiding dangerous behavior, which endangers self and/or others;
- Demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
- Encouraging appropriate behavior among peers;
- Treating the property of others and the school with respect and care;
- Accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
- Refraining from the use, possession and/or distribution of illegal substances;

MONTANA BEHAVIOR INITIATIVE – BROWNING HIGH SCHOOL MBI MATRIX



Blackfeet
Have PRIDE
Show RESPECT

Mah piit

Be Pikuni

BE	RESPECTFUL	RESPONSIBLE	SAFE
HALLWAYS	• Honor personal space • Speak respectfully • Treat others as you wish to be treated • Greet others with a smile and kind word	• Carry a valid hall pass, monitored by staff • Honor time/people by going directly to your destination • Deposit litter in proper receptacle • Treat our high school with respect	• ***Walk*** on the right side • Be mindful of people and surroundings • Report bullying
CAFETORIUM	• Follow directions • Listen to others • Exhibit good table manners • Show appreciation like our ancestors	• Remain in designated area • Clean up your eating area • Pick up after yourself • Use respectful language	• Wait in line • Join line at the back without stepping in front of anyone • Follow directions
BATHROOMS	• Respect privacy • Keep facilities clean	• Flush as needed • Put litter in appropriate receptacle • Wash hands with soap • Conserve faucet water	○ **Report problems, vandalism, to nearest staff**
CLASSROOMS, LIBRARY, OFFICES	• Follow directions • Practice turn-taking • Use appropriate language • Use appropriate tone • Use inside voice • Leave the space tidy • Employ active listening • Participate actively	• Access only appropriate websites • Use equipment correctly • Follow location rules	• Keep your hands and feet to yourself • Remain in assigned location • Enter and exit in orderly fashion • Report any incidents
BUSES	• Be kind • Follow directions • Wait in line • Listen to the bus driver • Share seats • Use appropriate language	• Keep your body and belongings inside the bus • Put litter in proper receptacle	• Enter and exit in an orderly fashion • Stay in your seat • Report any incidents
SCHOOL GROUNDS, FIELDS, GYM	• Follow adult directions • Use appropriate language	• Dispose of trash in appropriate receptacles • Use equipment correctly	• Obey fire drill procedures • Use equipment correctly • Keep your hands & feet to yourself

Discipline

The Superintendent is directed to ensure that each building administrator develops a discipline handbook consistent with Board policy. Each building administrator is responsible for developing discipline procedures that are consistent, appropriate for the developmental level of the students in the site, and to the extent possible, logically related to the inappropriate behavior of the child.

Discipline shall be consistent with state and federal regulations. Corporal punishment will not be used under any circumstances with students. Documentation will be kept in each building site regarding out-of-school suspension and expulsion on appropriate forms. This data will be submitted to the Superintendent or his or her designee by the building administrator for reporting purposes to the Office of Public Instruction following the instructional year.

FIGHTING

A Fight is a confrontation between two individuals in which each attempts to harm the other. The purposeful instigation of a fight will also be considered fighting for disciplinary purposes. Watching/Recording a fight will also result in appropriate disciplinary consequences (see Browning High School Discipline Plan).

ASSAULT: PHYSICAL, VERBAL, OR WRITTEN

Browning Public Schools recognizes that our schools should be a safe learning environment for our staff and students to teach and learn in. The district will not allow assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. **Reasonable self-defense** against bodily harm is not to be considered an intentional act under this rule. Reasonable self-defense would include blocking, covering up, or evasive actions or measures. Students who engage in any kind of physical, written, or verbal activity which would result in or have the intent to injure will be subject to disciplinary action (see Browning High School Discipline Plan). The following will take place:

- Conference with victim(s) to obtain verbal and written documentation as the nature of assault.
- Conference with individual to obtain verbal and written documentation of events leading up to assault.
- Immediate removal of the individual from student or employee contact. Out of school suspension will occur. Length of suspension will be up to 10 days. For a serious infraction of assault policy an immediate recommendation for expulsion may happen.
- **Police will be notified**
- Prior to reinstatement, an in-person parent conference will be required.
- If reinstatement occurs the student will be placed on an assault contract for the remainder of the school year. Any additional instances of similar behavior will result in a disciplinary hearing before the Board of Education, which may result in the student's expulsion from school.
- While student is awaiting a disciplinary hearing, they may be suspended for an additional 10 days.

A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior:

- the background of the student, including any history of violence or prior threatening behavior
- The student's access to weapons of any kind
- The circumstances surrounding the threat
- The age of the student and the mental and emotional maturity of the student
- Cooperation of the student and his/her parent (s) or guardian (s) in the investigation
- The existence of the student's juvenile or criminal history
- The degree of legitimate alarm or concern in the school community created by the threat
- Any other relevant information from any credible source.

ALCOHOL/DRUGS

GUIDELINES

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor by law to prescribe medication for that student does not violate this rule.

The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school sponsored activities at any location at any time:

A. Possessing, using, or purchasing tobacco, alcohol, or drug paraphernalia or being under the influence of drugs or alcohol.
B. Being with a student who is possessing, using, or purchasing tobacco, alcohol, drugs, drug paraphernalia or who is under the influence of drugs or alcohol.
C. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.
D. Being with a student who is selling, providing, distributing or manufacturing tobacco, alcohol, or other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, along with immediate notification of parents, legal guardian and/or police.

DISTRIBUTION AND POSTING OF MATERIALS

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the superintendent before materials may be distributed. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- Maintain a centrally located bulletin board for the posting of bulletins.
- Maintain a table where flyers and other information can be made available to students.
- Include announcements for student related activities in newsletters that go home to students.

The announcements must be submitted one month prior to the newsletter in which the announcement is to go home and must advertise a youth-oriented activity.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the building administrator as likely to be disruptive, libelous or obscene.

Any student who posts material without prior approval will be subject to disciplinary action.

Materials displayed without prior approval will be removed.

ANY STUDENT WHO DOES NOT MEET OR FULFILL ALL REQUIREMENTS OF ILLEGAL SUBSTANCE RE-ENTRY CONTRACTS AND INSIGHT CLASS ATTENDANCE WILL NOT BE ALLOWED TO PARTICIPATE IN OR ATTEND ANY EXTRA CURRICULAR ACTIVITIES OR SCHOOL DANCES, INCLUDING PROM.

Browning High School Discipline Plan

STUDENT:_____ **GRADE:**_____

MINOR OFFENSE

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

1st Offense:_____(date)
___Conference w/student
___Parent Contact
___2 Days lunch detention
___Administrator Option:___

2nd Offense:_____(date)
___Conference w/student
___Parent Contact
___4 days lunch detention
___Administrator Option:___

3rd Offense:_____(date)
___Conference w/student
___Parent Contact
___1/2 day ISS
___Administrator Option:___

4th Offense:_____(date)
___Conference w/student
___Parent Contact
___1 day ISS
___Administrator Option:___

5th Offense:_____(date)
___Conference w/student
___Parent Contact
___2 days ISS
___Administrator Option:___

6th Offense:_____(date)
___Conference w/student
___Parent Contact
___1 day OSS
___Administrator Option:___

SEVERE OFFENSE

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

1st Offense:_____(date)
___Conference w/student
___Parent Contact
___Contract
___1 day OSS/1 day ISS
___Letter sent home
___Administrator Option:___

2nd Offense:_____(date)
___Conference w/student
___Parent Contact
___Contract Review
___2 days OSS/1 day ISS
___Letter sent home
___Administrator Option:___

3rd Offense:_____(date)
___Conference w/student
___Parent Contact
___Contract Review
___3 days OSS/1 day ISS
___Letter sent home
___Administrator Option:___

4th Offense:_____(date)
___Conference w/student
___Parent Contact
___Contract Review
___4 days OSS/1 day ISS
___Letter sent home
___Administrator Option:___

5th Offense:_____(date)
___Conference w/student
___Parent Contact
___Contract Review
___5 days OSS/1 day ISS
___Letter sent home
___Administrator Option:___
*Possible Recommend for Expulsion

EXTREME OFFENSE

Includes but not limited to:
fighting, theft, vandalism

1st Offense:_____(date)
___Conference w/student
___Parent Contact
___2 days OSS/ 1 day ISS
___Re-entry with team
___Contract
___Letter sent home
___Administrator Option:___

2nd Offense:_____(date)
___Conference w/student
___Parent Contact
___3 days OSS / 2 days ISS
___Letter sent home
___Review for Expulsion
___Administrator Option:___

3rd Offense:_____(date)
___Conference w/student
___Parent Contact
___10 days OSS
___Letter sent home
___Recommend for Expulsion
___Administrator Option:___

ASSAULT*

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

1st Offense:_____(date)
___Notify Police
___(up to) 10 days OSS
___Parent Contact
___(Possible) Recommend for Expulsion
___Assault Contract
___Administrator Option:___

2nd Offense:_____(date)
___Notify Police
___10 days OSS
___Parent Contact
___Recommend Expulsion

****ALCOHOL/DRUGS****

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

1st Offense:_____(date)
___Parent Contact/team conference
___2 day OSS/1 days ISS
___Letter home
___Re-entry with team
___Insight Class
___Administrator Option:___
___Possible notify Police

2nd Offense:_____(date)
___Parent contact/team conference
___3 days OSS / 2 days ISS
___Letter Home
___Re-entry with team
___Insight Class
___Administrator Option:___
___Possible notify Police

3rd Offense:_____(date)
___Parent Contact/team conference
___5 day OSS/2 days ISS
___Letter home
___Re-entry with team
___Insight Class
___Administrator Option/Change
Of Placement:___
___Possible notify police

4th Offense:_____(date)
___Notify Police
___Parent Contact/team conference
___Up to 10 days OSS
___Recommend for Expulsion

Any student who does or is with a student Who is selling, providing, distributing, Manufacturing alcohol and other drugs Or drug paraphernalia are subject to the Following:
___Notify Police
___Parent contact/team conference
___Up to 10 days OSS
___Recommend for Expulsion

****WEAPONS****

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

1st Offense:_____(date)
___Parent Contact
___Up to 10 days OSS
___Possible recommend Expulsion

*Any student who brings a **firearm** onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from The District Superintendent. As provided By state law, the student may be suspended up to 20 days pending the school board hearing for the expulsion*

Offense:_____(date)

****OTHER****

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

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

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

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

ACADEMIC ELIGIBILTY FOR EXTRA-CURRICULAR ACTIVITIES

MONTANA HIGH SCHOOL ASSOCIATION POLICY (BPS Policy #3520)

All students participating in extra-curricular activities at Browning High School must meet the academic eligibility and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSA) Handbook. MHSA statements are as follows: MHSA Handbook Article 2, Section (2) Eligibility.

> *"To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and received a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates..."*

Interpretation of the above Article is that students will be enrolled in at least two credits of classes while participating in Extra Curricular activities at Browning High School.

MHSA Handbook Article 2, Section (2), Academic Eligibility

> *"To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be "made up" in any way. This section shall not apply to students committed to Pine Hills School or to students assigned to MHSA interscholastic activities as part of their Special Education Individual Education Plan (I.E.P.)."*

Interpretation of the above Article is that students must earn 2 credits during the semester prior to the sport season in order to participate in a particular sport. Passing four classes worth 1/2 credit per semester will meet this standard. P.E. and Office Aide classes are worth 1/4 credit per semester.

MHSA Handbook Article 2, Section (15), Award Rule

> *"No award exceeding fifty dollars ($50.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition (i.e. sports banquet), or fund raiser or similar function. Cash cannot be awarded."*

Violation of this rule will render the student ineligible in the MHSA sponsored sport or activity for the student who received the award. The Board of Control will follow the same procedure for restoring the eligibility status as provided in the last paragraph of the Amateur Rule, Article II, Section (16) of the Handbook.

Policy

It is the expectation of Browning School District #9 that all of its students will experience success in all academic and extracurricular endeavors in which they participate. The efforts of all School District #9 employees will be focused on supporting the efforts of its students at achieving excellence in the academic and extracurricular areas.

Browning Public Schools has implemented the following Academic Eligibility Policy for students, grade 6-12 concerning participation in all Extra-curricular club/sport activities as listed in the Browning Activities Handbook. The goal of this policy is to encourage academic excellence and foster long range goal setting by the students of Browning Public Schools. It is important that students and parents or guardians understand that the primary mission of the school is to provide an academic education to its students and the privilege of participation in extra-curricular activities will be based upon achievement in the classroom.

All activities involving out-of-district trips will be covered under this policy. Attendance at concerts, dances, sporting events, etc. sponsored by the school will not be covered under the following policy. For the purposes of this policy, days referred to will be considered to be calendar days.

1. Weekly feedback will still be given to the student concerning their academic standing.
2. Browning Public School students, (Grades 6-12), should meet weekly eligibility by passing all classes to be eligible to participate in Extracurricular Activities as defined herein. Students failing two or fewer classes will be allowed to participate upon meeting the following weekly eligibility requirements:
   A. The student must meet with the teacher(s) of the classes that he/she is failing on or prior to Tuesday (or Wednesday during weeks in which Monday is not a school day) to determine why he/she is failing. If the student is not able to reach the teacher, he or she should contact the building administrator.
   B. The teacher(s) will inform the Activities Office, via academic eligibility report, declaring the student eligible because the student has fulfilled the requirements of the teacher.
   C. If no report is provided to the Activities Office, the student will remain ineligible.
3. Students failing more than two classes may not participate in a contest/event until the student is passing all classes (as per 2a and 2b listed above).
4. Students ineligible in any class three consecutive weeks will need to become passing before they will be able to participate in any school sponsored activities.

CORRECTION PROCEDURE

Any student who believes that they are marked ineligible incorrectly must meet with the teacher and provide evidence to correct the error. The teacher must fill out and sign a note to the coach/sponsor stating the error and its correction. The student must then get approval from the building administrator who will also sign the note to verify approval. The student must then give the note to the coach who will keep it for the duration of the season for future reference.

Activities included in this policy follow: All activities as defined by MHSA.

Any school sanctioned clubs inadvertently omitted and new ones added to the school program will also be included in the application of this policy.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION GUIDELINES:

For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day, (Monday through Friday) or have an medical absence prior to 4:30 on the day of the activity.

Students who transfer to Browning Public Schools during a sport season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to MHSA standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meet the MHSA 10 day practice requirement before participating in a contest/event.

Students who are ineligible for a semester according to MHSA criteria will be allowed to practice with the team while ineligible and compete the first Monday after the new semester begins, provided the student becomes eligible according to MHSA criteria. The Browning Public School eligibility policy will apply to these students. 1997-98 MHSA Handbook, Article 2, Section (17).

HOMECOMING POLICY

The selection of the King/Queen and Prince/Princess candidates for homecoming will follow these guidelines:

- *There will be five senior boys/girls selected by the senior class through a vote. Senior status is by credit accumulation. The senior class and/or student body will vote for their selection of King/Queen and winners will be announced at halftime of the homecoming game.*

- *There will be three grade level Prince and Princess candidates selected by their grade level peers. Voting for these students will take place at the same time as the class election.*

- *The King/Queen and Prince/Princess candidates will follow the same guidelines for participation in an extra-curricular activity as those outlined in the activity handbook. Candidates must meet the same requirements, as do all other students involved in extra-curricular activities for eligibility.*

- *All King/Queen and Prince/Princess candidates will dress appropriately for the parade, and the coronation ceremony at the football game. This dress does not include t-shirts or blue jeans. Male candidates must dress in appropriate attire; which would include a pair of trousers, some kind of collared shirt and sweater or tie and coat. Football players may wear their home game jersey as well as trousers. No blue jeans are to be worn. Girls will dress in formal dress attire; which would include a pantsuit, slacks and a sweater, or some type of formal dress.*

- *The process of selection for which the candidates will ride during the homecoming parade and sit with during the homecoming game, will be done through a blind draw with all senior sponsors in attendance. This will be done the Monday morning of homecoming week. All names will go into a secret ballot and will be drawn randomly by a designated senior. The choices as drawn will be final, and no changes will be made to the riding assignments after the drawing is made.*

Buffalo Hide Academy Handbook



Student Handbook 2019-2020

"Creating a Culture of Respect"

School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form

2019-2020

I acknowledge that I have received a copy of the Browning Public Schools Student/Parent Handbook, which includes a copy of the Student Acceptable Use Policy (see appendix F). I understand that the policies and practices contained in the handbook and AUP govern student behavior and expectations while in attendance of 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.

Parent's or Guardian's Signature _____

Date _____

I acknowledge that I have received a copy of the Browning Public Schools Student/Parent Handbook, which includes a copy of the Student Acceptable Use Policy (see appendix F). I understand that the policies and practices contained in the handbook and AUP govern student behavior and expectations while in attendance of Browning Public Schools.

Student's Signature _____

Date _____

ACCEPTABLE USE POLICY OPT-OUT AGREEMENT

I choose to **not accept** Student AUP 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

School-Parent Compact

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
    - annual parent-teacher conferences,
    - frequent reports regarding your child's progress, and
    - opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information.

Name:_____ Title:_____

Telephone Number: _____ Email Address:_____

Please sign and date below to acknowledge that you have read and received this information and return the entire form to your child's teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

00NCLB-F5b (Rev. 05/08 US) © 2008 TransACT Communications, Inc.

To students and parents:

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Browning Public Schools – a year focused on Standards Based Education resulting in our goal of increased student achievement.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. If you have any unanswered questions, please contact us at by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

We encourage your involvement in your child's education and welcome your support throughout the year. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please sign and return the student/parent signature pages to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

The BPS student handbook contains information that student and parents are likely to need during the school year. The Student Handbook is designed in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's policy manual is available in the school office and on the District website. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

Browning Public School Organization

Board Members:

- Donna YellowOwl-Chairperson
- Brian Gallup-Vice Chairman
- Brenda Croff-Board of Trustees
- Jess Edwards-Board of Trustees
- James Evans-Board of Trustees
- Kristy Salway-Bullshoe-Board of Trustees
- Rae TallWhiteman-Armstrong- Board of Trustees

Browning Public Schools District Administration:

- Corrina Guardipee-Hall - Superintendent of Browning Public Schools

DISTRICT VISION STATEMENT

Browning Public Schools (BPS) is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.

DISTRICT MISSION STATEMENT

Browning Public School shall be a safe, friendly place where students and staff feel successful on a daily basis, and where parents and staff share in strong partnerships in support of children. Culturally appropriate lessons are delivered through exciting, motivating learning experiences and are based on high expectations, which include social interaction and participation in extracurricular activities. Students will graduate with the skills they need to be successful. The Board of Trustees and Administration support students and staff in pursuit of this vision.

DISTRICT EDUCTIONAL GOALS

The district has defined the following overall educational goals:

- Improve student achievement PreK-12 as evidenced by improved assessment results and increased graduation rates.
- Assure that all staff, through frequent, respectful interactions with students and families, contribute to a student's educational experience and influence a student's personal development, academic performance and achievement.
- In conjunction with family and community, implement a well-developed, multicultural curriculum and insist on high standards for students within that curriculum. Provide each student with relevant instructional information PreK-12 through effective, developmentally appropriate methods of engaging students and meaningful assessment related to student achievement.
- Model effective governance through exemplary leadership that is demonstrated through the efficient management of financial and human resources.

Contents

To students and parents: 4
Browning Public School Organization 4
Board Members: 4
Browning Public Schools District Administration: 4
DISTRICT VISION STATEMENT 5
DISTRICT MISSION STATEMENT 5
DISTRICT EDUCTIONAL GOALS 5
I. IMPORTANT NOTICES 8
EQUAL EDUCATION AND NON-DISCRIMINATION (BPS #3000) 8
EDUCATION OF HOMELESS CHILDREN (BPS#3125) 8
STUDENT RIGHTS AND RESPONSIBILITIES 8
RELEASE OF "DIRECTORY INFORMATION" 9
WEATHER EMERGENCIES/SCHOOL CLOSURE (BPS Policy #4013) 9
VIDEO SURVEILLANCE (BPS Policy # 3235) 9
ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS Policy #3612) 9
SCHOOL RECORDS (BPS Policy #3600, #3601) 10
SPECIAL EDUCATION (BPS Policy # 4435) 101
504 ACCOMMODATIONS (BPS Policy# 4436) 11
GIFTED AND TALENTED PROGRAM (BPS # 4420) 11
INDIAN EDUCATION FOR ALL (MCA 20-1-501) 11
II. GENERAL INFORMATION 12
ENROLLMENT IN BROWNING PUBLIC SCHOOLS 12
WITHDRAWAL FROM SCHOOL (BPS POLICY #3005) 12
TELEPHONE USE AND MESSAGES 12
CLOSED CAMPUS 12
HIGH SCHOOL (9-12) 12
CHECKING STUDENTS OUT 12
VISITORS TO THE SCHOOL 12
CONFERENCES AND APPOINTMENTS 123
LOST AND FOUND 13
SCHOOL LOCKERS 13
SCHOOL LIBRARY 13
FINES FOR BOOKS AND EQUIPMENT (BPS Policies #3535 and 4300P) 13
DISTRIBUTION AND POSTING OF MATERIALS 13
FUNDRAISING COLLECTION AND SALES (BPS Policy # 3533) 13
SCHOOL PICTURES 134
FIRE DRILLS/EVACUATION PROCEDURES (BPS Policy # 3432) 14
LOCK DOWN 14
CHILD ABUSE REPORTING 14
VOLUNTEERS 14
III. HEALTH SERVICES AND MEDICATION 14
EMERGENCY MEDICAL TREATMENT (BPS Policy #3431r) 14
COMMUNICABLE DISEASES/CONDITIONS [Board Policy #3417] 14
SCHOOL INSURANCE 145
ADMINISTRATION OF MEDICATION (policy #3416) 15
HIGH SCHOOL (9-12) 15
STUDENT IMMUNIZATION (BPS Policy #3413) 156
IV. PARENT SUPPORT AND INVOLVEMENT 16
COMMUNICATION 16
PARENT RIGHTS AND RESPONSIBILITIES 16
ABUSE OF TEACHERS 16
PARENT INVOLVEMENT (BPS Policy #6000) 16
PARENT-TEACHER CONFERENCES 17
SURVEYS 17
V. ACADEMIC INFORMATION 17
REPORT CARDS 17
HOMEWORK (BPS Policy #4110) 17
MAKE UP WORK (BPS Policy #3010) 17
RETENTION POLICY (BPS Policy #3020) 178
GUIDANCE AND COUNSELING 18
TUTORING 18
VI. ATTENDANCE POLICY AND PROCEDURES (BPS Policies # 3005, 3010, 3121, 3121r) 18
COMPULSORY ATTENDANCE POLICY 18
TARDY PROCEDURES 18
ABSENCE NOTIFICATIONS 18
TEN DAY ABSENCE RULE 189
CLASSIFICATION OF ABSENCES 19
SECONDARY (GRADES 9-12) INCOMPLETE GRADE RECOVERY PROCESS 19
Process 19

EARLY CHECKOUTS (elementary) 20
VII. SAFE AND DRUG-FREE SCHOOLS 20
LAW ENFORCEMENT (BPS Policy #3220) 20
WEAPONS AND GUN-FREE SCHOOLS POLICY (BPS #3210) 20
DRUG-FREE SCHOOL POLICY 201
BOMB THREATS/ FALSE FIRE ALARMS (BPS Policy #3770) 21
SEARCH AND SEIZURE (BPS Policy #3220) 21
School Property and Equipment and Personal Effects of Students 21
DRUG DETECTION DOG 212
GANGS AND GANG ACTIVITY (BPS Policy# 3611) 22
HARASSMENT, BULLYING, INTIMIDATION, AND HAZING 22
SEXUAL HARASSMENT (BPS Policy # 3205) 22
VIII. STUDENT CONDUCT 23
APPLICABILITY OF SCHOOL RULES AND DISCIPLINE 23
STUDENT EXPECTATIONS 23
FIGHTING 23
ASSAULT (PHYSICAL, VERBAL, OR WRITTEN) 234
PROFANITY AND INAPPROPRIATE LANGUAGE 24
CHEATING & PLAGIARISM 24
NOTES/ELECTRONIC COMMUNICATION 24
ELECTRONIC DEVICES (BPS Policy #3630) 24
USE & CARE OF SCHOOL PROPERTY/VANDALISM/THEFT 245
DRESS/ATTIRE 25
FOOD AND DRINK: 25
FIELD TRIP EXPECTATIONS 25
HALLWAY/SIDEWALK EXPECTATIONS 25
ASSEMBLY EXPECTATIONS 256
BUS EXPECTATIONS AND SAFETY 26
IX. THE BLACKFEET LEARNING ACADEMY WELCOMES YOU 27
BLACKFEET LEARNING ACADEMY VISION STATEMENT 28
BLACKFEET LEARNING ACADEMY MISSION STATEMENT 28
GENERAL INFORMATION 28
ADMISSIONS PROCEDURES 28
EXIT PROCEDURES 28
Process for Exiting 29
APPEAL PROCESS FOR EXITING 29
STUDENT ROLES AND RESPONSIBILITIES 29
STUDENT SENATE 29
STUDENT SUPPORT SERVICES 29
SCHOOL HOURS & CLASS SCHEDULE 30
CLOSED CAMPUS 30
DRIVING TO SCHOOL 30
SCHEDULING 30
THE BLACKFEET ACADEMY ACADEMIC PHILOSOPHY 30
THE ACADEMIC COURSE 31
EARNING CREDIT 31
STUDENT PROGRESS 31
PROGRESS REPORTS 31
TESTING 31
HOMEWORK 311
MAKE UP WORK 31
TUTORING 32
LEARNING OPPORTUNITIES BEYOND THE ACADEMIC DAY 32
PLACEMENT 33
EXTRACURRICULAR ACTIVITIES 33
Academic Eligibility Policy 33
Extra-curricular Activity Participation Guidelines 33
GRADUATION REQUIREMENTS for CLASS of 2014 34
CLASS STANDING 37
SENIOR PORTFOLIO REQUIRMENTS 37
COLLEGE PREP REQUIREMENTS 37
COMMENCEMENT 37
PARENT ORIENTATION 37
STUDENT-LED-PARENT-TEACHER CONFERENCES 38
STUDENT SUPPORT TEAM 38
ADDITIONAL FAMILY ACTIVITIES 38
ATTENDANCE OUTREACH 38
BUILDING A FOUNDATION OF RESPECT 38
STUDENT RIGHTS 39
BLACKFEET ACADEMY BEHAVIOR MANAGEMENT PLAN 39
Specific Positives 40
Specific Consequences 40
Appendix 41

APPENDIX A: TITLE IX information 42
APPENDIX B: Board Policy 3010 Attendance/Tardy 45
APPENDIX C: FERPA Notice 47
APPENDIX D: ASBESTOS NOTIFICATION 48
APPENDIX E: Education of Homeless Children 49
APPENDIX F: Acceptable Use of Electronic Networks Agreement 50
APPENDIX G: Blackfeet Language 51
BROWNING PUBLIC SCHOOLS Volunteer handbook 553
Volunteer Handbook Introduction 564
Policies and Procedures 575
BPS #9 Board Policies 575
Special Volunteer Positions 586
Chaperone Guidelines 586
After School Programs and Outside Organizations 597
Emergency Phone Numbers **58**
Appropriate Physical Contact With Youth 59
BPS Volunteer Registration 620
Confidentiality Agreement 631
Volunteer Background Check 642

I. IMPORTANT NOTICES

EQUAL EDUCATION AND NON-DISCRIMINATION (BPS #3000)

BPS, District #9 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. **Inquiries regarding discrimination or intimidation should be directed to your child's school Title IX/504 Compliance Officer or the BPS Title IX/504 coordinator 338-2715.** In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated compliance officer to receive inquiries. Notification should include the name and location of the compliance officers and will be carried in all handbooks and published in community newspapers. (see Appendix A)

EDUCATION OF HOMELESS CHILDREN (BPS#3125)

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (sub standard housing)
- Is sharing housing due to economic struggles (double-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure. (see Appendix E)

STUDENT RIGHTS AND RESPONSIBILITIES

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Every student has the right:

» **To be free from discrimination, sexual harassment, harassment, bullying or menacing**
» To learn in a safe healthy environment
» To have his/her property safe and protected

- To be treated fairly
- To know what teachers and parents expect of him/her
- To present his/her side of any story
- To be respected as an individual
- To have an opportunity to attend school and classes regularly

Every student has the responsibility:

- To respect others
- To be honest and always tell the truth
- To obey the rules of the school
- To complete and do his/her best on all schoolwork
- To treat school property with respect
- To attend school daily and arrive on time
- To use the District network/technology in an appropriate manner for educational purposes only

A student shall not:

- Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. ("Disrupt school" shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- Exhibit hostile, physical or verbal action against another individual.
- **Engage in any behavior that would be considered sexual harassment.**
- **Engage in any behavior that would be considered, harassment, bullying or menacing**
- Fight, push, rough-house, or kick others
- Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- Cheat, plagiarize, lie, or forge any documents
- Defy the reasonable request or direction of school personnel.
- Damage, destroy or steal property belonging to the school or others.
- Be in possession of dangerous chemicals, i.e.; mace, pepper spray.

RELEASE OF "DIRECTORY INFORMATION"

Browning Public Schools will publish the names and/or pictures of students in the newspaper, hallways, radio stations, TV stations and/ or on the district web page. Publishing may include filming of entire classroom instruction and district sponsored events.

Regarding student records, federal law allows that directory information on your child be released by the District to anyone who requests it unless you object in writing to the release of all of this information. **This objection must be filed within ten days of the time this handbook was given to your child.**

Directory information is considered to be public information unless you request that it be kept confidential. Throughout the year, the District may release directory information regarding student, limited to the following:

- Student's name, address, and phone number
- Gender
- Date and place of birth
- Field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received and class standing
- Most recent previous educational agency or institution attended
- Parent/Guardian names and addresses
- Enrollment status
- Photograph

WEATHER EMERGENCIES/SCHOOL CLOSURE (BPS Policy #4013)

If a weather or other emergency occurs, and/or all roads are closed by 7:00 A.M. by the Montana Highway Patrol and B.I.A. Roads Department, schools will close. Announcements will be made on 96.7 FM - KZIN, 1150 AM - KSEN: 560 AM- KMON; KBWG (Thunder Radio) 107.5, Local TV and KFBB. The District will attempt to make up the missed day on the following Saturday.

VIDEO SURVEILLANCE (BPS Policy # 3235)

The District may use video equipment, which may include audio, in schools or on school property to safeguard district property and ensure student, staff, and visitor safety. The District may use the videotapes for appropriate student discipline, and the tapes may become part of the student's permanent record. Video surveillance can include transportation to and from school, field trips, and extracurricular bus trips. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS Policy #3612)

All BPS students who use school computers will need to sign and abide by the SD #9 Acceptable Use Policy.

Internet access and interconnected computer systems are available to the District's students and staff. 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.

a) *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.*

b) *Internet Access Conduct Agreements. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.*

c) *Violations. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.*

SCHOOL RECORDS (BPS Policy #3600, #3601)

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.

The District shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law.

The District will maintain two (2) sets of school records for each student: a permanent record and cumulative record.

The permanent record shall include:	**The cumulative record may include:**
• Basic identifying information • Academic transcripts • Levels of achievement (grades, standardized achievement tests) • Immunization records (per §20-5-506, MCA) • Attendance records • Record of any disciplinary action taken against the student, which is educationally related	• Intelligence and aptitude scores • Psychological reports and achievement test results • Participation in extracurricular activities • Honors and awards • Teacher anecdotal records • Verified reports or information from non-educational persons • Verified information of clear relevance to the student's education • Disciplinary information • Information pertaining to the release of this record

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. See Appendix B for the FERPA rights.

Special Education Records

In accordance with Board Policy #3601 and Administrative Rule (ARM) 10.55.2003 the Special Education Department will destroy special education/speech-language records of former students and students who have not been served by special education for five years. Parents and/or former students (18 years or older) who wish to review their file or request the permanent file for their personal use or for certain rights which are guaranteed by federal law should contact the Special Education Secretary at 338-2715 within 60 days of written notification.

SPECIAL EDUCATION (BPS Policy # 4435)

School District #9 provides programs designed to meet the academic needs of the special needs students. Special Education and other staff along with the academic services work in a variety of settings that include:

- Small group instruction within the general education classroom. (Inclusion Model) The inclusion program is designed to allow Special Education students to maximize their potential by providing access to the general education curriculum as

mandated by law. Individual modifications, accommodations and specialized instruction in the classroom afford these students the opportunity to demonstrate success and understand the general curriculum in the least restrictive environment. A coordinated team approach is used to deliver this service model in a manner that promotes self-esteem and provide strategies for diverse learning styles.

- Small group instruction of basic skills in a separate setting (Basic Skills Development) The Basic Skills Development model is designed to provide students that have special disabilities in language arts and mathematics with skills instruction in small groups either in the regular classroom or in another classroom. The amount of time outside the general education classroom varies from student to student based on need. Instructional strategies are geared to remediation of specific skill deficit areas with the goal of full time classroom involvement.
- Self-contained functional academic programs (Functional Academic Program) The Functional Academic Program are designed to provide academic and life skills to students that are significantly academically challenged. Instruction takes place in the Special Education Classroom.

A team approach is used to coordinate services for these students. Consultations with various staff happen on a regular basis to develop a program that best meets the needs of each student.

504 ACCOMMODATIONS (BPS Policy# 4436)

Pursuant to Section 504 of the Rehabilitation Act of 1973, School District #9 has a duty to identify, refer, evaluate, and if eligible, provide a free appropriate education to disabled students. For additional information about the rights of parents with an eligible child, or for any questions you might have about identification, evaluation or placement into 504 Programs, please contact the school office or the district's 504 Compliance Officer at 338-2715.

GIFTED AND TALENTED PROGRAM (BPS # 4420)

Browning Public Schools offer a program for the academically gifted and talented student. Our curriculum meets the needs of most students in our school. However, there is a need to provide a more challenging curriculum for some students. There are two ways which an academically gifted student can be referred for possible placement in the Browning Gifted Education Program: Students who score ADVANCED on the total score on the MontCAS in math and reading will be targeted for further consideration. Students can be nominated at any time by a teacher, parents or a community member for consideration.

Philosophy

Browning Public Schools recognizes that many students possess gifts and talents and have unique needs that are not commonly met in the regular classrooms. These students may require differentiated instruction and opportunities in order to make adequately year progress that is commensurate with their abilities. School administrators, staff, parents and community members must work together to ensure that the educational needs of our gifted and talented students are being met.

INDIAN EDUCATION FOR ALL (MCA 20-1-501)

20-1-501. Recognition of American Indian cultural heritage -- legislative intent.

(1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.

(2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:

(a) every Montanan, whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner; and

(b) every educational agency and all educational personnel will work cooperatively with Montana tribes or those tribes that are in close proximity, when providing instruction or when implementing an educational goal or adopting a rule related to the education of each Montana citizen, to include information specific to the cultural heritage and contemporary contributions of American Indians, with particular emphasis on Montana Indian tribal groups and governments.

(2) It is also the intent of this part, predicated on the belief that all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents, that educational personnel provide means by which school personnel will gain an understanding of and appreciation for the American Indian people.

II. GENERAL INFORMATION

ENROLLMENT IN BROWNING PUBLIC SCHOOLS

School District #9 requires that parents or guardians personally come to school to enroll their students. Within forty days of enrolling their children in school, parents/legal guardians must present to the school proof of identity of the child enrolled. A birth certificate and an immunization record are required for admission to all Browning Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment, or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana Missing Children Information Program as described in 44-2-503, MCA.

WITHDRAWAL FROM SCHOOL (BPS POLICY #3005)

A parent/guardian intending to withdraw a student from Browning Public Schools must bring his/her child to the school office and obtain a check-out form. The student must check in books and equipment and have each of his/her teachers sign the check out form. A copy of the student's records will be forwarded to the new school upon receipt of a request for records from that school. In the event that a student does not properly check out and/or records are not requested by the transfer school within 10 working days, the student will be officially dropped and receive no credit for the time spent in Browning Public Schools during that grading period. Parents of students who are dropped after 10 days will be reported to Blackfeet Family Court for educational neglect.

TELEPHONE USE AND MESSAGES

Students may use school phones only in cases of emergency. Please have your student make necessary transportation arrangements before leaving home in the morning.

Personal telephone calls will not be transferred to classrooms, but messages will be delivered at the end of the school day. In case of emergencies the principal or assistant principal will immediately deliver messages.

Please call the office with any changes in your child's after-school destination before 2:00 p.m. Monday through Thursday and 1:00 p.m. Fridays and early holiday dismissals. Messages for changes in your child's dismissal plan will not be taken after 2:00 p.m. on regular school days and 1:00 p.m. on early-out days. The office personnel get busy later in the day and we cannot guarantee that messages that come in after that time will be delivered before school dismisses. Thank you for your cooperation.

CLOSED CAMPUS

Each District #9 school has a closed-campus. This closed-campus begins when a student arrives at school (whether by bus, private car, or walking) and ends when the school day is over and the student leaves the campus. Students may not leave school grounds unless an adult, who is on the approved check-out list, checks them out. All adults checking out students must do so through the attendance or main office. **For the safety of our students, no student will be released unless an adult picks him/her up at the office.**

HIGH SCHOOL (9-12)

For the high school there are certain exceptions to the closed campus rule. Exceptions include students who are on work release, job shadowing, enrolled in college courses or under a special circumstance that is approved by a principal and a parent or guardian.

CHECKING STUDENTS OUT

Only authorized persons who are on a student's check out list may check a student out, and these checkouts must be done in person. When changes in guardianship arise, contact the office immediately with the proper paperwork to ensure we have the correct checkout information.

Students who are checked out are counted absent for the time that they do not attend and these absences count toward student's absence total.

We ask that parents avoid allowing students to be checked out at lunch time. Our lunch period is not long enough to allow for lunch off-campus, and when students return late they miss important instruction and interrupt the learning of others.

VISITORS TO THE SCHOOL

As a matter of safety, any person entering a district school building will be considered a visitor to our campus. This includes school district employees on official school business when entering a different school, family or guests of staff, parents/guardians, and community members. Upon entering the school, visitors must report to the office and state your name, business, and register on the building visitor log. If the visitor's presence is approved, the visitor will be issued a temporary name tag for a specified length of time. Upon leaving the school, visitors must check out through the attendance office.

Parents/guardians who would like to sit in on their child's classes must notify the principal or assistant principal at least one day prior to the observation.

Students are only allowed on the campus of the school they attend and are not allowed to be on the school grounds of any other school in the district except in cases of official school business.

CONFERENCES AND APPOINTMENTS

The principal and assistant principal (where applicable) will be available for conferences by prior appointment during school business hours. Appointments may be set up personally or by contacting the school office.

Parents can meet with teachers after school and by prior appointment during the teacher's prep period. Appointments may be set up personally or by contacting the school office. We encourage parents to contact teachers with their concerns as soon as possible to ensure the best success for their children.

LOST AND FOUND

All students are asked to please turn in any belongings that are found to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings. **The District and each individual school are not responsible for any lost or stolen items.**

SCHOOL LOCKERS

In the schools where lockers are available, each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Students may not move to another locker without permission from the office.

Only school locks may be used; other locks will be removed. The school is not liable for any items lost or stolen from a locker. Any money or other valuables should be kept in the student's personal possession while at school.

The District and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence.

Students are not allowed to share lockers or give out their locker combinations. Problems with the lock or mechanical operation of the lock are to be reported to the office immediately. Each student must take care of his/her assigned locker and will be billed for any repairs or cleaning needed at the end of the year. **Students will be responsible for whatever is in their assigned lockers, regardless of whether they claim to have placed a given item within the locker or not.**

SCHOOL LIBRARY

The library offers books, magazines and computer access for assigned study and recreational reading. It is open for use during the entire school day, and for a short period of time before and after school. ***Students are strongly encouraged to check out books from the school library.***

Students must have permission from their teacher to use the library during class periods. All students must follow the rules posted in the library. All students have the right to learn at all times; therefore, no disruptions will be permitted. Any student misusing his/her library privileges may be restricted from using the library. Students must comply by the district's acceptable use policy when utilizing technology in the library.

FINES FOR BOOKS AND EQUIPMENT (BPS Policies #3535 and 4300P)

In the case of unusual wear and tear, willful destruction, or the loss of a book, uniform, or other school property, students will be charged the cost of the book or item. **Lost, overdue, and unpaid fines will make a student ineligible to participate in extra-curricular activities according to district policy, including sports, clubs, and incentive field trips or activities.** Fines follow a student throughout his/her school career, and may result in the withholding of grades or diploma.

DISTRIBUTION AND POSTING OF MATERIALS

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the superintendent before materials may be distributed. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students.

The announcements must be submitted one month prior to the newsletter in which the announcement is to go home and must advertise a youth-oriented activity.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous or obscene.

Any student who posts material without prior approval will be subject to disciplinary action.

Materials displayed without prior approval will be removed.

FUNDRAISING COLLECTION AND SALES (BPS Policy # 3533)

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, the school principal, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the principal. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund raising projects will be limited according to the principal's discretion.

SCHOOL PICTURES

Students are presented with the opportunity for school pictures during each school year. We encourage all students to have their picture taken at this time for the school yearbook and for use by the office.

FIRE DRILLS/EVACUATION PROCEDURES (BPS Policy # 3432)

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm sounds, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

The teacher in each classroom will give the students instructions. When the students are outside of the building, they will go immediately to the predetermined designated area and line-up with their teacher. The classroom teacher will take attendance once the students are lined-up. Under no circumstance are students allowed to leave the group and exit school campus. If this occurs, the student will be marked as an unexcused absence, with disciplinary consequences to follow.

If buses arrive for the removal of students from campus, the students should board the buses in an orderly manner and stay with their teacher. Students cannot be checked out during any drill or evacuation procedure. For the safety of the students, parents or guardians must abide by school emergency procedures protocol until the situation is under control.

In the event that a building needs to be evacuated, a prearranged sheltering site will be chosen. However, for security reasons, if there is a bomb threat, alternate sites will be used on a random basis.

LOCK DOWN

In the event of a lock down, **no one will be allowed to enter or leave the school** until the lock down is completed. Signs will be placed on the exterior doors and no one will be allowed to enter or leave the school.

In the event of a fire, lockdown, or other security measures being taken for the safety of students, parents will be notified via the radio of the situation.

CHILD ABUSE REPORTING

Staff members are required by law to report any suspected abuse/assault to Child Protective Services, and will report the abuse to the counselor and/or principal. Police may also be notified. It is the responsibility of the police and Child Protective Services to investigate all allegations. Child Abuse Hotline- 1-866-820-5437

VOLUNTEERS

Browning Public Schools welcome and encourage volunteers in the school setting. However, we also place the highest of priorities on the safety and well-being of our students and staff members.

The volunteers, which may include parents and friends of the children, are a critical component in assisting the students and teachers. Every effort is greatly appreciated, and the total worth of the volunteer program in our school is priceless. Some examples of how volunteers may help the school are:

- Working with small groups of students under the supervision of the classroom teacher.
- Helping with student achievement by listening to students read, helping with math problems, assisting with research projects, drilling spelling words, correcting student work, and assisting with art projects.
- Operating office machines and assisting in the office.
- Sharing special talents or areas of interest.
- Preparing student materials and display boards.

Please contact the school principal for more information regarding volunteering in your child's school.

III. HEALTH SERVICES AND MEDICATION

EMERGENCY MEDICAL TREATMENT (BPS Policy #3431r)

If a student is injured on the campus during the school day or during after-school activities, the accident should be reported to the teacher, coach, supervisor, or the office as soon as possible. If a student has a medical emergency at school or school-related activity when the parent cannot be reached, the school needs written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.)

COMMUNICABLE DISEASES/CONDITIONS [Board Policy #3417]

To protect children from contagious illnesses, student infected with certain disease are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. Please refer to your school specific handbook or to the ***Montana Department of Health and Human Services Communicable Disease Summary*** at http://www.dphhs.mt.gov/PHSD/epidemiology/documents/CommunicableDiseaseSummaryFINAL.pdf.

SCHOOL INSURANCE

BPS provides membership in our school insurance for each student under a policy provided at no cost to the student. The coverage applies to some expenses incurred as a result of an accidental injury sustained while attending BPS during the school year. This plan may not cover all the costs of medical expenses and does not cover medical expenses that are payable by other insurance. Therefore, you must file a claim with your family insurance coverage or health provider. Address any concerns regarding this insurance to:

Browning Public Schools
Business Office
P.O. Box 610
Browning, MT 59417-0610

ADMINISTRATION OF MEDICATION (policy #3416)

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate two to three school personnel to administer student medication.

Browning Public Schools requires all medications to be given at home whenever possible. However, under certain circumstances, it may be necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day.

School personnel may not accept or supervise the administration of medication unless a completed "Physician Order-Permission for Medication to Be Given at School" form accompanies it. This form will specify:

- demographic information regarding the student diagnosis
- type of medication
- time indication for administration
- dosage prescribed
- additional instruction for administering
- starting and ending date of administration of medication
- potential side affects
- signature of parent/guardian
- signature of physician/dentist or other health care professional authorized by statute(s) of the State of Montana to prescribe medication and provide treatment services.

Note: Parent signature is required for school administration of *both* prescription and non-prescription medication. A physician's signature is a requirement for school administration of prescription medication only.

1. Students taking medication prescribed by a physician/dentist, or any over-the-counter medication must present the medication in its original container to the school nurse or delegate, with the required form signed by physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the physician's office or hospital to avoid adverse reactions from occurring at school.
3. Students must take medication in the presence of designated school personnel, and all administrations will be recorded and initialed.
4. Students may self-administer asthma, severe allergy, or anaphylaxis medication if the school has received written documentation filled out by a medical doctor and the parents/guardians. Forms are available from the school nurse.
5. All medication must be stored in a designated area that is to remain locked when not in use.
6. Browning Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be re-authorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

HIGH SCHOOL (9-12)

Senior High school students who are older and more mature should be responsible for the taking of their own medication. However, permission of parent/guardian and physician's authorization is still required. The District must be informed of pertinent information regarding the diagnosis, type of prescription, dosage, and time(s) to be administered. Additional information regarding possible side effects and cautions to the student who is self-administering must also be included. High school students are also permitted to self-administer non-prescription medications. *Permission for self-administration of non-prescription medication must be specified annually by parent instructions on the student enrollment form.*

STUDENT IMMUNIZATION (BPS Policy #3413)

No person may enter a Montana school, and no school may allow a person to begin attending, unless he/she meets the immunization requirements of the law. If students transfer from one school district to another, a photocopy of immunization records

shall be made by the school of origin and provided to the student who is transferring. The school to which the student is transferring shall accept photocopies as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the transferring school shall send the original immunization records for the pupil to the school district to which the pupil transfers. State law requires that all 6th through 12th grade students must have 2 MMRs prior to the start of the school year.

IV. PARENT SUPPORT AND INVOLVEMENT

At Browning Public Schools we encourage parents to be actively involved with their children's learning. We know that parental involvement in this process helps children to learn more effectively. We encourage parents to talk daily with their children about school, to support their efforts in completing assignments and meeting deadlines, to send their children to school well prepared and rested, and to make regular contact with their children's teachers. Through working together as a team, we can achieve our goals to provide the best learning opportunity for all students.

COMMUNICATION

Communication between home and school is an essential part of a successful educational experience. Because events at home can affect a student's behavior at school, we ask that parents/guardians notify the school if there is a problem so that staff members can work more effectively with the student. Students have the opportunity to talk with the guidance counselor or principal at any time. Progress reports will be sent home on a weekly or bi-weekly basis, and students are required to write their homework assignments in their planners on a daily basis. Please contact your child's teacher if you have any concerns about your child's performance in class.

PARENT RIGHTS AND RESPONSIBILITIES

Browning Public Schools recognizes and respects the positive impact that parents have on the education of their children. The District strives to create a positive and productive working relationship with all parents and families. Parents play a formative role in the development of their children's sense of justice, equity, and worth of all members of the school community. Parents also act as one of the most influential role models within their children's lives. Therefore, it is the expectation of the school that all parents model acceptable behavior at all times within the school setting.

With respect to the school's obligations to the parents, the parents can expect:

- To be treated with an attitude of professionalism from all staff members
- To be listened to and clearly communicated with in regard to their child's education
- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To be respected by staff and students
- To be assured that their child will be will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- To be contacted with information concerning the academic achievement and behavior of their child.

With respect to their obligations to the school, a parent or guardian should:

- Adhere to the school's policies, and endeavor to support in the home the work that is done in the school
- Cooperate where the child's behavior has overstepped accepted school standards
- Maintain respectful communication and behavior while visiting the school or attending school events
- Support the school in its efforts to maintain a positive teaching and learning environment.

ABUSE OF TEACHERS

School Laws of Montana, 2007, 20-4-303: Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than $25 or more than $500.

PARENT INVOLVEMENT (BPS Policy #6000)

The amount of parent involvement in a child's education is significant in determining the child's success. For this reason, it is the goal of BPS that the parents of all students be involved in their children's education in and out of school. In an effort to reach this goal and the goal of high achievement for all students, the District agrees to provide parents with the following:

1. Notice providing parents with information regarding building School Improvement Plans, including opportunities for parents to serve on School Improvement Teams, which all require parent participation.
2. A public meeting in the first quarter of each school year to explain programs and activities, meet staff, and answer questions.
3. A public meeting in the last quarter of each school year to allow parents the opportunity to evaluate the School Improvement Plan and have input into modifying the plan.
4. The opportunity to coordinate and integrate parental involvement strategies with other programs such as Head Start, Even Start, Reading 1st, and other relevant preschool programs.
5. School-Parent Compacts at each building outlining how parents, students and staff will share responsibility for promoting high student achievement. (attached at beginning of handbook)

6. An annual report prepared by the superintendent summarizing school performance. Information regarding school performance will be reported regularly via the local media, fall parent meetings and an annual meeting of the Board of Trustees.
7. Quarterly reports informing parents of their children's progress and information regarding staff availability for conferences.
8. A minimum of two parent teacher conferences where parents will be informed about the district curriculum and given evidence of multiple ongoing assessment, and proficiency levels of their students.
9. Encouragement to meet with the staff and observe and/or volunteer in their children's classes.
10. A variety of parent training opportunities throughout the school year.
11. A minimum of one school-sponsored family literacy activity per month during the school year.
12. Access to a parent advocate, family support person, or home-school coordinator.
13. An opportunity to participate annually in an evaluation of parent involvement programs.
14. Assurance that the District will conduct, with the involvement of parents an annual evaluation of the content and effectiveness of the parent involvement policy and use the findings to revise the policy if necessary.
15. Assurance that all communication will be clear and understandable.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. At any other time, if you would like to meet with your child's teachers, please call a teacher, principal, or counselor to set up an appointment to do so.

SURVEYS

The District may occasionally choose to administer or allow the administration of a survey or evaluation that collects personal information about students. Such surveys will be approved by the Board before the survey is administered. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

V. ACADEMIC INFORMATION

REPORT CARDS

Report cards will be issued to the students at the end of every nine (9) week period. At the high school credits will be earned at the end of each semester.

Parents will be kept informed during the nine weeks grading period on their child's academic progress. Parents are encouraged to contact the school if they have any questions or concerns about their child's performance in any class. Midterm reports are sent home four times during the school year.

Report cards will not be released if any fines are owed to the school for lost or damaged school property, including library fines, textbook fines, uniforms, and activity fines.

HOMEWORK (BPS Policy #4110)

Homework assignments are meaningful extensions of classroom activity designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments are required at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in each class.

A student's ability to read is strengthened by reading each day at home. Browning Public Schools strongly urges each student to spend time reading for pleasure or for information, in addition to other homework time.

At times, students may struggle in meeting their homework obligations. When students experience difficulties in completing homework assignments, teachers and parents will meet to discover the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that the collaboration efforts can be effective in helping improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic problems.

MAKE UP WORK (BPS Policy #3010)

It is the responsibility of the student to request makeup work either in advance or on the day of returning to class, or parents may call or request homework during the absence. Teachers will provide makeup work within 24 hours of the request. Work may be made up for excused absences or if the student is on out of school suspension (OSS). Students will be allowed twice the amount of time absent to complete any assignments missed due to excused absences (example: If a student is absent for two days, he/she will have four days to complete make-up work). The practice recommended by administration is that make up work will not be accepted for credit after the time allowed.

RETENTION POLICY (BPS Policy #3020)

Students who are failing two or more core classes may be considered for retention. Parents will be kept informed of possible retention. Interventions tied to other services, such as summer school, tutoring, or alternative placement will be considered for each individual student. Retention of a student will be a cooperative decision made by the student, parents, counselor, and administrator, and will be made in the best interest of the student.

GUIDANCE AND COUNSELING

Counseling services are provided for each Browning Public Schools student. Counselors will assist students with scheduling, testing services, college applications, scholarships, and financial aid information (when applicable), appropriate placement, academic and social issues, as well as personal counseling.

Psychological testing

The school will not conduct a psychological examination, test, or treatment without first obtaining a parent's written consent, unless required by state or federal law for educational purposes.

TUTORING

Tutoring is available at each Browning Public School. Please contact the school for specific times and services.

VI. ATTENDANCE POLICY AND PROCEDURES (BPS Policies # 3005, 3010, 3121, 3121r)

Our goal is to have 95% or better attendance at Browning Public Schools. To meet this goal, students should not miss more than nine (9) total days during the school year.

COMPULSORY ATTENDANCE POLICY

Regular school attendance promotes student success and positively influences academic achievement. Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Parents and guardians provide the necessary support for student commitment to attend school regularly, and therefore will be informed of each absence. Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher led activities, to build each day's learning on that of the previous day, and to grow as an individual.

In accordance with MCA 20-5-102 (Montana Annotated Code) and/or Blackfeet Tribal Code and Resolution 71-2004 a student shall not voluntarily withdraw from school without having reached his/her 17th birthday and completed 8th grade.

Parents can give their child no greater help educationally than to assure their child's attendance at school every day. Regular attendance is necessary for success in school. The student who is frequently absent misses valuable class instruction and discussion and finds it difficult to keep up with the class, which can lead to frustration and failure. Perfect attendance should be the goal of every parent and child.

TARDY PROCEDURES

PRIMARY/ELEMENTARY (K-6) TARDY RULE: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.

SECONDARY (7-12) CLASS TARDY RULE: Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung may be required to sign the tardy log. Students who enter the class more than ten (10) minutes late may be marked absent.

ABSENCE NOTIFICATIONS

Absence Notification by Parent/Guardian: A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

ABSENCE NOTIFICATION TO PARENT/GUARDIAN: Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

TEN DAY ABSENCE RULE

All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

CLASSIFICATION OF ABSENCES

The following absences count against the Ten Day Absence Rule:

- Illness: This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip (A).
- Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A).
- Weather: This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A).

The following absences do not count against the Ten Day Absence Rule:

- School Related: This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).
- Medical Absence: Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).
- Special Circumstances: This class of absence may be the result of a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent). Special circumstances may also include hospitalization of extended family or other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Length of special circumstance absence determined at the discretion of the building principal (SC).

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the Principal.

SECONDARY (GRADES 9-12) INCOMPLETE GRADE RECOVERY PROCESS

It is the District's belief that there is a strong relationship between student attendance and student achievement. Students are expected to be in attendance at school each day. Essential learning takes place in the classroom each day. Students who exceed ten (10) absences per semester in any course, therefore, will be considered as not meeting all requirements of that course, and will receive a grade of "Incomplete".

Process

Once a student has reached ten (10) absences in a course per semester, the student receives a grade of incomplete in that course. The student is expected to remain in the course for the semester and complete the curriculum.

The district approved credit recovery program will assign fifty (50) minutes of coursework in the specific subject area for each absence over the tenth (10^{th}) absences to be completed at a passing level. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course.

- Students can attend night school or after school tutoring as soon as they exceed ten (10) absences in any class. Students do not have to wait until the end of the semester. Any student who does not have a passing grade in a minimum of 4 classes (not including Advisory) at the end of any semester will be ineligible to participate in any MHSA sport/activity during the following semester. A grade of "I" or incomplete is not a passing grade.

Students are expected to complete all requirements for each course in which they exceed 10 absences through a district approved credit recovery program within two (2) consecutive semesters after receiving the incomplete.

If a student does not complete all required coursework with two (2) consecutive semesters after receiving the incomplete, the grade will permanently remain an incomplete on the student's transcript and they will lose credit for the class. In order to receive credit the student will need to repeat the course.

In extreme cases, where attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed with the high school principal. Students must have a 60% or above in any class which they appeal. The appeal must be received by the principal within ten (10) school days after the end of the semester for which the appeal is being filed. The principal will have ten (10) school days to respond. If the appeal is denied, the student must complete the credit recovery process as stated above.

The appeal must contain:

- A letter from the student stating the reason that they exceeded ten (10) absences
- A letter from the student's parent(s)/Guardian(s)

Any relevant documentation. Example: Doctor's statements

EARLY CHECKOUTS (elementary)

Students checked out before 3:00 P.M. (Monday thru Thursday) or before 2:00 P.M. (Fridays and early outs) will be counted absent for the afternoon sessions.

VII. SAFE AND DRUG-FREE SCHOOLS

In order to provide an environment that enables students to learn and develop as young people preparing to make the transition from grade level to grade level, the school takes the obligation of providing a safe environment very seriously. The following information has been developed to keep our school safe for all.

Building administrators may call law enforcement for assistance in instances when students or visitors display unsafe or overt defiant behavior creating a hostile situation. Unsafe behavior may be verbal or physical in nature. Law enforcement may be contacted prior to contacting parents/guardians.

LAW ENFORCEMENT (BPS Policy #3220)

The District is obligated to cooperate with law enforcement or other lawful authorities in connection with the performance of their official duties. When law enforcement officials or other lawful authorities wish to question or interview a student at school, the following steps will be taken:

1) The principal will verify and document the identity of the official, will request an explanation of the need to question or interview the student, and will document that explanation.
2) The principal will attempt to notify the parent/ guardian prior to the interview, unless the law enforcement official or other authority objects to such action. In that event, the principal will document the specific basis for the objection.
3) The principal will be present for the interview, unless the law enforcement official or other authority objects to the principal's presence. In that event, the principal will document the specific basis for the objection.
4) The principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

Requests to Take Students into Custody

The District is obligated to cooperate with law enforcement or other lawful authorities in connection with the performance of their official duties, including actions to take a student into legal custody under the following circumstances:

- to comply with an order of the juvenile court;
- to comply with the laws of arrest;
- by a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- by a probation officer if there is probable cause to believe the student has violated a condition of probation;
- to comply with any other properly issued directive to take a student into custody;
- by an authorized representative of the Montana Department of Public Health and Human Services, a law enforcement officer, a juvenile probation officer or other lawful authority, without a court order, under the standards set forth in state or federal law relating to the student's physical health or safety.

Before a student is released into the custody of a law enforcement officer or other lawful authority, the principal will contact the Superintendent. The Principal will also verify and document the identity of the official, will request documentation of and/or an explanation of the basis for the request to take the student into custody, and will retain a record of that documentation and/or explanation. The principal will attempt to notify the parent/ guardian of the request to take the student into custody, unless the officer or other lawful authority objects to such notification. Because the District does not have the authority to prevent or delay a custody action, such notification may not occur until after the student is taken into custody.

WEAPONS AND GUN-FREE SCHOOLS POLICY (BPS #3210)

In accordance with the provisions of the state and federal law, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent. As provided by state law, the student may be suspended up to twenty (20) days pending the School Board hearing for the expulsion.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, wallet chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals. Students may be out of school suspended up to ten days and may be recommended for expulsion to the Board of Trustees.

DRUG-FREE SCHOOL POLICY

BPS recognizes that the use of tobacco (including e-cigarettes), alcohol and other drugs is illegal and detrimental to students' education and other activities provided by the District (See BPS Board of Trustees Resolution approved on February 24, 1999). The

District will provide educational programs for prevention and intervention, establish standards of conduct and discipline for students in its schools (See BPS Policy #3200). Administrative rules and procedures will govern these programs.

GUIDELINES:

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, Spice/K2 or other designer drugs, nicotine, any other stimulant such as phenylpropanolomine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in § 45-9-111 MCA. The proper use of medication prescribed by a medical doctor who is permitted by law to prescribe medication for that student does not violate this rule.

The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school sponsored activities at any location at any time:

a. Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
b. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events may be transported immediately to a local hospital or facility designated to provide detoxification services. Law enforcement will be immediately notified. Following his/her return to school, the appropriate disciplinary procedures from the behavior management plan will be implemented.

BOMB THREATS/ FALSE FIRE ALARMS (BPS Policy #3770)

Bomb threats and false fire alarms are against federal law and school policy. The District will collaborate with law enforcement agencies in order to support the arrest and prosecution to the full extent of the law of any individual who explicitly threatens the safety of the students, staff and community. Expulsion will be recommended.

SEARCH AND SEIZURE (BPS Policy #3220)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools. Searches are conducted without a warrant and as permitted by law.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justify the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is a reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and the keys are not given to others

DRUG DETECTION DOG

The District is taking action to keep illicit drugs out of our schools. One of the ways to assist school personnel in detecting drugs in the school is the use of specially trained dogs that are able to sniff out drugs. The dogs are highly specialized and certified

for this purpose. It is the intention of the School District officials to periodically use a drug-detection dog to check for drugs in our schools.

The procedure for these searches is as follows: on a day known only to administration the dog will be brought to the school to search lockers and common areas. This search may include lockers, gym lockers, classrooms, and the parking lot. It will not include sniffing any students. If the dog identifies a specific locker or bag; it will be noted, and searched by school personnel based on the reasonable suspicion created by the dog. If contraband is found, the police will be called in. If nothing is found, it is reasonable to suspect that at some prior time contraband may have been there. Students are assigned lockers and will be held responsible for any contraband found in their assigned lockers.

GANGS AND GANG ACTIVITY (BPS Policy# 3611)

Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, as defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit one or more criminal acts; or acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

- Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
- Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
- Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
    - Soliciting membership in or affiliation with any gang;
    - Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
    - Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

HARASSMENT, BULLYING, INTIMIDATION, AND HAZING

Bullying is:

- Punching, shoving, and other acts that hurt (or could potentially hurt) people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Making mean comments to or about a person
- Getting certain people to "gang up" on others

Bullying also can happen online or electronically. ***Cyberbullying*** is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on Web sites, or sending these types of pictures over a cell phone.
- Using someone else's user name to spread rumors or lies about someone

Bullying is prohibited in Browning Public Schools. If bullying occurs at school or while attending school functions or on school grounds, it will be dealt with as a severe violation of the behavior management plan.

SEXUAL HARASSMENT (BPS Policy # 3205)

(see appendix A for Title IX information)

SD #9 believes that each student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected to treat one another courteously, with respect for the person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student or staff member. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Sending messages/pictures of a sexual nature by electronic means will be considered sexual harassment.

Any student who believes he/she have been subjected to sexual harassment, or any parent or guardians who believe his/her child has been subjected to sexual harassment, should report the incident to the building principal. If a parent or student is not comfortable with making a complaint to the principal, the complaint may be made to a teacher or guidance counselor, with the

understanding that the incidents must be reported to administration for review and action. The Title IX coordinator will conduct the investigation. The student will not be required to present a complaint to the person who is the subject of the complaint.

It is the intent of the Browning Public School District to create an atmosphere where complaints will be treated promptly and fairly. Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the building principal. Every effort will be made to maintain the confidentiality of witness identity.

Federal EEOC – Sexual harassment is illegal in two areas: in the workplace and in schools

Report all harassment to the Title IX Compliance Officer:

- Browning School District #9 Compliance Officer (338-2715)
- Browning High School : Assistant Principal
- Buffalo Hide Academy: School Counselor
- Browning Middle School: Principal
- Napi Elementary: School Counselor
- Browning Elementary: School Counselor
- Vina Chattin/KW Bergan Elementary: School Counselor
- Babb Elementary: Principal

VIII. STUDENT CONDUCT

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our student, Browning public schools rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

STUDENT EXPECTATIONS

Students are expected to behave appropriately. Unacceptable conduct, if occurring on the school grounds or while under the jurisdiction of the District, will not be tolerated. The statements of expectations listed below cannot hope to cover every situation that may arise, nor is it intended to be a long list of do's and don'ts. The purpose of the consequences imposed is to change behavior. The school administrative team has the authority to impose suspension of students for failure to comply with school regulations, and if it should become necessary, to recommend the expulsion of a student to the Superintendent of Schools and the Board of Trustees.

In order for students to take advantage of available learning opportunities and to be productive members of the Browning School Community, each student is expected to:

- Use appropriate language at all times with all students, teachers, and other district staff.
- Demonstrate courtesy-even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate material and assignments to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights, feelings, privileges, and safety of other students, teachers and district staff.
- Respect and obey the lawful requests of teachers and all school staff.
- Not to start or participate in any physical or verbal altercations or confrontations.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

FIGHTING

Fighting is a confrontation between two individuals in which each attempt to harm the other. **The purposeful instigation of a fight will also be considered fighting for discipline purposes. Watching a fight will also result in appropriate disciplinary consequences.**

Fighting will result in a severe referral.

ASSAULT (PHYSICAL, VERBAL, OR WRITTEN)

Browning Public Schools recognizes that our schools should be a safe learning environment for our staff and students. The District will not allow assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. **Reasonable** self-defense against bodily harm is not to be considered an intentional act under

this rule. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Students who engage in any kind of physical, written, or verbal activity which would result in or have the intent to injury will be subject to the following consequence(s):

1) Conference with victim(s) to obtain verbal and written documentation as to nature of assault.
2) Immediate removal of the individual from student or employee contact. Out-of-school suspension may occur. Length of suspension may be up to 10 days. For a serious infraction of this assault policy an immediate recommendation for expulsion may happen.
3) Police will be notified.
4) Prior to reinstatement, an in-person parent conference will be required.
5) If reinstatement occurs the student will be placed on an assault contract for the balance of the school year. Any additional instances of similar behavior will result in a disciplinary hearing before the Board of Education, which may result in the student's expulsion from school.
6) While the student is awaiting a disciplinary hearing, they may be suspended for an additional 10 days.

A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind, the circumstances surrounding the threat, the age of the student and the mental and emotional maturity of the student as well; cooperation of the student and his/her parent (s) or guardian (s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

School Laws of Montana, 2007, 20-4-303: Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than $25 or more than $500.

PROFANITY AND INAPPROPRIATE LANGUAGE

Using profanity or other inappropriate language, in either written or verbal form, will not be tolerated. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator.

Swearing at a teacher will result in a severe consequence.

CHEATING & PLAGIARISM

A student shall not cheat, plagiarize, lie, or forge any documents. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator.

NOTES/ELECTRONIC COMMUNICATION

Notes or electronic communications are not to be written in class and are not to be passed/sent or received in the school setting, or on school sponsored events, unless authorized by the classroom teacher for specific educational purposes. Students are responsible for all content written in a note/electronic communication. Notes/electronic communications with inappropriate language, threats, or put downs will be confiscated and turned over to the principal, and the student will receive appropriate consequences.

ELECTRONIC DEVICES (BPS Policy #3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. ***At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Electronically recording a fight will result in a severe referral.***

Students may use cellular phones, pagers, and other electronic signaling devices on campus *before school begins and after school ends.* IPODS and other musical devices are ***not allowed*** in classrooms or hallways during the school day unless authorized by the classroom teacher for specific educational purposes. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be returned to the parent and guardian. Repeated unauthorized use of such devices will result in appropriate disciplinary action.

School District #9 is not responsible for any lost or stolen items.

USE & CARE OF SCHOOL PROPERTY/VANDALISM/THEFT

Students, please take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Vandalism/Theft:

Students who damage or steal school property or equipment are required to pay in cash as restitution for the damage. Vandalism and theft will result in severe or extreme consequences and a report filed with law enforcement.

Fines:

Students will be fined for lost or damaged property. Fines will be assessed for property such as lost and/or damaged texts, library books, locks or athletic equipment. Students will not participate in extra-curricular activities, dances, field trips or receive grades or report cards until all fines are paid.

DRESS/ATTIRE

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Browning Public School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for all school activities. The following guidelines should be followed in determining appropriate school attire:

- Clothing advertising or advocating drugs, alcohol, tobacco use or products, or promoting gang activity, sexual content, obscenity or antisocial behavior is not allowed. Students wearing or displaying offensive messages will be required to change or cover the disputed message.
- Hats may be worn to school and left on during breakfast or lunch time, but must be removed upon entering the hallway and left in the locker for the duration of the day.
- Gang-related apparel is not allowed
- Dresses must be of reasonable length: halter tops, tops with straps less than an inch in width, tops baring midriffs or cleavage, short shorts and short skirts are not allowed
- Sunglasses are not to be worn unless a certified medical reason is provided and a 504 plan is in place.
- Excessively baggy or saggy pants are not allowed: the waistband of pants should fit at the hipbone. Pants should not be worn so low that the undergarments are visible.
- Trench coats, spiked necklaces, bracelets or wallet chains are not allowed.

Students who are in violation of the dress code will be excluded from class until appropriately dressed for school.

FOOD AND DRINK:

Students are NOT allowed to consume food or liquid beverages in the hallways or in classrooms unless given permission by the classroom teacher or building administrator. Students are permitted with teacher permission to have water in a clear container.

Energy drinks are not allowed in Browning Public Schools.

FIELD TRIP EXPECTATIONS

Field trips are designed as an extension of the regular classroom, and all school and bus rules apply. When on a field trip, Browning Public School students are to conduct themselves in a respectful manner. When in public, BPS students must remember that they represent not only themselves, but also the school, the community, and their families. Parental permission and consent for emergency medical treatment is required for a student to participate.

Each school will set school expectations for eligibility to attend field trips.

HALLWAY/SIDEWALK EXPECTATIONS

Before school, after school, and between classes there may be a large number of students in the hallways or on school sidewalks. **It is important to be patient, courteous, and understanding of others at all times.**

- Be respectful of others.
- Talk in a quiet, calm voice. Help keep hallway noise to a minimum.
- No pushing, running or inappropriate language.
- Be on time and prepared for class
- Travel on the right side of the hallway/sidewalk.

ASSEMBLY EXPECTATIONS

Assemblies are a regularly scheduled part of the school day and are designed to promote pride and school spirit as well as to provide alternative educational and enrichment experiences. **Since they are part of the regular school day, it is expected that the students display appropriate assembly behavior.**

- Food, drink, coats, gum and backpacks are not allowed during assemblies.
- Show your appreciation by giving generous and appropriate applause.
- Yelling and/or booing will not be tolerated
- Once the assembly has started you are expected to remain seated until the assembly has concluded.
- Assemblies will be immediately stopped and students removed for inappropriate behavior.

BUS EXPECTATIONS AND SAFETY

Introduction

The transporting of children to school by school bus is not mandatory; it is the option of the local Board of Trustees. The service is provided in the Browning School District for those who wish to ride under the terms established. The following information for parents and students states the school transportation guidelines. Non-compliance may be met by refusal to transport.

School Transportation Guidelines

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off location will be established. **Daily changes to the child's bus schedule will be allowed prior to 2:00 pm M-Th, and prior to 1:00 pm on Fridays. Weekly changes to the bus schedule must be done on the Friday before the change is to go into effect**. Permanent bus changes, due to the family moving, etc., will be made through the Transportation Department.

Rules at the Bus Stop

1. Be on time and waiting for the bus.
2. Stay out of the road while waiting for a bus.
3. Do not participate in horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.
6. Do not cross the street at the bus stop until traffic has stopped for flashing red lights.
7. Board the bus only at the school of attendance.

While Riding the School Bus

1. Follow directions of the driver the first time given.
2. Students may be assigned a seat and held responsible for that seat.
3. Go directly to assigned or available seat upon entering bus.
4. Remain seated and keep aisles and exits clear.
5. Observe classroom conduct while on the bus.
6. Refrain from throwing or passing objects on, from or into bus.
7. Do not extend arms or head out of bus windows at any time.
8. Do not get on or off, or move about the bus while it is in motion. .
9. Refrain from using profane language or obscene gestures on the bus
10. There will be no tobacco products, alcohol or drugs allowed on the bus.
11. Students will not board or depart the bus at a stop other than their own without written permission.
12. Do not eat food or drink beverages on the bus unless permitted to by the driver.
13. Do not exit from the emergency door unless a bona fide emergency exists.
14. Students who are not regular riders must have written permission to ride.
15. Animals, firearms, weapons, insects, bottles, balloons or any other potentially hazardous materials will not be permitted on the bus.
16. Refrain from hitching rides via the rear bumper or other parts of the bus.

Leaving the School Bus

1. Do not run or push while unloading from the bus.
2. When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing.
3. Students should go directly from their bus stop to their homes

Violation of School Bus Rules

Failure to follow the rules on the bus will result in the following consequences:

1. The student will be given a verbal warning to stop the behavior.
2. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat for the remainder of the ride.

3. If the driver must change a student's seat position more than once, a seat assignment will be given to the student for a period of 5 bus days. (Bus days are defined as days in which the student actually rides the bus.)
4. If behavior persists, student will be suspended from riding the bus for a period of 5 bus days.

Major Offenses

Bullying & harassment will result in an automatic 5 day suspension from the bus. In addition a referral will be made to the school principal and considered a violation of school rules with accompanying school consequences.

Fighting and sexual harassment will result in a 10 day suspension from the bus, In addition a referral will be made to the school principal and/or Title IX coordinator and considered a violation of school rules with accompanying school consequences.

Possession of firearms, explosives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to law enforcement. . These offenses will be referred to the school principal and the offense will be considered a violation of school district policy and will be managed by the principal.

Parent/Guardian Responsibilities

Your support and assistance may prevent an accident

1. Understand and support bus regulations for the safety of your child.
2. Be certain your student understands and follows bus regulations.
3. Teach your students proper procedures for crossing roadways.
4. Support procedures for emergency evacuation as prescribed by state and school officials
5. Teach your child to respect the rights and privileges of others.
6. Report safety concerns to school administrators.

Emergency Weather Conditions

In the event that weather conditions create hazardous driving conditions information pertaining to closing school, bus cancellations, and sending buses home early will be broadcast over all local radio stations, KSEN, K96, KMON, and Thunder Radio KBWG.

Information regarding school bus service or other questions pertaining to transportation may be obtained by calling the school Bus Garage at 338-2952.

Video Surveillance

For the safety of all students and the driver, buses are equipped with video surveillance, which may include audio.

IX. BLACKFEET ALTERNATIVE EDUCATION WELCOMES YOU

The faculty at the Blackfeet Learning Academy would like to welcome our returning and new students and their families to the 2015-2016 academic year. We look forward to sharing many educational opportunities with you and assisting you in fulfilling your potential as a young adult learner. We strongly encourage you to get involved with your school and community by taking advantage of the many opportunities available through the Blackfeet Learning Academy.

Faculty:

Mr. Matthew Johnson, Alternative Education Director
Brenda Bird, Secretary/Tutor
Mr. Charlie Speicher –Counselor/Student Support
Vacant- Counselor Student Support
Mrs. Katie Boyce, Instructor
Mr. Nick Rink, Instructor
Mr. Jason Krane, Instructor
Mr. Greg Klauk, Instructor

BLACKFEET ALTERNATIVE EDUCATION VISION STATEMENT

The Blackfeet Learning Academy will provide a positive learning environment that encourages our students to become respectful and hard-working young adults who are willing and capable of making positive decisions to affect their own lives, families and our community.

BLACKFEET ALTERNATIVE EDUCATION MISSION STATEMENT

Upon your enrollment at the Blackfeet Learning Academy, our staff will provide the opportunity for you to have a fresh start. We will accept you as a new person, free from past judgments, so long as you are willing to see yourself as a new person too.

- Blackfeet Academy students will graduate high school with a strong backbone of Blackfeet Culture that will support within them the ability to carry out their lives as self-motivated, hard-working, responsible, positive role models.
- Blackfeet Academy students will be prepared for both the opportunities and the struggles of college, employment, and raising their own families.
- Blackfeet Academy students will gain the ability to make positive and healthy life choices so that they can avoid being pulled down by drugs, alcohol, unsupportive family/friends/community members or even negative images of themselves.
- Blackfeet Academy students will know that they always have a choice and that something as simple as their own attitude will affect the outcome of that choice.

GENERAL INFORMATION

The Blackfeet Learning Academy provides a unique educational opportunity to students who wish to attain their high school diploma but who feel that traditional high school does not accommodate their needs. There are 40 slots available which are filled by students who are committed to completing their high school education.

ADMISSIONS PROCEDURES

The Blackfeet Academy is an admissions-only school.

Admission Requirements
1. Referral from Browning High School counselor
2. Completed application
3. Student interview with selection committee
4. Successful completion of pre-orientation prior to enrollment

The Admissions Review Committee will review applications, interview students and make recommendations for students to be accepted into the Blackfeet Academy as slots become available.

The following factors will be considered when applications are reviewed:
1. Students who are within 5 credits of the state graduation requirements
2. Students whose credit status is most near that of their age and grade level of peers, yet who still qualify as "credit deficient"
3. Students who are pregnant or parenting
4. Students who have a history of non-violent, respectful behavior
5. Students who have been successful in another alternative school

NOTE: While the Admissions Review Committee will consider all of these criteria in the admission process, the order listed does not indicate the importance placed on each factor.

EXIT PROCEDURES

The Blackfeet Academy is an open-entry/open-exit program. Students can exit or be exited from the Academy at any time through the following:
1. Student Self Exit- Student can decide to leave the Academy at any time.
2. Parent/Guardian Exit- Parents/Guardians can exit their student at any time.
3. Academy Exit- Student can be exited from the Blackfeet Academy due to:

a. Failure to Maintain Adequate Academic Progress (earn 1 full credit per academic mini-term)
b. Failure to Maintain Acceptable Behavioral Performance
c. Failure to Maintain Acceptable Attendance
d. Students will be automatically exited from the Academy if they:
    i. Physically assault an Academy staff member
    ii. Violate the Drug/Alcohol Procedure (please see "Drug/Alcohol Procedure" in this handbook)
    iii. Have progressed through the School Wide Behavioral Plan

Process for Exiting

NOTE: If a student is recommended for exiting due to failure to maintain acceptable performance, the staff member will have exhausted all other Behavior Management steps.

Conference between parent/guardian, student and Alternative Education Director
- Parent/guardian will be informed of circumstances resulting in recommendation for Exit
- Parent/guardian and student will be given information in regard to the student's other educational options outside of the Academy
- Appeals must be made within 10 days of the Exit Conference

APPEAL PROCESS FOR EXITING

- The Alternative Education Director will give verbal notice to all students and written notice to parents for reasons leading up to the decision to Exit.
- The Alternative Education Director will have available for students the Student Appeal Form with the due date.
- Students will have the opportunity to explain and validate their attendance/behavior/academic progress record on the remainder of the form, which then must be signed by the student and parent/guardian.
- The student will return the form to the Alternative Education Director prior to, or on the due date.
- The decision to not Exit students rests with the appeal committee.

STUDENT ROLES AND RESPONSIBILITIES

Blackfeet Alternative Education students *will be successful if*:

- Students use effective time management strategies
    - Attend class every day; arrive on time and stay entire class period
    - Remain on task; do not be distracted by others
    - When finished with a task, immediately request another to begin
    - *Remember- you are making up for lost time- every minute counts!*
- Students display self-discipline in their learning and interactions with their peers and staff
- By following their individualized schedule, students demonstrate trust worthiness, honesty, a commitment to their learning and respect for the relationship with their academic advisor
- Students demonstrate responsibility and accept consequences for the daily choices they make
- Students track their progress in all classes using their Graduation Plan and by communicating with their academic advisor
- Students ask for help when they don't understand materials

STUDENT SENATE

Blackfeet Alternative Education students are encouraged to create a Student Senate each academic year. It is recommended that students hold elections, complete with student campaigns, within the first three weeks of the new academic year. The following are recommended expectations for student senate members:
- Lead activities to support school spirit (ie. Decorate floats for parades, decorate for BLA Senior receptions)
- Serve on community and school district committees
- Serve as hosts for BLA guests (including the annual BLA School Board meeting)
- Serve as BLA student voice for other issues relevant to students

STUDENT SUPPORT SERVICES

A Student Support Coordinators will be available to provide referrals for counseling services, assistance with transportation and housing concerns, and address issues relating to parenting, domestic violence, drug and alcohol concerns, in addition to serving as a liaison between home and school. The Student Support Coordinator will also assist in all academic advising, career counseling and work study placements. Students are strongly encouraged to seek the assistance of the Student Support Coordinator if they have questions regarding any of these areas.

SCHOOL HOURS & CLASS SCHEDULE

Students are welcome to be in the building before class and stay after class *if they are engaged in a meaningful educational activity*. The following is the Academy's daily class schedule:

Monday-Thursday	
8:15 AM – 10:00 AM	Morning Core Class
10:00 AM-10:10 AM	Morning Break
10:10 AM- 11:20 AM	Morning Core Class
11:20 AM- 11:55 AM	Lunch
11:55 AM – 1:35 PM	Afternoon Core Class
1:35 PM-1:45 PM	Afternoon Break
1:45 PM-3:25 PM	Afternoon Core Class
3:25 PM	Dismissal
3:25PM – 4:00 PM	Tutoring for students on academic probation

Friday	
8:15 AM – 10:00 AM	Morning Core Class
10:00 AM-10:05 AM	Morning Break
10:05 AM-11:20 AM	Morning Core Class
11:20 AM- 11:55 AM	Lunch
11:55 AM-1:00 PM	Afternoon Core Class
1:00 PM-1:05 PM	Afternoon Break
1:05 PM-2:25 PM	Afternoon Core Class
2:25 PM	Dismissal
2:25 PM-3:00 PM	Independent Study

CLOSED CAMPUS

Blackfeet Alternative Education students will not be allowed to leave the campus during school hours without permission of the Blackfeet Alternative Education staff. The only exception to this expectation is for breakfast and lunch, which will be served across the street at Browning Elementary School. Students are allowed to take their breaks in the outdoor classroom on the East side of the building, or on the entrance steps on the North side of the building.

DRIVING TO SCHOOL

All student vehicles must be registered with the Academy Receptionist and be legally licensed, registered, and insured. Students are expected to abide by all traffic laws. Students who violate traffic laws will have their driving privileges suspended or terminated on school property. All vehicles in or around the school are subject to searches directed by the School District.

SCHEDULING

During the 2018-2019 academic year, scheduling of classes will be based on a four and a half week mini-term. This means that the student is formally enrolled in only one subject in the morning and one subject in the afternoon. Assuming that the student attends regularly and completes all assignments, the student will then earn ½ credits for each of the classes every four and a half weeks. The student will also have had opportunities to bank points from other subject areas.

BLACKFEET ALTERNATIVE EDUCATION ACADEMIC PHILOSOPHY

Students are given the freedom to approach their learning activities according to their unique needs and abilities. Students are expected to make continuous progress in all of their classes and yet they are allowed the time and help necessary to master each skill before moving on to the next learning opportunity. Students will measure their progress by how well they accomplish the objectives and benchmarks in each learning unit.

Continuous progress ensures that students will, normally, have access to the Blackfeet Academy all day every day throughout their school experience. Continuous progress has a profound impact on the structure and organization of programs in the various subject areas. Students can take courses in any sequence unless one course is a prerequisite to another course. In continuous progress, students gain a clearer sense of their strengths and weaknesses. They are given the power to plan their programs with these in mind.

The Student Support Coordinator will work with students to plan progress through all of their courses at all times. The individual teachers will lay out expectations for completion of objectives. These expectations are communicated with the full knowledge of the student's academic and personal cohort of service providers.

THE ACADEMIC COURSE

- Each course will be offered as a four and a half week mini-term;
- At the end of the mini-term, the student will have the opportunity to demonstrate Mastery of the course; if Mastery is obtained the student will earn a ½ credit for that course;
- Many courses have a supporting course packet for independent study;
- Interdisciplinary courses are offered so that students have the opportunity to earn multiple ½ credits through completing coursework in a single mini-term;
- Each course will have appropriate supporting presentations, workshops, field labs, and other learning experiences.

EARNING CREDIT

A credit is a unit used to measure the course of study that takes place in a learning environment. Each course has a course syllabus, in which the required work is outlined for each student. When a student masters the work outlined in the syllabus, the student will be awarded the credit for that course. Credit can be earned at any point during the semester. If a student fails to complete a course in during the scheduled mini-term, the student will have one week of academic probation. During this time, the student is required to stay until 4:00 PM for tutoring in order to complete the course. If all coursework is not complete by the end of the one week academic probation period, the student will receive an "F" and be required to make-up the course in night school or summer school.

STUDENT PROGRESS

The Blackfeet Academy is truly designed to help those students who are motivated to help themselves. This applies both to personal well-being and academic growth and success.

Student progress is evaluated and reported every four and a half weeks by the Academy teachers. The Student Support Coordinator then reviews each student's progress from the previous academic mini-term to determine whether or not that student is on pace to graduate. If the student is not on pace, the Student Support Team will meet to discuss the student's academic progress. The student will be placed on academic probation for one week to allow the student a chance to improve his/her progress. If a student does not make significant efforts to get on pace, he/she will be recommended for exiting at the conclusion of the probationary period. Students who fail to stay on pace and are placed on academic probation for two consecutive mini-terms will be recommended for Exit. NOTE: This lack of academic progress is indicative that the Blackfeet Academy is not the optimal learning environment for the student.

Attendance will have a direct effect on a student's progress and success at the Blackfeet Academy. If a student is not in class daily, their progress will be slowed and they may be recommended for exiting. If a student attends class daily, their chances of graduating on time are increased significantly.

PROGRESS REPORTS

Progress reports will be sent to the parent/guardian at the end of every quarter by the Student Support Coordinator. Parents/Guardians are strongly encouraged to contact the Student Support Coordinator if they have any questions or concerns about their student's progress in any class. Students can track their own progress by documenting each ½ credit earned on their graduation plan.

TESTING

The Blackfeet Academy participates with all standardized testing administered by School District # 9. This includes the MontCAS, ITED, LEP, and the quarterly Writing Assessments. Students also have the opportunity to take the ACT test and Compass Test at BCC. We strongly encourage Academy students to prepare themselves and demonstrate their very best skills on each of these tests.

HOMEWORK

Homework assignments are meaningful extensions of classroom activity designed to help the student reach Mastery level as well as develop responsibility and independent study skills. Homework assignments are required with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the student in question. Homework may also function to increase parental understanding of curriculum objectives and provide a sample of student work.

MAKE UP WORK

It is the responsibilities of the student to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request. Work may be made up for all *excused absences.* Make-up work will not be accepted two weeks beyond the conclusion of the academic mini-term to which the make-work applies. Make up work will not be accepted for credit after the time allowed.

TUTORING

Blackfeet Academy students are provided with an on-site tutor for additional one-to-one assistance with their academic studies during the school day. In addition, students can also receive tutoring services after school hours by making arrangements with the Secretary. Tutoring is available on-site at the Blackfeet Academy on Tuesday, Wednesday and Thursday from 3:30 PM- 4:45 PM. Students on probation are REQUIRED to attend tutoring in an effort to get caught up. NOTE: In most cases, students fall behind because of lack of attendance; therefore, tutoring is offered as a means to have more time and assistance to get caught up.

LEARNING OPPORTUNITIES BEYOND THE ACADEMIC DAY

Blackfeet Academy students may participate in a variety of supplemental educational opportunities to earn credit outside of the typical school day.

Night School

Blackfeet Academy students are welcome to attend night school at the Browning High School with the understanding that all Browning High School academic procedures for earning credit will apply and behavioral expectations will be followed.

Incompletes "I" (Credit Recovery)

Students from Browning High School who transfer to the Academy have the opportunity to make up Incomplete classes on their transcript. Incompletes occur when a student passes a class at the high school, but have exceeded the 10 day attendance policy for the district. The following guidelines will be used to make up these classes:

1. Students can only make up Incomplete classes they have actually passed.
2. Students are responsible for coordinating with BLA instructors to setup, complete, and pass the assignments.
3. In some cases, students may only be able to recover Incomplete classes through BHS night school.

Summer School

Blackfeet Academy students are welcome to attend summer school at the Browning High School with the understanding that all Browning High School academic procedures for earning credit will apply and behavioral expectations will be followed.

The Blackfeet Academy Wilderness Adventure Program (BAWAP) is a summer school program which consists of a series of experiential field labs that integrate several areas of academic study with mentoring and leadership skills for graduation credit.

Work Release Program

The administration and staff at Blackfeet Learning Academy have a strong commitment for our students to remain in school for the entire four years. However, we understand there are circumstances where a student may need to work. Because of these exceptions a Student Work Release program has been created with the following criteria:

- Student Support Coordinator must approve of student's acceptance into work release program.
- Student must maintain acceptable academic progress in all subject areas.
- Student must maintain acceptable attendance.
- Failure to adhere to these requirements may result in the student's termination from the work-release program.

Project Based Learning (PBL) Independent Study Program

Blackfeet Learning Academy provides a PBL independent study program to allow students the opportunities to earn extra credit outside the regular class/ curriculum schedule to meet minimum graduation requirements. Blackfeet Academy teachers may elect to work with a student independently on a course of study within that teacher's certification and that is being offered by the Blackfeet Academy during the current academic year. All PBL courses must be pre-approved by the Student Support Coordinator and follow these criteria:

- Student Support Coordinator will assist students in determining which independent study courses are needed to supplement their regular curriculum to meet graduation requirements and also set up the program plan for this extra credit work. This plan will need approval of Student Support Coordinator, parent, and student.

- The student is responsible for successfully completing requirements of the PBL independent study program and submitting documentation of completion at least two school days prior to graduation, or the student will not be allowed to participate in the graduation ceremony.

PLACEMENT

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

EXTRACURRICULAR ACTIVITIES

We encourage all students to become actively involved in a student activity outside of their regular academic schedule. Membership in school clubs at the Blackfeet Academy is open to all students. We strongly encourage students to consult with the Student Support Coordinator if they are interested in developing and implementing new clubs. Blackfeet Academy students may also participate in extracurricular activities at the Browning High School.

Academic Eligibility Policy

(*Montana High School Association Policies)*
All students participating in extra-curricular activities at the Blackfeet Learning Academy must meet the academic eligibility requirements and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSA) Handbook. MHSA statements are as follows:

MHSA Handbook
Article 2, Section (2), Enrollment/Attendance

"To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and receive a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates…"

Interpretation of the above Article is that students will be enrolled in at least two credits of classes while participating in Extra Curricular activities in the Blackfeet Learning Academy.

MHSA Handbook
Article 2, Section (3)

"To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject . The record at the end of the semester is final and scholastic deficiencies may not be "made up" in any way. This section shall not apply to students committed to Pine Hills School or to students assigned to MHSA interscholastic activities as part of their Special Education Individual; Education Plan (I.E.P.)"

Interpretation of the above Article is that students must earn 2 credits during the semester prior to the sport season in order to participate in a particular sport. Passing four classes worth ½ credit per semester.

MHSA Handbook
Article 2, Section (18), Award Rule

No award exceeding twenty dollars ($20.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post-season recognition function (i.e., sports banquet), or a fundraiser or similar function. Cash cannot be awarded.

Violation of this rule will render the student ineligible in the MHSA sponsored sport or activity for which the student received the award. The Board of Control will follow the same procedure for restoring the eligibility status as provided in the last paragraph of the Amateur Rule, Article II, Section (19) of the By-Laws.

Extra-curricular Activity Participation Guidelines

1. For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day (Monday – Friday), or have a medical excuse or other pre-approved excuse prior to 4:30pm on the day of the activity.

2. Students who transfer to Browning Public Schools during a sports season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to Montana High School Association (MHSA) standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meeting MHSA 10 day practice requirements before participating in a contest/event.

3. A student must have passed two (2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (A previous semester is defined in the current MHSA Handbook) If a student is academically ineligible at the beginning of a MHSA sanctioned competitive sport or activity during the entire season, that student may not try out or participate in that sport or activity during the entire season, even if the season includes more than one semester.

Browning Public Schools

Policy # 4500

Policy Name: *Graduation*

Regulation: ----------

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

No student will be permitted to graduate from Browning High School unless he/she has completed the course requirements prescribed by District #9 Board of Trustees and meets the prescribed course of study for the State of Montana. All graduation requirements must be completed 48 hours prior to the graduation day and certified by the high school principal in order to participate in the graduation ceremony. Effective with the graduating class of 2016, all students will enter Browning High School on a "Distinguished Diploma" track; students must opt out in order to graduate according to the "Foundational Diploma" track requirements.

Course requirements for graduation from Browning High School:

Foundational Diploma

	Effective Beginning with Class of 2016
English	4
Mathematics	2
Science	2
Social Studies	3.5
..... World Geography	(.5)
..... Blackfeet Studies	(.5)
..... World History	(.5)
..... American History	(1)
..... Government	(1)
..... Tribal	
..... State	
..... U.S.	
Physical Education 2 Semesters	1

Health Enhancement .....(.5)
Fine Arts 1
Vocational Practical Arts 1
Computer Technology .....(.5)
Electives .....5 (minimum)

Total Required for Graduation **20.5**

Distinguished Diploma

Effective Beginning with Class of 2018

English.....4
Mathematics.....4
Science 3
Social Studies 3.5
.....World Geography (.5)
.....Blackfeet Studies (.5)
.....World History (.5)
.....American History 1
.....Government 1
..... Tribal
..... State
..... U.S.
Physical Education 2 Semesters.....1
Health Enhancement .....(.5)
Fine Arts 1
Vocational Practical Arts 1
Computer Technology 1

College Prep Electives*.....2
Other Electives 3

Total Required for Graduation **24**

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

Total Required for Graduation

In addition, beginning with the graduating class of 2003 shall be required to satisfactorily engage in a public Senior Portfolio presentation and provide documentation of 20 hours of community service.

Waiver of Requirements/Academic Variance

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

At minimum, all students will have met the basic graduation requirements as specified in A.R.M. 10.55.905. Under special circumstances, the Principal may recommend modification to local graduation requirements to the District Superintendent. The Superintendent will have the authority to approve or deny the recommendation. In accordance with A.R.M. 10.55.906 (3), the Superintendent will then make the recommendation to the local board of trustees to accept the waiver.

Diplomas

a. All graduating students shall receive diplomas.
b. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP.
c. Diplomas may be received prior to four (4) years of high school attendance in accordance with District #9 Early Graduation Policy which requires the expressed recommendation of the Superintendent and permission of the Board of Trustees.
d. The high school principal shall approve of independent study alternative curriculum offerings prior to credit being applied to the core graduation requirements.

Transfer Student Graduation Requirements

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

Graduation

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

a. The Superintendent of Schools shall set the date for the graduation ceremony each year.

b. Only students who have met all credit requirements, both state and local, may be allowed to participate in the graduation ceremonies.

c. The Board of Trustees may deny any student the honor of participating in graduation ceremonies for infractions of federal, state, or local laws, district policies or school rules.

d. All graduation requirements must be completed forty-eight (48) hours prior to and approved by the high school principal before a student is allowed to participate in the graduation ceremony.

Cross Reference: #4510 Early Graduation
Former Policy #710.4, 710.5, 710.6, 710.7

Legal Reference: MCA 20-5-201 Graduation Participation Denied
MCA 20-1-301 Graduating Seniors Requirement
A.R.M. 10.55.905
A.R.M. 10.55.906 (3)

Policy History:

Adopted on: 8/96
Revised on: 4/99, 4/26/06, 8/14/07, 1/8/08, 5/29/13, 8/3/15

CLASS STANDING

Students must have the following earned credits to obtain the grade level:

Freshman = 0-5.5	Junior= 12- 18.5
Sophomore = 6-11.5	Senior = 18.5- 23

SENIOR PORTFOLIO REQUIRMENTS

- Title Page
- Table of Contents
- Academic Reports
  - 7th Semester Transcript
  - Detailed Attendance Report
  - 2 copies of Standardized Tests: ACT, SAT, ASVAB, ITBS, CAPS, COPS, and COPES, SDS.
  - Montana Career Information System
- Financial Literacy
  - Financial Literacy Workshop Certificate
  - Pledge Sheet
- Career/College Prep
  - 2 Letters of reference
  - Resume – MUST be in "Resume" format
  - Copy of 2 ID's – One MUST be your Social Security card
  - Job Application
  - 1 page Life Goal Essay/Scholarship Letter
  - College and Financial Aid application (optional)
  - Immunization
  - 1 page Montana Career Information System Overview
- Community Service
  - 20 hours documented community service
  - 1 page explanation of community service
- Academic Performance/Work Samples
  - Writing Samples: minimum of two; I.E. Term Paper, Writing Assessment
  - Math Samples: one sample from each math taken, STAR math may be substituted.
  - Science Samples: a minimum of one sample from each science taken.
  - Social Studies: minimum of two: Blackfeet Studies, World History, World Geography, U.S. History, Economics, Government.
  - Physical Education/Vocational Ed./Fine Arts: minimum of one sample
- Clubs/Activities

COLLEGE PREP REQUIREMENTS

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

COMMENCEMENT

Upon successful completion of all academic graduation requirements, community service and the senior portfolio presentation, Blackfeet Academy students have the opportunity to participate with the Browning High School commencement ceremony. Blackfeet Academy students are expected to participate in all graduation practices and wear the same colors as the Browning High School students at commencement.

Additionally, the Blackfeet Academy celebrates commencement by honoring graduating seniors at our annual spring Senior Reception.

PARENT ORIENTATION

Before a student is officially enrolled at the Blackfeet Academy, his/her parent/guardian must attend the parent/student orientation. This orientation is designed to welcome the parent and student into the Blackfeet Academy with a thorough introduction of our academic and behavioral policies, procedures, and expectations. It is also designed to introduce the parents and students to the support network built into the Academy to ensure student success.

STUDENT-LED-PARENT-TEACHER CONFERENCES

Blackfeet Alternative Education believes that the best educational result for each student occurs when the staff, parents/guardians and student are working towards the same goal. Such a partnership requires trust and extensive communication between home and school. Student-Led-Parent-Teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. If parents/guardians wish for their students to succeed at the Blackfeet Academy, it is highly recommended that parents/guardians visit with their student's instructors to discuss the student's progress in the various subject areas.

STUDENT SUPPORT TEAM

The student support team (SST) will include the student, the student's parent/guardian, the staff and any other agencies currently working with the student. The purpose of these meetings will be to allow all members of the SST to immediately address concerns regarding the student's academic progress, attendance or behavior. These meetings may be requested by any of the SST members to ensure the individual student's success at the Blackfeet Academy.

ADDITIONAL FAMILY ACTIVITIES

Blackfeet Alternative Education strongly encourages parents/guardians to participate in our various family activities. Activities will incorporate positive parenting skills, conflict resolution skills and problem-solving skills.

ATTENDANCE OUTREACH

Blackfeet Alternative Education staff is committed to providing our students with a quality education; however, in order to accomplish this, we expect our students to maintain 95% attendance. In an effort to support student attendance, the Blackfeet Alternative Educaton staff has adopted the following outreach procedures:

Parents/guardians are expected to call in to excuse their student by 8:45 AM. If this is not done, the student will be considered "Unexcused" and we will begin the following attendance outreach procedures:

1st Absence- BLA staff member will call parent/guardian and emergency contacts
(This will occur EVERY time your student is late or absent)
3rd Consecutive absence- BLA staff member will do a home visit
5th Consecutive absence- Letter will be sent home and a home visit will be conducted.
10th Consecutive absence- Student will be exited from Blackfeet Alternative Education and referred to the Blackfeet Tribal Court in compliance with tribal policy.

BUILDING A FOUNDATION OF RESPECT

Blackfeet Alternative Education is founded on the concept that we are "creating a culture of respect" within our school and community. Respect is defined as an attitude of caring about ourselves and other people and treating ourselves and others with dignity. Blackfeet Alternative Education's behavioral expectations are based on respect.

Therefore, a student shall:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

To further demonstrate a culture of respect, a student shall NOT:

- Disrupt school or display any behavior, which is disruptive to the orderly process of classroom instruction. This includes the use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.

- Exhibit hostile, physical or verbal action against another individual
- Engage in any behavior that would be considered sexual harassment
- Fight
- Use profane, obscene, indecent, immoral or offensive language and/or gestures
- Gamble
- Cheat on academic assignments
- Defy the reasonable request or direction of school personnel
- Damage, destroy or steal property belonging to the school or others
- Be in possession of dangerous chemicals (i.e., mace, pepper spray)
- Operate a motor vehicle in an unsafe manner, including the parking area around the school
- Possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon
- Possess, use, sell or purchase alcohol or drugs and/or drug paraphernalia, or being under the influence of drugs or alcohol

STUDENT RIGHTS

Blackfeet Alternative Education students shall also demonstrate respect by honoring the fact that other students have the right:

- To be respected and to treat others with respect
- To a safe learning environment
- To express beliefs and feelings
- To learn at a pace and in a way in which they are most comfortable
- To leave class after receiving permission
- To question authority in a respectful manner
- To be free from:
    - Any form of abuse or harassment
    - Any form of discrimination
    - Disrespectful behavior that interrupts learning

As a student in the Browning School District it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student this Bill of Students' Rights and Responsibilities has been established. No student shall be deprived of the right to an equal educational opportunity in whole or in part by the Browning School District without due process.

Students also have the rights to privileges such as PE, Field Trips, Ee-min-ee, etc., by demonstrating they are hardworking, respectful, and self-motivated adults.

BLACKFEET ALTERNATIVE EDUCATION BEHAVIOR MANAGEMENT PLAN

Inside Building

1. BE RESPECTFUL
    a. Use appropriate language
        i. No slang, swearing or put-downs
        ii. No "gossiping" of oneself or others
    b. Avoid being disruptive
        i. If tardy, enter your classroom quietly and immediately engage in the lesson
        ii. Wait until break to enter the other classroom
        iii. Stay in assigned classroom for the entire class period
        iv. Do not encourage/invite other students to leave the building with you during the school day
        v. The use of cell phones during school hours is restricted per policy #3630
    c. Take care of our building
        i. Clean-up after yourself
2. Be prepared and ready to learn
    a. Bring a positive attitude to class
    b. Bring pen/ pencil, notebook, assignment
    c. Put forth your best effort and do your own work
        i. Cheating will NOT be tolerated
    d. Use your time effectively
    e. Use technology (ie. Chromebooks) for academic purposes ONLY

Outside Building

1. BE RESPECTFUL
    a. Follow same expectations as "Inside Academy"
    b. Use appropriate language
    c. No tobacco (chewing or smoking, including electronic cigarettes)
    d. No horseplay
    e. Drive and park responsibly

BHS campus

1. BE RESPECTFUL as outlined above
2. You MUST be accompanied by an Academy staff member if you are on the BHS campus during school hours (8:00 AM-4:00 PM)
    a. Loitering is not allowed during school hours (including lunch!)
    b. If you are on the BHS campus before or after school hours it must be for activities pre-approved of by the Alternative Education Director and BHS principal
        i. This applies to joining sports, tutoring, night school, dances, clubs and other school-related activities
3. Follow all BHS guidelines for appropriate behavior

Specific Positives

1. Be treated with respect and as an adult
2. Be admired as a positive role model
3. Receive verbal praise
4. Receive positive note/phone call home
5. Participation with incentive field labs

Specific Consequences

Step 1	Verbal Warning by Academy staff member Staff member option
Step 2	Last Out Staff member option
Step 3	Conference with Director Parent contact by phone and/or letter Director option
Severe 1	Conference with Student Support Team Behavior contract effective for one month Director option
Severe 2	Conference with Student Support Team Behavior contract effective for remainder of academic year Director option
Severe 3	Student is exited from Blackfeet Alternative Education.

- The following behaviors begin at step # 2 Severe:

  Insubordination and/or Verbal Assault- The refusal to comply with reasonable requests of staff is an act of insubordination and will not be tolerated. Insubordination accompanied by profanity or profane gesture will not be tolerated.

  Fighting: A confrontation between two individuals in which each attempts to harm the other.

  Sexual Harassment- Repeated unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (verbal, physical and visual)

  Harassment/Intimidation/Bullying/Menacing/Hazing- defined as per school district policy #3205
    - All harassment and sexual harassment will be reported to the Title IX coordinator, School District # 9, at 338-2715.

  Drugs/Alcohol: Possessing, using or purchasing tobacco, tobacco-related products, alcohol, other drugs and drug paraphernalia or being under the influence. Please refer to the Drug/Alcohol Procedure for additional actions.

- The following behaviors immediately qualify as step # 3 Severe:

  Drugs/Alcohol: Selling, providing, distributing or manufacturing tobacco, tobacco-related products, alcohol, other drugs, or drug paraphernalia.

Assault: The intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Reasonable self-defense against bodily harm is not to be considered an intentional act under this rule. **A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees**

Appendix

A. Title IX
B. Board Policy #3010 – Student Attendance/Tardy Policy
C. FERPA notification
D. Asbestos Notification
E. Board Policy #3125 – Education of Homeless Children
F. Acceptable Use of Electronic Networks Use Agreement
G. Blackfeet Language

Browning Public Schools

Policy ---------
Policy Name: *Student Grievance Process*
Regulation: **3205R**

The Board of Trustees supports creating a school environment that is free from discrimination and affords students and their families an opportunity for due process. The grievance process provides the Superintendent and Trustees with opportunities to identify barriers to a discrimination free learning and working environment in our schools. The appeal process facilitates identifying inconsistencies in practice and interpretation of the Board of Trustee's policy.

Public Notice of Process
In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504 Coordinators for the District. District coordinators and building-based representatives will be identified in Student Handbooks annually. The grievance and the appeal process will be included in district policy and Student Handbooks.

Grievance Process
A grievance will consist of any complaint alleging discrimination.

Level 1: Informal Resolution
The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or building administrator with whom the issue could be resolved informally. However, in the case of alleged sexual harassment, the matter should be discussed with the first line administrator that is not involved in the alleged harassment. This level is optional.

Level 2: Coordinator
If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:
1. The nature of the grievance.
2. The remedy requested.
3. Signature and Date

The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant could have reasonably become aware of the occurrence. The District may investigate and take action when a student refuses or is unable to file a written grievance.

The Coordinator has the authority to investigate all grievances and if possible will resolve the grievance. A written report regarding the investigation shall include the following:

1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.
2. Statement of the facts as contended by each of the parties.
3. Statement of the facts as found by the coordinator and identification of evidence to support each fact.
4. List of witnesses interviewed and documents reviewed during the investigation.
5. Narrative describing attempts to resolve the grievance.
6. Coordinator's conclusions as to whether the allegations in the grievance are with merit.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator will provide a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented.

The Coordinator and the Superintendent may appoint an outside investigator.

Level 3: The Board of Trustees

If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board of Trustees for a full contested case hearing. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported to all parties within thirty (30) days of that meeting. The decision of the Board of Trustees will be final, unless appealed within the period provided by law.

Level 4: The County Superintendent

If the case falls within the jurisdiction of the county superintendent of schools, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

Cross Reference: 3002 Student Handbook Policy
2112 Duties of the Superintendent
1240 Member Authority/Responsibility
3000 Equal Education Nondiscrimination
3205 Sexual Harassment/Intimidation

Legal Reference: 20-USC-24.9.1001-1011 Sex Discrimination in Education
10.6.103, et seq. ARM Rules of School Controversy
MCA 20-5-201 Appeals by pupil or pupil's parent or guardian
MCA 20-3-210 Controversy appeals and hearings
MCA 20-3-324 Powers and duties (Trustees)

Policy History:
Proposed: 3/00
Adopted on: 7/27/05

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 Pantsing 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 Oakes Street, Helena, MT 59601-4638

Browning Public Schools

Policy #3010
Policy Name: *Student Tardy/Attendance*
Regulation:

Regular attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore will be informed of each absence. Regular attendance and demonstrating having met course objectives are requirements for receiving credit in any class.

PRIMARY/ELEMENTARY (K-6) TARDY RULE: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.

SECONDARY (7-12) CLASS TARDY RULE: Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung will be required to sign the tardy log. Students will receive detention from the school office for class tardiness. Students who enter the class more than ten (10) minutes late will be marked absent.

Absence Notification by Parent/Guardian: A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

ABSENCE NOTIFICATION TO PARENT/GUARDIAN: Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

TEN DAY ABSENCE RULE: All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

GRADES 9-12: A student will receive *an incomplete in any class in which absences exceed 10 per semester and will have two (2) consecutive semesters to complete the class requirements in a district credit recovery program to regain the earned grade and credit.*

CLASSIFICATION OF ABSENCES
The following absences count against the Ten Day Absence Rule:
Illness: This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip (A).
Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A).
Weather: This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A).

The following absences do not count against the Ten Day Absence Rule:
School Related: This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).
Medical Absence: Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician,

physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).

Special Circumstances: This class of absence may be the result of a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent). Special circumstances may also include hospitalization of extended family or other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Length of special circumstance absence determined at the discretion of the building principal (SC).

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the Principal.

SECONDARY INCOMPLETE GRADE RECOVERY PROCESS:

It is the District's belief that there is a strong relationship between student attendance and student achievement. Students are expected to be in attendance at school each day. Essential learning takes place in the classroom each day. Students who exceed ten (10) absences per semester in any course, therefore, will be considered as not meeting all requirements of that course, and will receive an grade of "Incomplete.".

Process:

• Once a student has reached ten (10) absences in a course per semester, the student receives *a grade of incomplete in that course*. The student is expected to remain in the course for the semester and complete the curriculum.

• *At the end of the semester, the student is expected to complete all requirements for each course in which they exceed 10 absences through a district approved credit recovery program within two (2) consecutive semesters after receiving the incomplete.*

• *The district approved credit recovery program will assign fifty (50) minutes of coursework in the specific subject area for each absence over the tenth (10th) absences to be completed at a passing level. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course.*

• *If a student does not complete all required coursework with two (2) consecutive semesters after receiving the incomplete, the grade will permanently remain an incomplete on the student's transcript and they will lose credit for the class. In order to receive credit the student will need to repeat the course.*

Cross Reference: #3002 Student Handbook Policy
#3020 Retention Policy
#3200 Student Conduct and Discipline Policy
#3900 Student Appeal Policy
#3005 Compulsory Attendance-Admittance

Legal Reference: MCA 20-5-103 Compulsory Attendance and Excuses
MCA 20-5-104 Attendance Officer
MCA 20-5-105 Attendance Officer-Powers and Duties
MCA 44-2-507 Notice to Parents of Children Absent From School

Policy History:
Adopted on: 8/28/96
Amended on: 3/13/98, 4/13/00, 4/26/06, 8/14/07, 6/8/10

Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

   Name of Staff: _____ Telephone:_____

   Email Address:_____

   You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

   Name of Staff: _____ Telephone:_____

   Email Address:_____

3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

00NCLB-I3 (Rev. 02/10 US)

© 2010 TransACT Communications, Inc.

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the *Asbestos-Containing Materials in Schools Rule §§* 763.84© and 763.93(g)(4))

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material* (*ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the school had its school building inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building (pipe chase for waterlines located between kitchen and boiler room in crawl space)

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans shows that there is ACBM in the pipe chase but poses no threat to staff or students.* These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. The pipe chase is sealed and therefore safe. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Leslie Munro, Director of Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203.

Browning Public Schools

Policy # **3125**
Policy Name: *Education of Homeless Children*
Regulation: ----------

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and Limited English Proficiency;
4. Programs in vocational and technical education, as well as, programs for gifted and talented students;
5. School nutrition program.

The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The superintendent shall appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure.

Cross Reference: #3215 Uniform Grievance Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of Child to School

Policy History
Adopted on: 4/28/04
Amended on:

Browning Public Schools

Policy #
Policy Name: *Acceptable Use of Electronic Networks*
Regulation: #**3612F** Regulation

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 device[*1] 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 students 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.

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

KINSHIP WORDS

MY MOTHER	NIKSISTA	NEE - KSIS - DA
YOUR MOTHER	KIKSISSTA	GEE - KSIS - DA
MY FATHER	NINNA	NEE - NA
YOUR FATHER	KINNA	GEEN - NA
MY WIFE	NITOHKIIMAAN	NI - DOH - GEE - MA - NA
YOUR WIFE	KITOHKIIMAAN	GEE - DOH - GEE - MA - NA
MY HUSBAND	NOOMA	NOO - MA
YOUR HUSBAND	KOOMA	GOO - MA
MY OLDER BROTHER	NISA	NEE - SA
MY OLDER SISTER	NINSSTA	NEEN - STA
MY CHILDREN	NOKO` SISKSI	NOO - GOO` SEE - KEE
YOUR CHILDREN	KOKO` SISKSI	GOO - GOO` - SEE - KEE
MY BABY	NISSITSIMAAN	NIT- SIT - TSEE - MA – NA
YOUR BABY	ISSITSIMAAN	GIT - SIT - TSEE - MA - NA
MY SON	NOHKOWA	NOO - GOO - WA
YOUR SON	KOHKOWA	GOO - GOO - WA
MY DAUGHTER	NITANA	NEE - DA - NA
MY YOUNGER SISTER	NISSISSA	NEE - SIS SA (female speaking)
MY YOUNGER BROTHER	NISKANA	NEE- SKA-NA (male speaking)
MY GRANDPARENT	NAAAHSA	NAA - AH - SA
YOUR GRANDPARENT	KAAAHSA	GAA - AH - SA
MY FRIEND	NITAKKAA	NEE - DA – GAA
GIRL FRIEND	NITAAKIIKOAM	NEE- DA - GEE - GOO - AAM - A
BOY FRIEND	KISSAHKOAMAPEMA	GEE-SA-GOOM-MAA -BEE -A
MY GRANDSON	NISSOHKOWA	NIIS - SOO - GOO - WA
YOUR GRANDDAUGHTER	KISOTANA	GEE - SOO - DA – NA

COLORS

BLACK	SIKKSINATSI	Sik-ksii-naat-tsi
GRAY	IKKITSINAATTSI	E'kit-tsii-naat-tsi
BLUE	OTSSKOINAATTSI	Ooh-tsi-skuee-naat-tsi
RED	MOAHKSINATSI	Moah-ksin-naat-tsi
BROWN	APOYIINAATTSI	Aah-bo-yii-naat-tsi
YELLOW	OTAHKOINATSI	Oo-daah-kuee-naat-tsi
PINK	I'KINATSI	E'kii-naat-tsi

GREETING WORDS

HELLO	Oki	
My name is.	Nitaniko	Ni-tan-nik-ko
What is your name?	Tsakitanikowa	Tsa-ki-tan-nik-ko-wa
You, what is your name?	Kistotsakitaniko	Ki-sto' tsa-ki-tan-nik-ko-wa
Me, my name is.	Nisto' nitaniko	Ni-sto' ni-tan-nik-ko
How is every thing ?	Tsanitapiwa	Tsa-ni-ta-pi-wa
Every thing is good.	Soka'pii	Soo-ga-bii
Yes, I'll see you later.	Aa kitakitamattsin	Aa ki-ta-ki-taam-mat-tsin (noh-po-wa)

COMMANDS

Where	Tsee-ma	Tsima
Who	Da-ga	Taka
Who is it?	Da-ga-tsi	Takaatsiksi
What / How	Tsa	Tsa
Here	Maa-h	Mah (Your giving something)
Things / That	A-mo	Amo (Your giving things to someone)
When	Tsa ni-tsi-si	Tsa
Yes	Aah	Aa
No	Saah	Saa
Why	Tsee-ga	Tsii-ka
Take this	Ma-tsi A-mo	Ma'tsi Amo
Give it to me.	Goo-git	Ko-kit
Give it to (more than one person).	Goo-tsi-sa	Kotsissa

NUMBERS 1 - 20

One	Nitokska	Nee - dooks - ga
Two	Naato' ka	Naa- doo - ga
Three	Niokska	Nee - ooks - ga
Four	Niisowo	Nee - soo - woo
Five	Niisito	Nee - see - doo
Six	Noi	No - ye
Seven	Ihkitsika	Eeh-gee - tsee - ga
Eight	Naanisoyo	Naan - nee – soo - wo
Nine	Piihksso	Be~ihk ' - soo
Ten	Kiipo	Gee - boo
Eleven	Nitsikopoto	Nee - tsee goo - boo - do
Twelve	Naatsikopoto	Na - tsee - goo - boo - do
Thirteen	Nikopoto	Nee - goo - boo - do
Fourteen	Nisiikopoto	Nee - see - goo - boo - do
Fifteen	Nisitsikopoto	Nee - see - tsee - goo - boo - do
Sixteen	Naikopoto	Nay - goo - boo - do
Seventeen	Ihkitsikikopoto	Ee~ik ' gee - tsee - gee - goo - boo - do
Eighteen	Nanisoikopoto	Naan -nee - see - goo - boo - do
Nineteen	Piihksikopoto	Be~ik ' see goo - boo - do
Twenty	Natsipo	Naa - tsee - boo

CARDINAL IN TENS

Ten	(10) Kiipo	Gee - boo
Twenty	(20) Naatsipo	Naa - tsee - boo
Thirty	(30) Niiyipo	Nee - yee - boo
Forty	(40) Niisipo	Nee - siip - boo
Fifty	(50) Nisitsipo	Nee - see - tsee -boo
Sixty	(60) Naiipo	Nay - yip - boo
Seventy	(70) Ihkitsikipo	Ee~ik' gee - tsee - gee - boo
Eighty	(80) Naanisipo	Naan - nee - see - boo
Ninety	(90) Piihksipo	Be~ik ' see - boo
One Hundred	(100) Kiipipo	Gee - biip - boo

BROWNING PUBLIC SCHOOLS

Volunteer handbook





BPS
Vision Statement

Browning Public Schools is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.

"Volunteers are more than a pair of helping hands; they contribute to the social life of the school. They engage in the moral development of our children by teaching them that education is important and people are worth supporting with a donation of time."

Dan Brown

Volunteer Handbook Introduction

Browning Public Schools welcomes parents and community members to volunteer in our schools. The District recognizes the valuable contributions made by parents and community members who volunteer.

Everybody has skills and talents that are valuable to a student. Some of the ways you can contribute are to tutor or be a mentor, help students with homework, listen to children read, play educational games with students, assist with math or science, help on playground duty, monitor lunchrooms, share information about local history, help students learn the Blackfeet Language, support special projects, activities, or field trips, assist with after-school programs, help at athletic events, or become involved with school leadership by serving on committees.

Thank you for your interest in volunteering. We sincerely hope you have a rewarding experience.

Questions? Concerns? Let us know!

As we move forward with changes to our volunteer program, please feel free to offer your feedback and experiences so we can better prepare materials and procedures for our volunteers. If you have any questions, comments or concerns, contact the building principals.

Browning Volunteers:

- Complete a volunteer registration
- Turn in a signed confidentiality agreement
- Complete a criminal background check and drug test, *if necessary*
- Adhere to District sign-in/sign-out procedures
- Wear appropriate attire for service and working with students
- Wear a visible nametag at all times during service
- Maintain communication with teacher/supervisor
- Adhere to District policies

Check-in Procedures

All B.P.S. volunteers are required to sign in and out at the front desk of their school every time they volunteer. This procedure helps us keep track of volunteer numbers and hours and also covers you under the district's worker's compensation plan while you are at the school.

Sign-in procedures should be explained to you prior to or on your first day as a volunteer. School office staff can answer any questions you have about the sign-in/sign-out procedures.

Identification

B.P.S. volunteers are required to wear a nametag or identification when in schools, just like B.P.S. staff. Each school has different forms of volunteer nametags, and the school secretary can help you determine how to identify yourself. When filling out the nametag, use the name students and staff call you (i.e. "Grandma Beth" or "Mr. Jones").

Attire

B.P.S. volunteers should wear attire that is appropriate for working with students. T-shirts with logos depicting tobacco, profanity, alcohol, or firearms are prohibited for volunteers as well as for students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short. Skirts, dresses or shorts should extend below your fingers when your arms are held at your side.

If you know that you will be doing a lot of walking or outdoor work during your service, please remember to bring sufficient shoes and a jacket, as the school will not have extras to provide. Please dress for the weather conditions.

BPS #9 Board Policies

Volunteers should review the following policies before working with students in any school:

- Fingerprint and Criminal Background Investigations Policy #5122
- Sexual Harassment/Bullying/Hazing Policy#3205
- Tobacco Free Schools Policy

Copies are attached for your convenience. Copies of all of the policies are also available at each school.

Fingerprint and Criminal Background Investigations

District policy #5122 requires all volunteers who will have **unsupervised contact with students** to pass a fingerprint background check and drug test. This policy helps ensure the safety of all Browning students and is not intended to discriminate based on criminal history. Background checks/drug tests do not include any financial information, such as credit history, taxes or income.

If a volunteer chooses to decline a criminal background check or is unable to work with students in an unsupervised setting due to a certain conviction, they may still be eligible to volunteer with Browning schools in a supervised capacity.

Any questions regarding the classification of your volunteer assignment or specific restrictions that will apply as a supervised volunteer may be directed to the administrator of the school at which you are volunteering.

Before you can begin to volunteer in an unsupervised capacity, you must complete the fingerprint background check, and the results must be received by the school district. To obtain the proper forms please contact Human Resources in the Administration Building located at 129 1st Ave SE, Browning, MT.
406-338-2715.

To read more District policies, visit www.bps.k12.mt.us

Special Volunteer Positions

Chaperone Guidelines

Often, the district seeks parents and community members to chaperone day or overnight field trips. To ensure a quality educational experience and the safety of children, there are certain guidelines that must be followed by district staff and volunteers.

The following guidelines apply to all chaperones, staff or volunteers, on all trips

- Follow all school policies and procedures
- All adults are subject to policy regarding unsupervised access to students and background checks and drug tests
- A school employee will serve as designated group leader, all participants, students and adults take direction from the group leader
- A roster of everyone on the bus is to be left with the school secretary for any and all trips, or in the mailbox at transportation if school is not is not session
- Adults are to sit throughout the bus for better student supervision
- Adults are served the same meals as students.
- Students are not to be left unattended on field trips
- Upon return, stay until every student has been picked up

The following guidelines apply to all chaperones, staff or volunteers, on overnight trips.

- Must have fingerprint- background check and drug tests
- Must be at least 21 years of age
- Dress appropriately as you represent Browning Public Schools
- Make certain students are on their best behavior in motels and restaurants
- All District policies and rules apply, including those prohibiting violence, tobacco and substance use, public displays of affection, and theft

After School Programs and Outside Organizations

If you are a volunteer for an after school program that serves students in Browning Public Schools as a coach, tutor, club sponsor, crowd control, and non-instructional supervision, you must adhere to board policies, including: activities handbook and/or coaches/sponsor handbook.

You must meet the screening requirements for B.P.S. before you may begin your volunteer service with students.

Parent/Teacher Organizations

- Parents are the strongest source of volunteers in our school district's PTOs. Volunteer work with these organizations does not necessarily fall under the requirements of other B.P.S. volunteer positions.

- If you only volunteer with a parent organization and do not have contact with students, you **do not** need to register as a B.P.S. volunteer.

- If you will have contact with students as a member of a parent organization, you **do** need to register as a B.P.S. volunteer.

- If you are a member of a parent organization and also volunteer in your child's classroom, you **do** need to register as a B.P.S. volunteer.

- If you are an extended family member and sometimes help with parent organization events, the same standards apply. If you will have contact with students, you need to register as a B.P.S. volunteer.

- The District administration understands that sometimes volunteers arrive at the last minute to help with large events. We ask parent organization leadership and school administrators to keep student safety in mind when assigning last-minute volunteers to duties.

Emergency Procedures in case of accident or injury

The group leader should be in possession of the district permission forms and medical attention release form complete with contact information on each student.

- Make yourself aware of the location of emergency equipment and have emergency phone numbers readily available.
- Assess the situation: Check for vital signs, consciousness, numbness, etc., and move the student as little as possible, especially if a head or neck injury is suspected.
- Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- Notify: Notify parents or guardians immediately and identify a chaperone to accompany the injured student to the hospital.
- Report: Complete an injury report from immediately and report the injury and circumstance to the group leader as soon as possible.

- Follow Up: Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child's condition. Require written clearance from the physician prior to their return to participation in the activity.

EMERGENCY PHONE NUMBERS

Ambulance.....911

Fire.....911

Police.....911 or 338-4000

Sheriff.....911

Poison Control.....1-800-525-5042

BPS District Office.....(406) 338-2715

Vina Chattin.....(406) 338-2758

KW Bergan Elementary.....(406) 338-2756

Browning Elementary.....(406) 338-2740

Napi Elementary.....(406) 338-2735

Babb Elementary.....(406) 732-5539

Browning Middle School.....(406) 338-2725

Browning High School.....(406) 338-2745

Blackfeet Academy.....(406) 338-4380

Project Choices.....(406) 338-2841

BPS Transportation.....(406) 338-2952

If there is an emergency, give the following information:

1. **Your name**
2. **Site where help is needed**
3. **Give type of injury or emergency**

If the injured party is covered by Indian Health Service, they have to be notified within 72 hours of the injury. Call *Contract Health Services @ Blackfeet Community Hospital – 338-6236*. If no answer, leave message.

*Report all accidents and injuries to District Business Office at first opportunity. *

Appropriate Physical Contact With Youth

Everyone has a different comfort level with physical contact and touch, and it's no different with students. Here are some safe-touch guidelines.

Safe touch:

- Child has control of touch
- Limit touching to avoid confusion

Appropriate touch:

- Shoulder-to-shoulder or side hugs
- Handshakes, high fives
- Get permission before touching

Inappropriate touch:

- Stroking the hair or head
- Piggyback rides
- Sitting on laps
- Full-frontal hugs
- Tickling, wrestling or any action that immobilizes or compromises the child's movements
- Contact with the child's private areas
- Any other action that could be construed to be sexual (massage, etc.)

Things to keep in mind:

- No exchange of phone numbers or emails without parent permission.
- No exchange of gifts without permission from school staff and the parent/legal guardian.

Some students may be comfortable with touch and want to sit in your lap or give you a full-front hug. As the adult and role model, you can direct that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand the ways it is safe and appropriate for a non-relative adult to touch them.

BPS Volunteer Registration

Thank you for your interest in volunteering with Browning Public Schools. Please complete the registration form using ink. If you have any questions please contact the secretary of the school in which you will be volunteering. You may submit the completed and signed form to the school where you volunteer.

Basic Information (required)

Name: _____

Date of Birth (mm/dd/yyyy):_____/_____/_____

Address: _____

City, State, ZIP Code:_____

Phone: _____

Email:_____

CPR Certified? ___ Yes ___ No

Emergency contact (Name, phone):_____

How are you affiliated with the school district?

___Parent ___Other Relative ___Community member __ BCC Student ___Volunteer through outside organization

If applicable, identify the outside organization you volunteer through:

Please specify organization:_____

Volunteer Location(s)

Please check the school(s) in which you are interested in volunteering

Vina Chattin____ KW Bergen ____ Browning Elementary ____ Babb Elementary____ Napi Elementary

Browning Middle School ____ Browning High School _____ Project Choices ____ Blackfeet Academy ____

Please check any areas of special interest(s)

Instructional

___ Classroom ___ Library ___ Tutoring ___ Other(s) please specify _____

Non-Instructional

___ Breakfast/Lunch ___ Recess ___ Fieldtrips ___ Awards
___ Programs ___ Committees (attendance, School Improvement) ___ Clubs ___ Sports

___ Office/School (ie. Bulletin Boards-school grounds) ___ Other(s) please specify _____

Confidentiality Agreement

Thank you for your interest in volunteering with Browning Public Schools. Please read and sign the following confidentiality agreement that all volunteers and employees must submit to serve at BPS. If you have any questions, contact the school you will be volunteering in for more information. This form may be submitted with the Volunteer Registration Form at the school where you volunteer.

Students in Browning Public Schools have the right to expect that information about them will be kept confidential by all volunteers, student interns, practicum students and student job shadows observers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy act (known more commonly as "FERPA" or the "Buckely Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Browning Public Schools, which disseminates a student's education records without his or her parent's consent.

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student's problem or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family. Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

Agreement

I, (print name) _____, as a volunteer, student intern, practicum student, student job shadow observers, for Browning Public Schools agree never to disclose information about a student's records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees.

Signature: _____ Date: _____

Volunteer Background Check

Name: _____ **Date Birth (mm/dd/yyyy):** _____/_____/_____

Previous Names (if applicable): _____ **Sex:** ___ **Male** ___ **Female**

SSN: _____-_____-_____ **Drivers License #** _____ **State:** _____

Address:_____
Street City State ZIP

The following are my responses to questions about my criminal record history (if any), with descriptions to any question with a YES answer:

Have you ever been convicted, plead guilty or been adjudicated before a court of any federal, state, municipal or tribal criminal offense? (Excluding minor traffic violations)

____ YES ____ N0

If YES, please provide an explanation:

_____
_____
_____
_____

Have you ever received deferred or similar disposition for any federal, state, municipal or tribal criminal offense?

____ YES ____ NO

If YES, please provide an explanation:

_____
_____
_____
_____

Have you ever received probation of any community supervision for any federal, state, municipal or tribal criminal offense?

____ YES ____ NO

If YES, please provide an explanation:

_____
_____
_____
_____

Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

____ YES ____ NO

If YES, please provide an explanation:

_____
_____
_____
_____

As of the date of this authorization, do you have any pending criminal charges against you?

____ YES ____ NO

If YES, please provide an explanation:

_____
_____
_____
_____

LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OR RESIDENCE.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

This authorization and consent for release of personal information acknowledges that Browning Public Schools may now at any time conduct investigations including National Criminal search, National Sex Offender Registry Search and Social Security Number Verification.

I understand this investigation will be used to determine volunteer eligibility and assignment according to Browning Public Schools policy 5122. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representative of the district. In addition, I release and discharge the district and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting information.

Further, I understand the selective reporting or nondisclosure of any prior convictions (excluding minor traffic violations) or any new convictions within three school years of my approved background check may result in termination of my volunteer eligibility with Browning Public Schools.

I HEREBY CERITFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DICRETION OF BROWNING PUBLIC SCHOOLS.

Applicant Name (Printed):_____

Applicant Signature: _____Date: _____



Browning Public Schools
2019-2020



School District #9, Glacier County, Montana
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form
2019-2020

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 of 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.

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 of Browning Public Schools.

Student's Signature _____

Date _____

PARENT-STUDENT-SCHOOL COMPACT BROWNING PUBLIC SCHOOLS

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

As a school we promise to:

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

Administration

As a caring, supportive adult I promise to:

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

Parent/Caring Adult: _____

As a student, I promise to:

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

Student: _____

The procedures and guidelines referenced in this handbook can be found in Browning School Board Policies, School Laws of Montana, and other State and Federal Laws.

DISCLOSURE STATEMENT

Browning School may publish the names and pictures of students in the newspaper, hallways, or on the District Web Page.

Regarding student records, federal law **allows** that directory information on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten days of the time this handbook was given to my child.

Throughout the year, the District may release directory information regarding student, limited to the following:

*Name
*Address
*Gender
*Birthdate and place
*Periods of attendance in school Recently attended schools
*Photographs
*Weight and height of members of the athletic teams
*Information in relation to school-sponsored activities, organizations, and athletics
*Parent/guardian names and addresses, academic degrees and honors
*Fields of study

The district may publish such information in the newspaper, hallways, district web page and the yearbook. This may include filming of entire classroom activities.

Any parent or guardian of eligible students (age 18 or over) may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice.

STUDENT RIGHT TO PRIVACY FORM

Release & Disclosure of Private Information

Student Name:		Grade:	
Parent/Guardian Printed Name:			
Parent/Guardian Signature:		Date:	

_____ I request that this student's name, address, and telephone number not be released to ARMED FORCES and MILITARY RECRUITERS, or MILITARY SCHOOLS.

_____ I request that this student's name, address, and telephone number not be released to POST-SECONDARY EDUCATIONAL INSTITUTIONS.

_____ I request that this student's name, address, and telephone number not be released to ANY ORGANIZATION

If you have any questions, please contact Superintendent Corrina L. Guardipee-Hall ED. S. or the administration building.

Welcome

We are pleased to welcome you to a new and exciting year at Browning Public School – a year focused on a continuation of building positive community relationships between Browning Schools, students, staff, parents and the community itself. An academic focus this year will be on Standards Based Education resulting in our goal of increased student achievement. We are excited about our programs and the wonderful staff we have to implement them. We want to help ALL of our students continue to enhance their education to ensure they each achieve at their highest potential.

Please read and review this handbook with your student as it contains important new information regarding school policies and procedures. If you have any unanswered questions please contact us at 406-3398-2715 or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

Please sign and return the student/parent signature pages to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement and building a positive community. Thank you for your cooperation.

Sincerely

Corrina Guardipee-Hall Ed. S.
Superintendent

Browning Public School Administrators

BOARD MEMBERS:

• Donna YellowOwl	Chairperson
• Wendy Bremner	Vice Chairperson
• Brian Gallup	Board of Trustees
• Jess Edwards	Board of Trustees
• Brenda Croff	Board of Trustees
• Kristy Salway-Bull Shoe	Board of Trustees
• James Evans	Board of Trustees
• Rae TallWhiteman-Armstrong	Board of Trustees

BROWNING PUBLIC SCHOOLS DISTRICT ADMINISTRATION:

• Corrina Guardipee-Hall ED.S.	Superintendent of Browning Public Schools
• John Salois	Human Resources Director of Programs
• Jerci Matt	Director of Curriculum and Instruction
• Everett Holm	Director of Technology
• Stacy Edward	Director of Finance
• Maureen Stott	Director of Special Education
• Nikki Hannon	Director of Parents, Community Outreach
• Teri DeRoche	Director of Transportation
• Reid Reagan	Director of Maintenance
• Matthew Johnson	Director of Alternative Education
• Kim Tatsey-McKay	Director of Good Medicine Program

DISTRICT MISSION STATEMENT

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

DISTRICT VISION STATEMENT

Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.

In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.

We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.

We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

EQUAL EDUCATION AND NON-DISCRIMINATION (BPS #3000)

BPS, District #9 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. **Inquiries regarding discrimination or intimidation should be directed to your child's school Title IX/504 Compliance Officer or the BPS Title IX/504 coordinator 338-2715 ext. 281.**

SCHOOL RECORDS (BPS POLICY #3600, AND #3601)

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records.

SPECIAL EDUCATION RECORDS

In accordance with Board Policy #3601 and Administrative Rule (ARM) 10.55.2003 the Special Education Department will destroy special education/speech-language records of former students and students who have not been served by special education for five years. Parents and/or former students (18 years or older) who wish to review their file or request the permanent file for their personal use or for certain rights which are guaranteed by federal law should contact the Special Education Secretary at 338- 2715 ext 214 within 60 days of written notification.

SPECIAL EDUCATION (BPS POLICY #4435)

School District #9 provides programs designed to meet the academic needs of the special needs students.

The District may occasionally choose to administer or allow the administration of a survey or evaluation

that collects
personal information about students. Such surveys will be approved by the Board before the survey is administered. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

ACADEMIC INFORMATION

REPORT CARDS

Report cards will be issued to the students at the end of every nine (9) week period. At the high school credits will be earned at the end of each semester. Parents will be kept informed during the nine weeks grading period on their child's academic progress. Parents are encouraged to contact the school if they have any questions or concerns about their child's performance in any class. Midterm reports are sent home four times during the school year. Report cards will not be released if any fines are owed to the school for lost or damaged school property, including library fines, textbook fines, uniforms and activity fines.

INDIAN ED FOR ALL (MCA 20-1-501)

School District #9 requires that parents or guardians personally come to school to enroll their students. Within forty days of enrolling their children in school, parents/legal guardians must present to the school proof of identity of the child enrolled. A birth certificate and an immunization record are required for admission to all Browning Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment, or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana Missing Children Information Program as described in 44-2-503, MCA

CHILD ABUSE REPORTING

Staff members are required by law to report any suspected abuse/assault to Child Protective Services, and will report the abuse to the counselor and/or building administrator. Police may also be notified. It is the responsibility of the police and Child Protective Services to investigate all allegations. Any report of abuse, by any individual, will remain confidential and it is not the responsibility of the school to notify anyone of such report. 1(866) 820-5437

ENROLLMENT IN BROWNING PUBLIC SCHOOLS

School District #9 requires that parents or guardians personally come to school to enroll their students. Within forty days of enrolling their children in school, parents/legal guardians must present to the school proof of identity of the child enrolled. A birth certificate, and an immunization record are required for admission to all Browning Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment, or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana Missing Children Information Program as described in 44-2-503, MCA.

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES (BPS POLICIES # 3005, 3010, 3121, 3121R)

Our goal is to have 95% or better attendance at Browning Public Schools. To meet this goal, students should not miss more than nine (9) total days during the school year.

Regular attendance in school promotes student success and positively influences academic

achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore will be informed of each absence. Regular attendance and demonstrating having met course objectives are requirements for receiving credit in any class.

PRIMARY/ELEMENTARY (K-6) TARDY RULE: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those students tardies will be changed to absences for the morning session.

SECONDARY (7-12) CLASS TARDY RULE: *Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung may be required to sign the tardy log. Students will receive disciplinary consequences from the school office for class tardiness. Students who enter the class more than ten (10) minutes late may be marked absent at the discretion of the building administrator or designee.*

ABSENCE NOTIFICATION BY PARENT/GUARDIAN: A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

Absence Notification To Parent/Guardian: Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

TEN DAY ABSENCE RULE: All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

CLASSIFICATION OF ABSENCES POLICY #3010 REVISIT

The following absences count against the Ten Day Absence Rule:

Illness: This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip (A).
Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A). (after 3)
Weather: This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A). (if we call off school and/or don't run school buses absence won't count)

The following absences do not count against the Ten Day Absence Rule:
School Related: This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).
Medical Absence: Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).
Special Circumstances: This class of absences are the result of: a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and

grandparent), or circumstances beyond the control of the student, hospitalization of extended family, other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Consideration for a special circumstance absence is determined at the discretion of the building administrator (SC).
Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A). (3 a year)

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the building administrator.

The district approved credit recovery program will assign fifty (50) minutes of coursework for each absence over the tenth (10th) absence to be completed at a passing level by attending district approved credit recovery program. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course. (High School)

APPEAL PROCESS:

Where the attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed in accordance with policy 3900.

The appeal must contain:

- A letter from the student stating the reason that they exceeded ten (10) absences.
- A letter from the student's parent(s)/guardian(s).
- Any relevant documentation. Example: Doctor's statements

MAKE UP WORK (BPS POLICY #3010)

The responsibility for checking with their teachers for missed assignments and tests rests with the student. Work can be found in assignment notebooks, online, and on the Parent Portal of Infinite Campus. The student, with the support of the parent/guardian, needs to obtain all missing work in a timely manner. Teachers will provide makeup work within 24 hours of the request. Work may be made up for medical, special circumstances, or school related absences or if the student is on out of school suspension (OSS). Students will receive two days to make up the classwork for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the building administrator.

HOMEWORK POLICY (BPS POLICY #4110)

Homework assignments are meaningful extensions of classroom activity designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments are required at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in each class.

A student's ability to read is strengthened by reading each day at home. Browning Public Schools strongly urges each student to spend time reading for pleasure or for information, in addition to other homework time.

At times, students may struggle in meeting their homework obligations. When students experience difficulties in completing homework assignments, teachers and parents will meet to discover the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that the collaboration efforts can be effective

in helping improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic problems.

RETENTION POLICY (BPS POLICY #3020)

Students who are failing two or more core classes or over in attendance may be considered for retention. Parents will be kept informed of possible retention. Interventions tied to other services, such as summer school, tutoring, or alternative placement will be considered for each individual student. Retention of a student will be a cooperative decision made by the student, parents, counselor, and administrator in the best interest of the student.

CHECKING STUDENTS OUT

Only authorized persons who are on a student's check out list may check a student out, and these checkouts must be done in person. When changes in guardianship arise, please contact the office immediately with the proper paperwork to ensure we have the correct checkout information. Students who are checked out are counted absent for the time that they do not attend and these absences count toward student's absence total.

TRANSFER/WITHDRAW: (BPS Policy #3005) Parents are required to provide written verification if a student is transferring or withdrawing.

here the attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed in accordance with policy 3900.

The appeal must contain:

- A letter from the student stating the reason that they exceeded ten (10) absences.
- A letter from the student's parent(s)/guardian(s).

VIDEO SURVEILLANCE (BPS POLICY #3235)

The District may use video equipment, which may include audio, in schools or on school property to safeguard district property and ensure student, staff, and visitor safety. The District may use the videotapes for appropriate student discipline, and the tapes may become part of the student's permanent record. Video surveillance can include transportation to and from school, field trips, and extracurricular bus trips. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS POLICY #3612)

GENERAL

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 use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

CURRICULUM

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USES

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.

   B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

   C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

   D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

   E. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

INTERNET SAFETY

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as

defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole lack serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

Educating students to be "Net-smart";

- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements";
- Using behavior management practices for which Internet access privileges can be earned or lost;
- Appropriate supervision, in person and/or electronically.

The system administrator and/or building administrator may monitor student Internet access. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

CONFIDENTIALITY OF STUDENT INFORMATION

Personally, identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

INTERNET ACCESS CONDUCT AGREEMENTS

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will

not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

VIOLATIONS

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building administrator will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

Student Rights and Responsibilities

As a student in the School District it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student this Bill of Students' Rights and Responsibilities has been established. No student shall be deprived of the right to an equal educational opportunity in whole or in part by the Browning School District without due process.

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Every student has the right:

- To be free from discrimination, sexual harassment, harassment, bullying or menacing
- To learn in a safe healthy environment
- To have his/her property safe and protected
- To be treated fairly
- To know what teachers and parents expect of him/her
- To present his/her side of any story
- To be respected as an individual
- To have an opportunity to attend school and classes regularly

Every student has the responsibility:

- To respect others
- To be honest and always tell the truth
- To obey the rules of the school
- To complete and do his/her best on all schoolwork
- To treat school property with respect
- To attend school daily and arrive on time
- To use the District network/technology in an appropriate manner for educational purposes only

A student shall not:

- Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. ("Disrupt school" shall mean use of profanity, force, noise, coersion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- Exhibit hostile, physical or verbal action against another individual.
- *Engage in any behavior that would be considered sexual harassment.*
- **Engage in any behavior that would be considered, harassment, bullying or menacing**
- Fight, push, rough-house, or kick others
- Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- Cheat, plagiarize, lie, or forge any documents
- Defy the reasonable request or direction of school personnel.
- Damage, destroy or steal property belonging to the school or others.
- Be in possession of dangerous chemicals, i.e.; mace, pepper spray.

FINES FOR BOOKS AND EQUIPMENT (BPS POLICIES #3535 AND 4300P)

In the case of unusual wear and tear, willful destruction, or the loss of a book, uniform, or other school property, students will be charged the cost of the book or item. Lost, overdue, and unpaid fines will make a student ineligible to participate in extra-curricular activities according to district policy, including sports, clubs, and incentive field trips or activities. Fines follow a student throughout his/her school career, and may result in the withholding of grades or diploma. Students may work off fines by doing community service.

LOST AND FOUND

All students are asked to please turn in any belongings that are found to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings. The District and each individual school are not responsible for any lost or stolen items.

SCHOOL LOCKERS

In the schools where lockers are available, each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Students may not move to another locker without permission from the office.

Only school locks may be used; other locks will be removed. The school is not liable for any items lost or stolen from a locker. Any money or other valuables should be kept in the student's personal possession while at school.

The District and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence.

Students are not allowed to share lockers or give out their locker combinations. Problems with the lock or mechanical operation of the lock are to be reported to the office immediately. Each student must take care of his/her assigned locker and will be billed for any repairs or cleaning needed at the end of the year. Students will be responsible for whatever is in their assigned

TELEPHONE USE AND MESSAGES

Students may use school phones only in cases of emergency. Please have your student make necessary transportation arrangements before leaving home in the morning.

Personal telephone calls will not be transferred to classrooms, but messages will be delivered at

the end of the school day. In case of emergencies the building administrator will immediately deliver messages.

Please call the office with any changes in your child's after-school destination before 2:00 p.m. Monday through Thursday and 1:00 p.m. Fridays and early holiday dismissals. Messages for changes in your child's dismissal plan will not be taken after 2:00 p.m. on regular school days and 1:00 p.m. on early-out days. The office personnel get busy later in the day and we cannot guarantee that messages that come in after that time will be delivered before school dismisses. Thank you for your cooperation.

VISITORS TO THE SCHOOL

As a matter of safety, any person entering a district school building will be considered a visitor to our campus. This includes school district employees on official school business when entering a different school, family or guests of staff, parents/guardians, and community members. Upon entering the school, visitors must report to the office and state your name, business, and register on the building visitor log. If the visitor's presence is approved, the visitor will be issued a temporary name tag for a specified length of time. Upon leaving the school, visitors must check out through the attendance office.

Parents/guardians who would like to sit in on their child's classes must notify the building administrator at least one day prior to the observation.

Students are only allowed on the campus of the school they attend and are not allowed to be on the school grounds of any other school in the district except in cases of official school business. If students are caught on another campus during school hours without permission or in the company of their parent/guardian will be subject to disciplinary action.

EMERGENCY MEDICAL TREATMENT (BPS POLICY #3417)

Schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student while under the care and supervision of the school, but that further medical attention is the responsibility of the parent or guardians. Additionally, each parent or guardian shall be requested to provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a nurse, doctor or other qualified caregiver. The building administrator or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

In the event that the parent cannot be reached and in the judgment of the building administrator or person in charge and immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

SCHOOL INSURANCE

BPS Provides membership in our school insurance for each student under a policy provided at no cost to the student. The coverage however applies to very little of the expenses incurred as a result of an accidental injury sustained while attending BPS during the school year. This plan does not over all the costs of medical expenses and does not cover medical expenses that are payable by the other insurance. It is the parent's responsibility to file a claim with both Gerber accident insurance, your family insurance overage and/or I.H.S, or other health providers. Address any concerns regarding this insurance to:

Browning Public Schools
Insurance and Claims
P.O. Box 610

ADMINISTRATION OF MEDICATION (BPS POLICIES #3416 AND 3416R)

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. When administering medication all staff will follow the above policies.

Only school personnel who have been delegated by the school nurse in consultation with the school administrator may administer medication. When a request for medication administration is made by a parent, they must be informed that State Law requires a written physician order.

- Over-the-counter, or nonprescription medication does not require a physician signature.
- A Browning Public Schools Health Program Non-Prescription Medication Form must be completed yearly by the parent/legal guardian
- The parent can bring in the non-prescription medication in the original container clearly marked with the child's name.
- It is recommended that the initial dose be administered at home or in the hospital in case of adverse reactions (for new prescriptions)
- School personnel reserve the right to review and deny requests for medication being taken during school hours.
- All medication must be stored in designated area that is to remain locked when not in use.
- Students must take medication in the presence of School Nurse or designated school personnel.
- Administration of medication will be documented in the Health Log.

ADMINISTRATION OF GLUCAGONS

School employees may voluntarily agree to administer glucagons to a student pursuant to §20-5-412, MCA, only under the Following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2)the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

STUDENT IMMUNIZATION (BPS POLICY 3413)

No person may enter a Montana school, and no school may allow a person to begin attending, unless he/she meets the immunization requirements of the law. If students transfer from one school district to another, a photocopy of immunization records shall be made by the school of origin and provided to the student who is transferring. The school to which the student is transferring shall accept photocopies as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the transferring school shall send the original immunization records for the pupil to the school district to which the pupil transfers. State law requires that all 6th through 12th grade students must have 2 MMRs prior to the start of the school year.

PARENT SUPPORT AND INVOLVEMENT (BPS POLICY #6000)

At Browning Public Schools, we encourage parents to be actively involved with their children's learning. We know that parental involvement in this process helps children to learn more effectively. We encourage parents to talk daily with their children about school, to support their efforts in completing assignments and meeting deadlines, to send their children to school well prepared and rested, and to make regular contact with their children's teachers. Through working together as a team, we can achieve our goals to provide the best learning opportunity for all students.

COMMUNICATION

Communication between home and school is an essential part of a successful educational experience. Because events at home can affect a student's behavior at school, we ask that parents/guardians notify the school if there is a problem so that staff members can work more effectively with the student. Students have the opportunity to talk with the guidance counselor or building administrator at any time. Progress reports will be sent home on a weekly or bi-weekly basis, and students are required to write their homework assignments in their planners on a daily basis. Please contact your child's teacher if you have any concerns about your child's performance in class.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. At any other time, if you would like to meet with your child's teachers, please call a teacher, building administrator, or counselor to set up an appointment to do so.

SURVEYS

The District may occasionally choose to administer or allow the administration of a survey or evaluation that collects personal information about students. Such surveys will be approved by the Board before the survey is administered. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

SAFE AND DRUG-FREE SCHOOLS

In order to provide an environment that enables students to learn and develop as young people preparing to make the transition from grade level to grade level, the school takes the obligation of providing a safe environment very seriously. The following information has been developed to keep our school safe for all.

Building administrators may call law enforcement for assistance in instances when students or visitors appear under the influence or display unsafe or overt defiant behavior creating a hostile situation. Unsafe behavior may be verbal or physical in nature. Law enforcement may be contacted prior to contacting parents/guardians.

LAW ENFORCEMENT (BPS POLICY #3220)

A law enforcement officer who desires to interview a student regarding possible illegal activity during school hours must report to the building administrator. The building administrator will attempt to notify the parent of the interview.

Under circumstances where students are to be interviewed by law enforcement officers on school grounds during school hours, a parent and/or school official will be present during the

interview. The school official will keep a record of any such interviews.

A law enforcement officer who desires to remove a student from school during school hours must report to the building administrator and advise him/her of the officer's intentions. The building administrator shall request a copy of any arrest warrant or other documentation supporting the officer's need to remove the student. In all cases, the building administrator or designee will make immediate attempts to contact the student's parent(s) and advise the parent(s) of the actions being undertaken by the law enforcement officials. The building administrator will maintain a record including the identity of the law enforcement officials involved, the documentation provided by the officials supporting their need to remove the student, the result of attempts at parental contact and the time and date of the student's removal.

WEAPONS AND GUN-FREE SCHOOL (BPS POLICY #3210)

In accordance with the provisions of the state and federal law, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent. As provided by state law, the student may be suspended up to twenty (20) days pending the School Board hearing for the expulsion.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, wallet chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals. Students may be out of school suspended up to ten days and may be recommended for expulsion to the Board of Trustees.

DRUG FREE SCHOOL POLICY

BPS recognizes that the use of tobacco, alcohol and other drugs is illegal and detrimental to students' education and other activities provided by the District (See BPS Board of Trustees Resolution approved on February 24, 1999). The District will provide

Educational programs for prevention and intervention, establish standards of conduct and discipline for students in its schools (See BPS Policy #3200). Administrative rules and procedures will govern these programs.

GUIDELINES:

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, Spice/K2 or other designer drugs, nicotine, any other stimulant such as phenylpropanolomine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in § 45-9-111 MCA. The proper use of medication prescribed by a medical doctor who is permitted by law to prescribe medication for that student does not violate this rule.

The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school sponsored activities at any location at any time:

- Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
- Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at

school-sponsored events may be transported immediately to a local hospital or facility designated to provide detoxification services. Law enforcement will be immediately notified. Following his/her return to school, the appropriate disciplinary procedures from the behavior management plan will be implemented.

BOMB THREATS

Bomb threats and false fire alarms are against federal law and school policy. The District will collaborate with law enforcement agencies in order to support the arrest and prosecution to the full extent of the law of any individual who explicitly threatens the safety of the students, staff and community. Expulsion will be recommended.

SEARCH AND SEIZURE (BPS POLICY #3220)

SEARCH AND SEIZURE (BPS POLICY #3220)

The Board of Trustees is committed to creating a school environment that is safe and orderly for all students and staff. The
school has the authority over all items considered school property. Items such as lockers, desks and tote trays, which are provided solely for the convenience of the students, are considered the exclusive property of the school. At no time does the school relinquish its control and authority over such property. No student may use a locker, desk or tote tray or any other district property as a depository for any substance or object which is prohibited or which constitutes a threat to the health safety or welfare of the occupants of the school building itself. Students are prohibited from using their own locks on any school property. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent. Any unauthorized locks may be removed and destroyed without notice. The school district reserves the right to inspect any lockers desks, tote trays or any other district property at any time, without notice and without student consent.

SCHOOL-BASED SEARCHES

In furtherance of its commitment to creating and maintaining a safe and orderly school environment for students and staff,
school officials may search a student's person or property under circumstances where the school officials have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

A search of a student may include:

- The student's clothing including pockets.
- A "pat down" of the exterior of the student's clothing.
- Any item used or in the possession of the student.
- Depending upon the nature of the information providing the basis for reasonable suspicion, other search techniques may be employed.

Searches of the person of a student will be conducted by a school official (including school security personnel) of the same gender, with an additional adult witness present with permission of the building administrator. If emergency conditions require a more intrusive search of a student's person

than a “pat down” or emptying of the pockets, such a search may be conducted by a building administrator of the same gender present and with an adult witness of the same gender. Permission of the district superintendent is required for an intrusive search unless the health and safety of students would be endangered by any delay caused by following this procedure. Although parent presence is not required during a search, the district will engage in a reasonable attempt to inform the parent that a search is required of student’s person or property.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior and trunks of vehicles parked on school property may be subject to search by school officials under circumstances where officials have reasonable suspicion that illegal or unauthorized materials are contained inside. Such patrols and inspection and any resulting searches may be conducted without notice and without student consent.

Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and recommendation for expulsion.

LAW ENFORCEMENT CONTACT

Any contraband or controlled substance discovered, as a result of a search the possession of which may constitute a criminal violation, will be seized and a chain of custody maintained. Under those circumstances, school officials will make a written report of the incident to the local law enforcement officials. This report shall include the names of the persons involved, the date, time and location and the chain of custody.

DRUG DETECTION DOG

The District is taking action to keep illicit drugs out of our schools. One of the ways to assist school personnel in detecting drugs in the school is the use of specially trained dogs that are able to sniff out drugs. The dogs are highly specialized and certified for this purpose. It is the intention of the School District officials to periodically use a drug-detection dog to check for drugs in our schools.

GANGS (BPS POLICY #3611)

Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, as defined below, shall be restricted from school grounds or school activities.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

HARASSMENT, BULLYING, INTIMIDATION, AND HAZING (BPS POLICY # 3205)

The Browning Public School District is committed to a positive and productive working and learning environment. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Sexual harassment, harassment, intimidation, bullying or menacing, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students. Since, students learn by example; school administrators, faculty staff and volunteers should be expected to demonstrate appropriate behavior, treating others with civility and respect. Sexual harassment, harassment, intimidation, bullying, menacing and hazing will not be tolerated. This includes bullying,

harassment, or intimidation via electronic communication devices (“cyberbullying”), and “Third parties” which include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

HARASSMENT/INTIMIDATION/BULLYING/MENACING/HAZING

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying is prohibited in Browning Public Schools. If bullying occurs at school or while attending school functions or on school grounds, it will be dealt with as a severe violation of the behavior management plan.

“Harassment, intimidation, bullying or menacing” means any gesture or written, verbal or physical act that takes place on school property, at any school sponsored activity or on a school bus that:

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a physical, mental or sensory disability.
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person.
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Student involvement in any of these acts will be dealt with as a severe violation of the behavior management plan.

“Hazing” is generally defined as any conduct or method of initiation, which subjects another person whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group.

If hazing occurs at school, on school grounds, or while attending school related functions, it will be dealt with as a severe violation of the behavior management plan.

SEXUAL HARASSMENT

“Sexual harassment” is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

1. submission is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

REPORT ALL HARASSMENT TO THE TITLE IX COMPLIANCE OFFICER:

- Browning School District #9 Compliance Officer – Billie Jo Juneau (338-2715)
- Browning High School: Assistant Principal
- William Buffalo Hide Academy: Director of Alternative Education
- Browning Middle School: Principal
- Napi Elementary: School Counselor
- Browning Elementary: Assistant Principal
- Vina Chattin/KW Bergan Elementary: Assistant Principal
- Babb Elementary: Principal

STUDENT CONDUCT

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our student, Browning Public Schools rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

STUDENT EXPECTATIONS

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Behavioral expectations include, but are not limited to:

- engaging in cooperative work with school staff and fellow students;
- displaying punctuality and regular attendance at school;
- demonstrating positive and prompt responses to adult requests;
- refraining from the use of profanity or vulgar expressions;
- displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
- avoiding dangerous behavior, which endangers self and/or others;
- demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
- encouraging appropriate behavior among peers;
- treating the property of others and the school with respect and care;
- accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
- refraining from the use, possession and/or distribution of illegal substances

FIGHTING

Fighting is a confrontation between two individuals in which each attempts to harm the other. The purposeful instigation of a fight will also be considered fighting for discipline purposes. Watching/Recording a fight will also result in appropriate disciplinary consequences.

Fighting, instigating a fight, watching and/or recording (videoing) a fight will be dealt with as a

severe violation of the behavior management plan.

Browning Public Schools recognizes that our schools should be a safe learning environment

ASSAULT OR THREATS (ELECTRONIC, SOCIAL MEDIA, PHYSICAL, VERBAL, OR WRITTEN)

for our staff and students. The District will not allow assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. **Reasonable** self-defense against bodily harm is not to be considered an intentional act under this rule. Reasonable self-defense would include blocking, covering up, or evasive actions or measures. Hitting back is not an example of reasonable defense and will result in a disciplinary referral. Students who engage in any kind of physical, written, or verbal activity, including social media, which would result in or have the intent to injury will be subject to the following consequence(s):

- Conference with victim(s) to obtain verbal and written documentation as to nature of assault.
- Immediate removal of the individual from student or employee contact. Out-of-school suspension will occur. Length of suspension will be up to 10 days. For a serious infraction of this assault policy an immediate recommendation for expulsion may happen.
- Police will be notified.
- Prior to reinstatement, an in-person parent conference will be required.
- If reinstatement occurs the student will be placed on an assault contract for the balance of the school year. Any additional instances of similar behavior will result in a disciplinary hearing before the Board of Education, which may result in the student's expulsion from school.
- While the student is awaiting a disciplinary hearing, they may be suspended for an additional 10 days.

All threats of violence, whether electronic, oral, written, or symbolic, against students, staff, or to school facilities are prohibited.

All such threats will be promptly investigated and students may be required to participate in a threat assessment prior to returning to school and share the result assessment with school personnel. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind, the circumstances surrounding the threat, the age of the student and the mental and emotional maturity of the student as well; cooperation of the student and his/her parent (s) or guardian (s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

School threats are prohibited whether they're made at the school, online, or off campus.

A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees.

School Laws of Montana, 2007, 20-4-303: Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than $25 or more than $500.

Using profanity or other inappropriate language, in either written or verbal form, will not be tolerated. Any violation will result in immediate, appropriate consequences, based upon the severity of

the situation, as determined by the building administrator.

Swearing at a teacher will result in a severe consequence.

CHEATING & PLAGIARISM

A student shall not cheat, plagiarize, lie, or forge any documents. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator.

NOTES/ELECTRONIC COMMUNICATION

Notes or electronic communications are not to be written in class and are not to be passed/sent or received in the school setting, or on school sponsored events, unless authorized by the classroom teacher for specific educational purposes. Students are responsible for all content written in a note/electronic communication. Notes/electronic communications with inappropriate language, threats, or put downs will be confiscated and turned over to the building administrator, and the student will receive appropriate consequences.

ELECTRONIC DEVICES (BPS POLICY #3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school- sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. **At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Electronically recording a fight will result in a severe referral.**

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. IPODS and other musical devices are **not allowed** in classrooms or hallways during the school day unless authorized by the classroom teacher for specific educational purposes. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be returned to the parent and guardian. Repeated unauthorized use of such devices will result in appropriate disciplinary action.

School District #9 is not responsible for any lost or stolen items.

USE & CARE OF SCHOOL PROPERTY/VANDALISM/THEFT

Students, please take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

VANDALISM/THEFT:

Students who damage or steal school property or equipment are required to pay in cash as restitution for the damage.

Vandalism and theft will result in severe or extreme consequences and a report filed with law enforcement.

FINES:

Students will be fined for lost or damaged property. Fines will be assessed for property such as lost and/or Chromebooks,
IPADS, other electronic equipment, damaged texts, library books, locks or athletic equipment. Students will not participate in extra- curricular activities, dances, field trips or receive grades or report cards until all fines are paid.

DRESS/ATTIRE

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Browning Public School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for all school activities.

The following guidelines should be followed in determining appropriate school attire that would be considered a distraction and/or a safety issue.

- Clothing advertising or advocating drugs, alcohol, tobacco use or products, or promoting gang activity, sexual content, obscenity or antisocial behavior is not allowed. Students wearing or displaying offensive messages will be required to change or cover the disputed message.
- Hats may be worn to school and left on during breakfast or lunch time, but must be removed upon entering the hallway and left in the locker for the duration of the day. (HATS MAY BE WORN AT THE HIGH SCHOOL and BUFFALO HIDE ACADEMY)
- Headgear is not allowed: including bandanas (see pg. 25), hoods (hoods are a distraction).
- Gang-related apparel is not allowed (refer to gang related activity section) See page 25
- Dresses must be of reasonable length: must be even with a student's fingertip with arms laid flat at their sides.
- Halter tops, tops with straps less than an inch in width, tops baring midriffs or cleavage are not allowed.
- Short shorts and short skirts must be even with a student's fingertip with arms laid flat at their sides.
- Sunglasses are not to be worn unless a certified medical reason is provided and a 504 plan is in place.
- Excessively baggy or saggy pants are not allowed: the waistband of pants should fit at the hipbone. Pants should not be worn so low that the undergarments are visible.
- Trench coats, spiked necklaces, bracelets or wallet chains are not allowed.

FOOD AND DRINK:

Students who are in violation of the dress code will be excluded from class until appropriately dressed for school.

Students are NOT allowed to consume food or liquid beverages in the hallways or in classrooms unless given permission by the classroom teacher or building administrator. Students are permitted with teacher permission to have water in a clear container.

All food/drink containers are subject to search by school personnel.

Energy drinks (eg: Monster drinks, Red Bull) are not allowed in Browning Public Schools and will be confiscated.

FIELD TRIP EXPECTATIONS

Field trips are designed as an extension of the regular classroom, and all school and bus rules apply. When on a field trip, Browning Public School students are to conduct themselves in a

respectful manner. When in public, BPS students must remember that they represent not only themselves, but also the school, the community, and their families. Parental permission and consent for emergency medical treatment is required for a student to participate.

Each school will set school expectations for eligibility to attend field trips.

MISSION OF THE BEHAVIOR MANAGEMENT PLAN

The mission of the District #9 Behavior Management Plan is to enhance student concepts, improve student discipline and increase academic achievement through the establishment and maintenance of a safe and welcoming school climate, emphasizing positive interpersonal relationships with students, parents, staff and community.

VISION FOR THE BEHAVIOR MANAGEMENT PLAN

The vision for the behavior plan is one where all stakeholders are committed to providing students the support and opportunities for successful higher learning and a positive output in our community.

- Every student should be treated with dignity and respect.
- Every student should be held accountable for his/her own behavior.
- Students should be taught the skills and behaviors necessary for success.
- Consequences should be designed to help students learn from the experience.

OLWEUS BULLY PREVENTION PROGRAM/ MONTANA BEHAVIOR INITIATIVE

Our District has adopted the Montana Behavior Initiative Program. The program is meant to teach students the behavioral expectations in the various school settings. By teaching students those expectations there will be a reduction in bullying and student misbehavior. The program is meant to compliment the Olweus Bully Prevention Program. Each school has adopted a matrix of expected behaviors in various school settings such as the hallway, classroom, cafeteria, et. Please see the school addendum at the end of this handbook for the matrix specific to your school.

THE BEHAVIOR MANAGEMENT PLAN (BPS BOARD POLICY #3200)

Each school in District #9 has developed a specific behavior management plan based upon the developmental needs of the students and the structure of the school. All plans are designed to help students understand and change inappropriate behavior, and to provide for a safe and productive learning environment.

Please refer to the building-specific section of the student/parent handbook for your school's behavior management plan.

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Behavioral expectations include, but are not limited to:

- engaging in cooperative work with school staff and fellow students;
- displaying punctuality and regular attendance at school;
- demonstrating positive and prompt responses to adult requests;
- refraining from the use of profanity or vulgar expressions;
- displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
- avoiding dangerous behavior, which endangers self and/or others;

- demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
- encouraging appropriate behavior among peers;
- treating the property of others and the school with respect and care;
- accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
- refraining from the use, possession and/or distribution of illegal substances;

DISCIPLINE

The Superintendent is directed to ensure that each building administrator develops a discipline handbook consistent with Board policy. Each building administrator is responsible for developing discipline procedures that are consistent, appropriate for the developmental level of the students in the site, and to the extent possible, logically related to the inappropriate behavior of the child.

Discipline shall be consistent with state and federal regulations. Corporal punishment will not be used under any circumstances with students. Documentation will be kept in each building site regarding out-of-school suspension and expulsion on appropriate forms. This data will be submitted to the Superintendent or his or her designee by the building administrator for reporting purposes to the Office of Public Instruction following the instructional year.

SUSPENSION

The authority to suspend students for a short duration (10 or fewer days) lies with the building administrator. Students may be suspended from school due to behavioral incorrigibility as demonstrated by failure to comply with District Policies or school rules, failure to submit to the authority of any adults employed by the school district while in the school and on school premises, or attending school sponsored functions. Continual and willful disobedience of school or classroom rules may also constitute suspension offences. Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the board of trustees takes disciplinary action against a student, the Board must keep a written record of the action taken with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student.

1. Building administrator or designee confers with the student to discuss and investigate the alleged the infractions.

PROCEDURE

2. The parent is called or notified regarding the decision to suspend and allowed to pick the student up if the parent can immediately arrange for transportation.
3. A written referral identifies the rule or policy violation and identifies the amount of time the student will be suspended for and conditions for re-entry. This written referral is provided to the parent when the child is escorted home or picked up following suspension.
4. Formal written summary of the investigation is to be provided to the parent and included in the discipline records.
5. Suspensions are logged on appropriate forms and patterns of suspension are considered for each child.
6. A re-entry meeting is held with the child, parent and school administration prior to school re-entry.
7. The student will re-enter the school site with a behavioral contract.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

In the event a child has or suspected to have an educational disability, procedures 1-4 will occur as noted above and procedures 5-7
will be modified in the following manner:

1. If a pattern of suspensions becomes evident and a disability is suspected, an expedited evaluation to determine the existence of an educational disability will occur. For all students identified as having a disability and students suspected as having a disability, a functional behavior analysis and a manifestation determination will occur.
2. A Child Study Team/Individual Education Plan Team will convene a re-entry meeting and determine the following:
    a. Is there evidence to support identification of an educational disability in the case of a student who is suspected as having a disability?
    b. If not, is Section 504 of the Rehabilitation Act applicable? If no major life function is inhibited by the student's condition, then engage in re-entry meeting.
    c. If a 504 applies include 504 considerations of reasonable accommodations in the behavior/re-entry plan.
    d. If an education disability exists, identify the disability, analyze the behavior demonstrated by the student and determine whether the behavior is caused or is a manifestation of the disability.
    e. Develop an Individual Education Plan that includes behavioral objective and a behavior intervention plan that will function to teach appropriate behavior and result in a decrease in the incidence of behavior resulting in suspension.

APPEAL PROCEDURE

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in
writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustee's review of the issue shall be limited to whether the Superintendent's decision was consistent with policy and Montana State and Federal Law. The decisions by Board of Trustees
described herein are final.

The Superintendent shall make recommendation for expulsion to the Board of Trustees. Expulsion recommendations occur for serious, repeated infractions of student conduct or an individual, serious episode, which severely disrupts the school environment, causes injury or places students at risk of injury, or an infraction identified in the student handbook. Consideration of expulsion
shall take place in hearing.

EXPULSION

PROCEDURE

A preliminary written recommendation is made to the Superintendent for expulsion and a copy forwarded to the Board
Chair. The recommendation shall include:

1. The specific charges and facts on which the recommendation is based.

2. The recommended length of expulsion.
3. Recommendation whether the student will receive credit or not for the current grading period.
4. The names of persons who may be called as witnesses.

After receipt of the recommendation, the Chairperson shall promptly send copies of the recommendation to the student and student's parent or guardian. These copies shall be sent registered mail (return receipt requested). Copies sent to the student and the parent shall include:

1. A specific date, time and location of the hearing.
2. The student's right to present a defense.
3. The student's right to be represented by another person.

At any time, a student or his/her parents or guardian fails to appear at the scheduled hearing, it will be assumed that the disciplinary action is accepted by all parties.

EXPULSION HEARING

The Chairperson of the Board of Trustees shall determine whether the demands of the individual privacy of the student
clearly exceed the merits of a public hearing. In his/her decision, the Chairperson shall consider the nature of the charges against the student, the testimony expected to be given, and the wishes of the student and his or her guardians.

If the hearing is closed, all persons shall be excluded except the student, his/her parents, and his/her representative, the members of the Board, the person or persons presenting the recommendation and their representative, the Superintendent or his/her designee, and if a transcript is made, the secretary.

Whether the hearing is open or closed, persons who will give evidence shall be excluded from the hearing until they are called to testify. Evidence and testimony shall be given in the following order:

1. support of the expulsion.
2. against the expulsion.
3. rebuttal.

After a full hearing of all relevant matters, the Board shall decide whether to accept, reject or modify and accept the recommendation. Such decision shall be based on the evidence and testimony produced at the hearing.

If the hearing on the matter was closed, the approved draft (Findings of Fact) shall be adopted or rejected in open session. The board action will be noted in the minutes, the draft will not be available to the public. If the hearing on the matter was open, the draft shall be adopted or rejected in an open session.

SEVERE CLAUSE

When serious misbehavior occurs, the student is sent directly to the building administrator. The building administrator will follow the steps in the school's Administrative Support Plan.

- Serious misbehavior includes, but not limited to the following:
- Fighting/assault – the willful intent to inflict pain.
- Severe harassment or Sexual harassment
- Vandalism – destroying property.
- Overt defiance – absolute refusal to follow directions (including swearing at a staff member).
- Stopping a class from functioning – the teacher can no longer teach.

ADMINISTRATIVE SUPPORT PLAN

If a student is removed from the classroom with a referral, or if behavior outside the classroom warrants a referral, students will be sent to the office for disciplinary consequences. These consequences may include, but are not limited to, the following:

Conference – The student and/or parent will meet with the teacher, counselor, administrator, and/or Intervention Team

In School Suspension (ISS) – Students will be assigned to ISS by an administrator. They will be required to behave in an orderly manner and complete all assigned work packets before they'll be allowed to return to regular classes. Failure to comply with rules will result in OSS.

Out of School Suspension (OSS) – Students who are put on OSS are to stay home for the number of days assigned. Students will not be allowed to participate in any school activities, including games and practices, until OSS is complete.

Restitution – Students will be required to restore the school property or equipment to its original condition, either through paying for the damage or working around the school in lieu of payment. The work might be washing walls, washing tables, picking up trash, etc., all under the supervision of a school employee.

Expulsion – Expulsion is the complete removal from the school for a period of up to one year. The Superintendent will make recommendation of expulsion to the Board of Trustees. See Board Policy #3200 for expulsion procedure.

Discipline Card – Student's classroom rules are tightened. Student will carry a discipline card with them for a total of 5 days, which teachers will sign each class.

Shelter Card **–** Students will have restricted movement between classes and at lunch. Students will carry the shelter card for 5 days, which teachers will sign each class.

EXTRA/CO-CURRICULAR SANCTIONS FOR DRUGS/ALCOHOL/TOBACCO (BPS policy#3200r)

RIGHT OF APPEAL/STUDENT COMPLAINT PROCESS (BPS POLICY # 3200)

APPEAL PROCEDURE

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustee's review of the issue be limited to whether the Superintendent's decision was consistent with

policy and Montana State and Federal Law. The decisions by Board of Trustees described herein are final.

Refer to BPS Policy #3205r for specific timelines for each step of the process.

Browning Public Schools

Policy ---------
Policy Name: *Student Grievance Process*
Regulation: **3205R**

The Board of Trustees supports creating a school environment that is free from discrimination and affords students and their families an opportunity for due process. The grievance process provides the Superintendent and Trustees with opportunities to identify barriers to a discrimination free learning and working environment in our schools. The appeal process facilitates identifying inconsistencies in practice and interpretation of the Board of Trustee's policy.

Public Notice of Process
In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504 Coordinators for the District. District coordinators and building-based representatives will be identified in Student Handbooks annually. The grievance and the appeal process will be included in district policy and Student Handbooks.

Grievance Process
A grievance will consist of any complaint alleging discrimination.

Level 1: Informal Resolution
The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or building administrator with whom the issue could be resolved informally. However, in the case of alleged sexual harassment, the matter should be discussed with the first line administrator that is not involved in the alleged harassment. This level is optional.

Level 2: Coordinator
If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:
1. The nature of the grievance.
2. The remedy requested.
3. Signature and Date

The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant could have reasonably become aware of the occurrence. The District may investigate and take action when a student refuses or is unable to file a written grievance.

The Coordinator has the authority to investigate all grievances and if possible will resolve the grievance. A written report regarding the investigation shall include the following:

1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.
2. Statement of the facts as contended by each of the parties.
3. Statement of the facts as found by the coordinator and identification of evidence to support each fact.
4. List of witnesses interviewed and documents reviewed during the investigation.
5. Narrative describing attempts to resolve the grievance.
6. Coordinator's conclusions as to whether the allegations in the grievance are with merit.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator will provide a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented.

The Coordinator and the Superintendent may appoint an outside investigator.

Level 3: The Board of Trustees

If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board of Trustees for a full contested case hearing. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported to all parties within thirty (30) days of that meeting. The decision of the Board of Trustees will be final, unless appealed within the period provided by law.

Level 4: The County Superintendent

If the case falls within the jurisdiction of the county superintendent of schools, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

Cross Reference: 3002 Student Handbook Policy
2112 Duties of the Superintendent
1240 Member Authority/Responsibility
3000 Equal Education Nondiscrimination
3205 Sexual Harassment/Intimidation

Legal Reference: 20-USC-24.9.1001-1011 Sex Discrimination in Education
10.6.103, et seq. ARM Rules of School Controversy
MCA 20-5-201 Appeals by pupil or pupil's parent or guardian
MCA 20-3-210 Controversy appeals and hearings
MCA 20-3-324 Powers and duties (Trustees)

Policy History:
Proposed: 3/00
Adopted on: 7/27/05

Browning Public Schools

Policy #
Policy Name: *Acceptable Use of Electronic Networks*
Regulation: **#3612F**

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 device[*1] 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 students 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.

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

Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

   You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

   Name of Staff: _____ Telephone: _____

   Email Address: _____

3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

00NCLB-I3 (Rev. 02/10 US)

© 2010 TransACT Communications, Inc.

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the *Asbestos-Containing Materials in Schools Rule* §§ 763.84© and 763.93(g)(4))

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material* (*ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are ıwithin the *Asbestos-Containing Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule,* the school had its school building inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building (pipe chase for waterlines located between kitchen and boiler room in crawl space)

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans shows that there is ACBM in the pipe chase but poses no threat to staff or students.* These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. The pipe chase is sealed and therefore safe. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Reid Reagan, Director of Maintenance/Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203.

PARENT/GUARDIAN & STUDENT TRANSPORTATION HANDBOOK

Introduction

The transporting of children to school by school bus is not mandatory; it is the option of the local Board of Trustees. The service is provided in the Browning School District for those who wish to ride under the terms established. The following information for parents and students states the school transportation guidelines and rules. Non-compliance may be met by refusal to transport.

School Transportation Guidelines

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off, location will be established. Once a child boards the bus, and only at that time, does the child become the responsibility of the school district. Such responsibility shall end when the Child is delivered to the regular bus stop at the close of the day. Students that do not board the bus are not the Transportation Department's responsibility. **Daily changes to the child's bus schedule will be allowed prior to 2:00pm M-Th and prior to 1:00pm on Fridays, by calling the school of attendance. Students will not be allowed onto a bus other than the one their registered to ride without a school bus pass. Written notes will need to go to the school secretary for a proper bus pass. Weekly changes to the bus schedule must be done one day before the change is to go into effect. Permanent bus changes, due to the family moving, etc., will be made through the Transportation dept.** If your child is in KW Bergan, Vina Chattin, Browning Elementary, or Napi-there MUST BE AN ADILT HOME when they are dropped off. If there is not an adult home, then we must transport them back to school, upon the 3rd incident there will be a report filed with CHILD PROTECTION SERVICES. We will no longer ride around looking for drop offs, or relatives to take students too. Animals, firearms, weapons of any kind, toy guns, balloons, spit wads, aerosols, or any other potentially hazardous material will not be permitted on the bus.

Rules at the Bus Stop

1. Be on time and waiting for the bus.
2. Stay off the road while waiting for the bus to stop.
3. Do not run towards the bus or push other students to be the first one to board the bus.
4. Do not participate in horse play while waiting for the bus.
5. Wait for the school bus to come to a complete stop before attempting to board the bus.
6. Do not cross the street at a bus stop until traffic has stopped for flashing red lights.

Rules for Riding the School Bus

1. **Always Follow direction of the bus driver.**
2. Go directly to assigned or available seat upon entering bus, keep aisles and exits clear.
3. **Remain seated** until your designated stop. **Do not move** about the bus while in motion.
4. **Students will be held responsible for that seat, including all damages to seat.**
5. Refrain from throwing or passing objects on, from or into bus.
6. Keep hands to self; no pinching; biting; hitting; pushing; spitting; touching or horse playing on the bus.

Rules for Riding the School Bus Continued

7. Do not extend arms or head out of bus windows at any time.
8. Profane language, discourteous comments and gestures will not be tolerated.
9. **No eating or drinking beverages on all buses.**
10. Do not exit from emergency doors and windows unless it is an emergency.
11. There will be **NO** intimate contact on the bus.

12. Refrain from hitching rides via rear bumper or other parts of the bus.

Leaving the School Bus

1. Wait until bus comes to a complete stop before walking to exit.
2. Do not run or push while unloading from the bus.
3. When crossing in front of the bus, always watch the driver to give the “all clear” signal and look both ways before crossing the road.
4. Students should go directly from their bus stop to their homes.
5. Students cannot get off at another stop without the proper school bus pass.

Violations and Consequences of Minor Offences of the School Bus Rules

Failure to follow the rules on the school bus will result in the following consequences:

1. The student will be given a verbal/written warning to stop the behavior and to change seats.
2. If the behavior continues, the student will be given a written referral, a copy will go to parent/guardian, and a copy to the attending school.

3. If behavior persists for 3 referral a letter will be delivered to the Parent/Guardian and the Student will be suspended from riding all buses and District Transportation for a period of 3 to 5 days, with a scheduled re-entry meeting to get back onto the bus.

4. Upon the 4th incident, a letter will be delivered to the Parent/Guardian and principal will be informed student will be on a 10-day bus suspension.

5. A 5th incident, the student will be suspended from all bus privileges and District Transportation for the remainder of the school year.

6. Upon removal from the buses for any reason and amount of days, will include **all transportation**, activity trips and field trips. **All Riding Privileges’** will be revoked.

MAJOR OFFENSES

Bullying or harassment will result in an automatic 5-day suspension from all buses. In addition, a referral will be sent to the school principal and considered a violation of school rules which may accompany school consequences.

Assault, fighting, or sexual harassment will result in a 10-day suspension from all buses. In addition, a referral will be sent to the school principal and/or Title IX Coordinator and considered a violation of school rules with accompanying school consequences.

Possession of firearms, explosives, or weapons designed to inflict bodily harm is a MAJOR OFFENSE. There will be **NO** tobacco/E-Cigs/Vapor products, alcohol, aerosol sprays or inhalants allowed on all buses.

Possession, sales, or being under the influence of drugs, paraphernalia, or alcohol are considered MAJOR OFFENSES and will be reported to Law Enforcement. These offenses will be referred to the School Principal and are considered a violation of school district policy and will be managed by the Principal. **These MAJOR OFFENSES will be dealt with accordingly**.

OTHER MAJOR OFFENSES

1. Anything harmful to self and others.
2. Open DEFIANCE towards driver and refusal to follow direction from Driver.
3. Destruction of property and damaging seats will result in loss of bus privileges and Parent/Guardian's responsibility to pay for cost of repairing damages.

THESE MAJOR OFFENSES WILL BE DEALT WITH ACCORDINGLY

Parent/Guardian Responsibilities

Your support and assistance may prevent an accident and or an incident on the bus. Understand and support bus regulation for the safety of your Child(ren). Please be certain your student understands and follows bus rules and regulations. Teach your child(ren) to respect the rights, privileges, and property of others. Teach your students proper procedures for crossing roadways. Support procedures for emergency evacuation as prescribed by state and school officials. Report safety concerns to Transportation Director or Disciplinary person. Please attend requested meetings for both intervention & re-entry onto the buses.

Please understand the School District Transportation Truant Officers' are for transporting sick students or students for other reasons. If for whatever reason your Child(ren) miss the bus and needs a ride from a Truant Officer, they are allowed only three rides per quarter.

ATTENTION: Only the students that reside at the Boarding Dormitory will be allowed to ride the bus to the dorms. There will no longer be an activity bus provided for the after-school dorm activities.

Bus Garage Information

Information regarding School Bus services or other question pertaining to transportation may be obtained by calling the School Bus Garage at 338-2952 and ask for:

Teri DeRoche – Transportation Director

Lisa Bull Calf – Disciplinary Personal

Secretary – Ella Wall

Browning Public Schools

Policy #
Policy Name: ***Administration of Medication***
Regulation: #3416R

Administration of Prescription Medicines to Students

1. Only school personnel who have been delegated by the school nurse in consultation with the school principal may administer medication.

2. When a request for medication administration is made by a parent, they must be informed that State Law requires a written physician order.

3. Once the Physician order is received the school nurse must review the order with the parent prior to administration.

4. The physician order should be attached to the student's daily medical treatment record which in turn must be kept with all medication in the office. The school nurse will review these orders during the regular school visits. All permanent health records must be kept in the student's cumulative file regardless of grade level.

5. Medication must be received in the original pharmacy container with a label indicating the name and telephone number of the pharmacy, the student's name, the physician name, the name of the drug, the time/indication for administration and the dosage to be given. Over the counter medication must also be in the original pharmacy container. Labeling requirements are the same as those for prescription drugs. No more than a sixty (60) school day supply of any medication intended for student use may be stored at school.

6. Medication must be given as close as possible to the time ordered. The outside limit of acceptability is one hour (unless otherwise directed by the attending physician) before or after the specified time.

7. When a student presents for medication, it is extremely important that s/he be correctly identified. This should be accomplished by requesting that the student tell the delegatee his/her name.

8. Anyone administering medication is required to wash their hands prior to actual administration. However, medication must not be handled directly. Dispense the medication from the bottle into its cap and then into a pill cup or into the student's hand.

9. The medication label must be read 3 times before giving the medicine to the student: 1) when removing it from the locked container; 2) before pouring the medicine out of the bottle; 3) after pouring the medicine out of the bottle.

10. The nurse or delegatee must observe the student actually ingesting/inhaling the medication.

11. After the medication has been administered, record the procedure on the student's medication/treatment log sheet and sign.

12. If an error in medicating has been made notify the building administrator, the parent and the school nurse immediately. An incident report must be filed with the building administrator as soon as practical.

Administration of Non-Prescription Medicines to Students

1. Over-the-counter, or non-prescription medication does not require a physician signature.
2. *A Browning Public Schools Health Program Non-Prescription Medication Form* must be completed yearly by the parent/legal guardian
3. The parent can bring in the non-prescription medication in the original container clearly marked with the child's name.
4. It is recommended that the initial dose be administered at home or in the hospital in case of adverse reactions (for new prescriptions)
5. School personnel reserve the right to review and deny requests for medication being taken during school hours.
6. All medication must be stored in designated area that is to remain locked when not in use.
7. Students must take medication in the presence of the School Nurse or designated school personnel.
8. Administration of medication will be documented in the Health Log.
9. All medication, except those approved for keeping by students for self-medication, will be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication.

The school nurse or in her absence, the duly appointed delegatee (who has been trained to administer medication) will be responsible for the key(s) to the locked cabinet(s). Access to all stored medication will be limited to persons authorized to administer medications. Each school will maintain a current list of those persons authorized to administer medications.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to §20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2)the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Disposal of Medication

All used syringes and other similar materials will be properly disposed in an appropriate biohazard container maintained in the nurses' office. Biohazard containers will be disposed of in accordance with all applicable health regulations.

School personnel must either return to parent or destroy (with permission of parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a five (5) day period after the student's last day of school or on the last day of the school year will be destroyed by the school nurse in the presence of a witness.

Cross Reference:

Legal Reference: 20-5-412 MCA parent-designated adult administration of glucagons
20-5-420 MCA self-administration or possession of asthma, severe allergy or anaphylaxis medication
20-5-421 MCA 20-5-421 Emergency Use of Epinephrine
20-5-426 MCA Use of Opioid Antaganist in School
37-8-202 MCA
8.32.1701 ARM
8.32.1704 ARM
8.32.1705 ARM
8.32.1708 ARM
8.32.1709 ARM
8.32.1712 ARM

Policy History:
Adopted on: 11/25/97
Revised on: 4/26/06, 11/8/11, 3/26/14, 7/25/19

Browning Public Schools

Policy **#1310**
Policy Name: *Adoption and Amendment of Policies*
Regulation: ----------

The formulation, adoption and revision of clearly articulated written policy will constitute the basic method by which the Board of Education of School District # 9 will exercise its leadership in the operation of the school system. The formal adoption of policies will be recorded in the minutes of the Board. Only those written statements so adopted and so recorded will be regarded as official Board policy.

General Principles:

The Board endorses for use in this district the policy codification system of the Montana School Board Association. This system is to serve as a general guideline for policy dissemination and maintenance of the manual.

All policies will be written, clearly defined and based on the Board's educational priorities.

Final policy decisions will be made only in open meetings conducted by the Board of Education.

Policy statements, where appropriate, must include pertinent extracts from judicial decisions, legislation or collective bargaining agreements, as may affect the intent of the Board's direction.

The views of the administration, staff and community will be considered.

Policy Development Process:

The Superintendent has an ongoing responsibility to advise the Board on policy matters and therefore will initiate policy statements for the Board's consideration, as s/he may deem appropriate.

Any Board member, by a carried motion, may initiate the preparation and/or amendment of a policy statement.

The initiation motion must contain at least the main concepts that should be addressed in the subsequent policy statement that will be prepared by the superintendent.

The Superintendent or his/her designee will conduct the necessary research to assure the integrity and legality of the resultant policy statement. S/he will also ensure that any proposed policy formulation is carried out through a systematic coordinated process that encourages involvement of the staff, community and external agencies. Proposed new policies and proposed changes in existing policies must be presented in writing for reading, discussion and adoption.

Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as agenda items to the Board in the following sequence:

1. Information item-distribution with agenda;
2. Discussion item-first reading of proposed policy or policies; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting;
3. Action item - second reading; discussion and adoption.

Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Policies will be effective upon the date set by the Board. The date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, policy which is not created in conformance with the procedure outlined above may not be extended beyond the minimum timeline required to satisfy all aspects of the Board's policy adoption process.

The Board may formulate and revise policy continually throughout the year. All policy will be reviewed on a regular basis by the Board of Trustees.

The Superintendent will maintain a policy manual to be maintained containing all the written policies of the Board. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Suspension / Repeal of Policy

Under circumstances, which require waiver of a policy, the policy may be suspended by a majority vote of the members present. Provided however, that all trustees received written notice of the meeting and the notice includes a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all Trustees present.

The Bylaws of the Board (i.e., those board policies which pertain to the internal operations of the Board) are subject to suspension/repeal only upon a three-fourths vote of all members of the Board at a meeting in which the call for the proposed suspension has been described in writing, or upon a unanimous vote of the entire board membership when such written notice has been not given.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal Reference: 20-3-323 MCA District Policy and Record of Acts
10.55.701 ARM Board of Trustees

Policy History:
Adopted on: 8/28/96
Amended on: 6/30/97, 1/12/99, 3/26/14



Browning School District 9

Administrative Standard Operating Procedures

2019-2020

Administrative Standard Operating Procedures

Table of Contents

I. Administrators 1

II. Facilities 2

III. Meetings 2

IV. Operations 4

V. Personnel 6

VI. Public Relations 7

VII. Student 8

VIII. Workplace Rules 9

Browning Public Schools
Administrative Standard Operating Procedures

The following are the administrative procedures for conducting certain operations throughout the school year. Other procedures not covered in this document are addressed in the negotiated Collective Bargaining Agreements, District Policy Manual or the School Laws of Montana. It is important that administrators familiarize themselves with these documents and refer to them for clarification on issues as they arise. (As other circumstances arise, new procedures may be added or amended as needed)

I. Administrators

Definitions An "administrator" means an employee whose position is designated by the organizational line of authority and job description as such and may or may not currently supervise staff. A supervising teacher is included to the extent the extra-duty contract applies. All references to "superintendent" or "principal" include his or her designee.

Conduct Each administrator is expected to conduct him/herself in a professional manner at all times, to serve as a role model for their respective areas of responsibility, and to observe and follow the established line of authority and district policies in carrying out the goals and objectives of the district.

Hours Administrators are employed to achieve results and are generally expected to be available to conduct district business between the hours 8:00 A.M. to 5:00 P.M., excluding a reasonable lunch break, and outside those hours and on weekends as necessary to achieve assigned goals and objectives. Lunch breaks are not to be scheduled at the beginning or the end of the day.

Leave Individual employment contracts indicate the type of leave: administrators in teaching positions (principals, etc.) are granted leave similar to that of teachers. Administrators in non-teaching positions earn leave, which is credited at each payroll cycle. Leave practices are standard throughout the district. Leave slips are to be submitted in advance and subject to approval by the superintendent prior to taking planned leave. During all absences, administrators must notify **superintendent, building secretary, administration receptionist**, **superintendent secretary, benefits clerk, and all administrators** ~~as promptly as the emergency permits or generally~~ no later than **7:30** ~~8:00~~ a.m. of the absence. **Administrators and Directors must notify the superintendent at least 24 hours in advance of taking personal leave**.

Responsibilities The duties and responsibilities for an administrative position are generally described in the job description. The principal**/director** of a building**/department** is ultimately responsible for all programs and any activities related to the education process of students. All support programs must be coordinated through the principal**/director**. These responsibilities are inclusive of, but not limited to activities involving: all staff, maintenance, custodial, safety, welfare, instruction, students, parents, sports, facility use after hours, extra-curricular, revenues, expenditures, etc.

Communications The administrator will maintain open lines of communication with his/her staff and with other schools and departments to ensure that information is shared promptly, properly interpreted and used appropriately. In that respect, administrators will effectively utilize the district network, voicemail, inter-department mailings, bulletin board postings, webpage updates and any other media necessary to maintain such communications. **Administrators and directors with district cell phones are on call at all times and cell phones must be on at all times.** Administrators will prepare and distribute detailed operational and procedural staff guidelines or handbooks for their respective areas of responsibility consistent with district policies and these administrative standard operating procedures.

Communication to and among administrators will generally be conducted via email. Administrators are responsible for routinely checking email and the electronic calendar.

Attendance Principals**/designee** are responsible for contacting, by 10:00 a.m. each morning, parents whose children are absent but who have not reported the child as absent. (MCA 20-44-2-507).

Crisis Plan An Emergency Crisis Plan will be developed by the superintendent for implementation by administrators.

II. Facilities

Modifications No modifications to district permanent structures shall be recommended to the superintendent without prior consultation with the Director of Facilities and maintenance. An administrator does not have authority to order changes in the building or grounds except in compelling emergency situations.

Usage All proposed building use for non-district functions or activities shall be coordinated with the Director of Facilities and such use shall be according to the adopted policy for such use. The facilities department will provide the building administrator**/designee** in advance with a schedule and copies of agreements for the intended use including staff assigned.

Inspections Building inspections are conducted daily. At least once per month, the Director of Facilities performs an inspection of each facility in the district. The inspection will be to identify maintenance needs, to promote preventive maintenance practices and to evaluate overall cleanliness and sanitation. The results of this report will be shared with the administrator in charge, the superintendent and the Maintenance Supervisor.

Safety Director of Facilities/Custodians will schedule "right-to-know" training regarding workplace chemical hazards as necessary.

III. Meetings

Administrators (All): 3rd Tuesday of every month at ~~1:30~~ **2:00** p.m.

Leadership Team : **Bi-**Weekly on **2nd and 4th** Monday at 11:00 a.m.

	Superintendent, ~~Asst. Supt.,~~ Finance Director, **Director of Curriculum/Instruction, Director of Human Resources, Director of Technology**
Instructional Administrative Team:	Weekly on Tuesday at 1:30 pm (except for 3rd Tuesday). Supt., Asst. Supt., Directors, Principal, Asst. Principals Maintenance Supervisor
Facilities & Maintenance:	Weekly ~~Monday~~ **Friday** at 10:00
In-service Meetings:	Monday from 3:30-5:00
Department Meetings:	Mondays (Transportation, Maintenance/Facilities, Food Service)
Building Meetings:	As scheduled

Agenda All meetings are to be conducted according to an agenda. Agenda requests are to be e-mailed to the host-administrator (or designee) on or before the day preceding the meeting. Meetings will begin promptly at the times shown so administrators must make arrangements to avoid being late. Regularly scheduled meetings may be cancelled if there are no agenda items or if the host-administrator is unable to attend.

Minutes Since these meetings are to plan, coordinate and implement action strategies, administrators will be responsible for noting action items for their own follow up and any other information they may wish to notate. All such notes become the personal property of the administrator and are not available for public disclosure except as required by law. Accordingly, formal minutes will not always be kept. Administrators who are unable to attend should ascertain applicable action items from those who attended.

Child Study Teams (CST)

It is the responsibility of the principal/designee to attend every Child Study Team Meeting. It is the responsibility of the Director of Special Education to ensure that the case manager(s) notify all participants in advance of the meeting.

Building/Dept. Meeting

Minutes of staff meetings should be kept and a copy forwarded to the supervisor along with the agenda of the meeting. Administrators will conduct a minimum of one meeting per month to facilitate building-wide issues. Educational department staff (Special Ed., BNAS, Stay in School, etc.) is expected to attend building meetings at the building to which they are assigned; therefore separate agendas, minutes, etc. are not required. **Staff meetings will not be conducted during extended Wednesdays.**

Board Meetings Administrators are required to attend all regularly scheduled meetings of the Board of Trustees unless excused by the Superintendent. Board meetings are held on the second Tuesday of each month at 5:00 pm in the Administration Board Room and the last Wednesday of each month at 12:00 noon in designated school sites as listed on the school calendar. The host-administrator will give a presentation at the noon board meeting and the board meeting will then reconvene at 5:00 p.m. in the Administration Board Room.

Board Agenda Administrators who wish to have items placed on the Board of Trustee meeting agenda, including reports and recognitions, must complete a board agenda request form (Word template) and submit it to their direct supervisor. State law does not allow for items to be added to the agenda after it has been posted.

Board Agenda Items

- Monday due to central administrator by 4:00 p.m.
- Tuesday due to board secretary by 12:00 noon.
- ~~Wednesday~~ **Thursday** agenda items reviewed by central administration.
- Thursday **Friday** meet with board chairperson for agenda items review.

Committees For the purpose of planning, it is expected that all staff will be included in committee work. Committee meetings should be held outside student attendance hours as much as possible. Staff is strongly encouraged to serve on community committees. Unless approved by the Superintendent, staff should belong to no more than one out-of-district committee that requires time taken from the workplace. Local committee work should take no more than one-day from the workplace per month. If service on a committee is directly related to the students of the district, administrators may authorize school related leave. If committee service is not pertinent to students, personal leave or annual leave will have to be taken by the employee.

~~Conference Presenter(s)~~

~~Approval of the Superintendent is needed prior to the submission of any calls to conference by any employee when the district will incur any of the cost. Principal/supervisor approval is required prior to submission of a request to the Superintendent~~.

PTO Each building is required to have an active Parent Teacher Organization that meets monthly. The goal of the organization is to support the academic success of students by educating parents, providing an opportunity for parent-teacher dialogue and offering the parent/s a means of having meaningful involvement in their child's education.

School ~~Improvement~~ Leadership Team

Each school building will implement a School Improvement Team. The School Improvement Team will meet bimonthly to monitor the implementation of, and when necessary, revise the School Improvement Plan. A building administrator is expected to be a member of the School Improvement Team and attend their meetings.

IV. Operations

Building Security

Building Security is the responsibility of the primary administrator. The job description for the custodian states that he/she is responsible for securing each room, all doors and windows at the end of the day. The administrator shall coordinate activities in the building by students and staff to assure maximum security is always in effect. The phone numbers given to the alarm service shall be those of the primary administrator(s).

Keys All keys checked out are the responsibility of the administrator. Anytime a key is checked out it is to be recorded and the person must sign for it. The maintenance supervisor maintains the key inventory of all keys. Requests for keys must be submitted to the Maintenance Supervisor.

Overtime Over-time for classified employees must be approved in advance by the Superintendent. Overtime may be requested for justifiable spikes in the workload and when unforeseeable events require it. Leave and holidays are not work time so those hours are not counted toward the 40.

Comp. Time The district will not participate in a compensatory time program. Therefore, employees of School District #9 cannot earn and/or use comp time.

Meal Program The school meal program is for the purpose of providing free breakfast and lunch for students only. Staff members are encouraged to participate in the school meal program outside of their regular work hours and are expected to purchase ~~a ticket for~~ those meals. Payroll deductions for meals are offered to employees. Administrators must work with the Director of Food Service when ordering meals or snacks served at open houses, meetings, etc.

Custodian Supplies

Maintenance will house custodial supplies and deliver them each Thursday at 2:00 pm. Supplies must be requested in writing and signed for by the supervisor. All work-orders need to be assigned by trade (i.e. plumbing, electrical) typewritten and signed by the supervisor.

School Vehicles School vehicles (and all district equipment) are to be used exclusively for school related business purposes only and may be checked out with the approval of an administrator. If a car is to be used locally, it may be checked out after 8:00 am and must be checked back in no later than 4:30 pm. If used for out-of-district travel and the return time is after 4:00 pm., the car must be checked in no later than 8:00 am the next business day. Staff members are asked to remove all garbage from the vehicle before they return it to the Transportation Department.

The District's liability insurance only covers school employees in school vehicles. It does not cover family members or other individuals.

The Montana State Drug Free Law does not allow for tobacco use (Smoking or Smokeless) in school vehicles or on school property.

Staff serving the rural schools will coordinate travel to insure minimum travel with maximum services. Personal cars will not be used for these purposes except when a school car is not available.

Telephone Staffing

All schools are to assign a staff member for telephone and office duty from 7:30 am to 4:30 pm during the school year. Anyone who answers the telephone must be properly trained and demonstrate proper etiquette. Incoming calls must be answered with a salutation, name of department, name of person answering and a statement of assistance.

Telephone/District Cell phone Usage

Telephone calls are not to be transferred to classrooms during instructional time. Personal calls are not to be charged to the district. ~~Monthly bills will be provided for review by the building administrator.~~ All requests for telephone services must be made to the **Director of Technology** for approval by the Superintendent.

Leave Without Pay

Supervisors are to inform staff that LWOP is only available to probationary employees who do not have access to their leave. LWOP may be approved by the administrator only in critical circumstances. Supervisors will implement the progressive discipline process for employees who use LWOP other than in these circumstances.

Undesirables

An undesirable may be any of all of the following:

1. An intoxicated individual.
2. A known offender who may be a danger to staff and/or students.
3. A person threatening to cause bodily harm to staff and/or students.

When an undesirable is found to be in the building, notify the police ASAP, and **the superintendent and** attempt to remove the individual without placing yourself or others in danger. Information regarding known offenders can be found on the Montana State Web Page.

Irate Individuals

Administrators shall endeavor to protect their staff at all times from irate individuals. Staff members shall not be allowed to be confronted by irate individuals at any time in the school building or on school grounds. If an irate individual is threatening bodily harm or verbally assaulting a school employee, the administrator shall immediately call the police and attempt to remove the individual, without placing themselves in danger. It shall be the administrator's responsibility to use "good judgment" when asking staff members to meet with parents.

Visitors to the Workplace

No staff should spend an inappropriate amount of time visiting with friends and/or family while they are on duty. If a friend or relative has a need to see a staff member during the workday, the business should be taken care of in as brief a period as possible so the employee can return to the task at hand. No staff member is to be pulled from the classroom or work-post except in case of an emergency. Visitors and personal phone calls should be taken only during breaks.

Volunteers

Volunteers who are not under the direct supervision of school personnel are required to have a background check. The forms are available from the personnel department. The completed forms should be returned to the personnel department where they will be sent in to the State for the background check.

Safety

Building administrators are responsible for the general safety and risk management of their respective buildings and grounds and shall promptly notify the Directors of Facilities/Custodians and maintenance as to any apparent safety violation or potential risk so that corrective measures may be taken appropriate to the risk.

V. Human Resource

General The ~~personnel~~ **Human Resource** department has the global responsibility for the district to initiate, coordinate and implement all activities relating to personnel in compliance with governing laws and regulations, and district policies. Such activities include recruitment, selection, hiring, training, evaluation, retention, discipline, termination, resolution of disputes, collective bargaining negotiations, contracting and personnel records and information. Administrators have the specific responsibility for those activities within their respective areas of responsibility. Accordingly, administrators must work closely with the ~~personnel~~ **Human Resource** department in fulfilling their particular staffing needs, in complying with collective bargaining agreements and in resolving personnel issues and concerns.

Employment Laws

The administrator is responsible to ensure that personnel understand and observe employment laws prohibiting discrimination, sexual or other forms of harassment, violent behavior and drugs in the workplace.

Evaluations Certified staff evaluations must meet all requirements and timelines as established in the Master Contract and School Board Policy. Nine month classified staff will be formally evaluated by April 30 of each year.

Custodian Supervision

It is the responsibility of the building administrator to provide day-to-day supervision for custodians with general supervision provided by the Director of Facilities except during scheduled breaks (summer, Christmas vacation, etc.) in which case the Director of Facilities will assume day-to-day supervision.

Internships Staff who plan on doing an Internship within the district must present the plan to the Director of ~~Personnel~~ **Human Resources** for approval. If the Director of ~~Personnel~~ **Human Resources** approves the plan it will be presented to the Board of Trustees for final approval.

Student Teacher Student teacher requests must be submitted to the superintendent for approval **then submitted to the Director of Human Resources.**

District ID's Staff are required to wear/carry district ID's or get a visitors pass while in school buildings

Hiring All hiring must be cleared through the School District ~~Personnel~~ **Human Resources** Office. Administrators are primarily responsible for facilitating the replacement of staff. All positions to be filled must be reported to the personnel office to be advertised, and applicants must be screened and interviewed by the responsible administrator in accordance with adopted district procedures and the appropriate master contract.

Substitutes Substitutes must be hired from the **board approved** substitute list. ~~or cleared through the personnel office~~.

Pre Orientation/Teacher Convention

All certified staff will be required to attend 2 days of in-service training and/or teacher convention in October. The district will offer two days of in-service training in August. Attendance at both days of district-sponsored training is mandatory and can be substituted for teacher convention days in October. These are the only substitutions that will be allowed.

VI. Public Relations

Personal Communications

Administrators are to inform staff that the public must be treated with absolute respect at all times.

Administrators are responsible for an ongoing positive public relations campaign for their building/department utilizing all media (newspaper/TV/radio etc)

The Superintendent is the official spokesperson for the District.

VII. Students

Field Trips

Field trips must be approved by the building principal and/or the administrator of the program paying for the trip, the director of transportation and the superintendent. Field trips are to be planned only to meet the goals of a particular learning experience or occasionally, as a building sponsored reward for meeting district goals related to attendance, behavior and academic achievement. Field trips must be planned early for the school year. Each building must submit to the superintendent, by the last Friday in September, a list of field trip requests for the school year. The building requests must include the District Field Trip Request Form for each trip. Thirty days before the trip the building must contact the transportation and food service department to make final arrangement.

~~Field trips that interfere with the reading block are strongly discouraged.~~ Buildings are responsible for field trip protocol including student permission slips, permission to visit field trip site, safety measures and to provide adequate supervision.

Transporting

Students will be transported home from school only in emergencies when a parent cannot provide transportation. Under no circumstances should a child be left at home alone. If the parent cannot be located, or is not at home, the student will be returned to the school office.

Whenever a principal or teacher deems it necessary to detain a student after school hours and after the buses leave, it is the principal or teacher's responsibility to notify the parent/s in a timely manner so that they may arrange to pick up their child at the completion of the detention period. If this is not done it will be the responsibility of the principal or teacher to arrange transportation home.

Enrollment

Enrollment of each student begins with the first date of attendance in accordance with MCA 20-9-311.

Children of Staff

Staff is discouraged from having their children in the workplace. If an emergency arises and it becomes necessary they must keep their children under their close supervision until they leave the workplace.

Extra-Curricular Trips

Each time a bus leaves with students, the staff in charge is to provide the school and transportation department with a copy of the roll call of students who are on the bus at the time of departure

Extra-Curricular Supervision

An administrator shall be in supervisory attendance at all school sponsored extra-curricular activities.

Lost If a student is declared unaccounted for by parents or staff, it is the responsibility of the principal and the classroom teacher to remain at the school until the child is found.

Checkout No student is to be checked out to any person, other than the immediate parent, guardian or persons who are listed on the student information form as having permission from the parent/s to check the child out.

Information Student directory information will be provided as requested unless a parent has specifically requested that the information not be released.

Interviews Interviewing of students by law officers will not be permitted without the consent of the parents/guardians or without a court order. The parent/s or guardian/s has the right to be present, if they desire. The only exception will be cases of child abuse against the parent/s and/or guardian/s. In this case, a school official (administrator or counselor) should be present during the interview.

VIII. Workplace Rules

Check-In/Check-Out

Each building/department office will maintain a roster for all employees to sign in and out of the department. All arriving and leaving times are to be accurately recorded. All administrators/certified/classified staff will sign in and out when leaving the building/department between the regular scheduled hours. All sign in sheets will be monitored by the supervisor.

Accident Reporting

Anytime a staff member, student or community member is involved in any level of accident, the Administrator is responsible to see that a District Accident Report and Insurance Form is completed according to district practices

These reports are to be filed with the business office upon completion within the next two (2) working days.

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



Recognition:	☐ Students	☐ Staff	☐ Parents
Information:	☐ Building Report	☐ Old Business	☐ Superintendent's Report
Action:	☐ Resignation	☐ Hiring	☐ Contract Service Agreements
	☐ Travel Out-of-State	☐ Travel In State	☒ Approvals
	☐ Termination	☐ Legal Matters	☐ Other:
	This action request pertains to	☐ Elementary (only)	☒ High School/District Wide

Date: 7/26/19

To: **Board of Trustees**
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: NIISA Membership Dues 2019-2020

Description:

Justification:

Financial Impact: $ 3,000.00

Funding Source (Budget/grant, etc.): Board Membership Budget

Attachment(s): Letter/Invoice

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

National Indian Impacted Schools Association

NIISA Membership Dues Invoice

Membership Year: September 1, 2019-August 31, 2020

TO: Browning Elementary School District #9
P.O. Box 610
Browning, Montana 59417

AS A RECIPIENT OF IMPACT AID, YOUR MEMBERSHIP IN THE NATIONAL INDIAN IMPACTED SCHOOLS ASSOCIATION (NIISA) IS BASED ON .0015 X YOUR DISTRICT'S IMPACT AID REVENUES RECEIVED IN FISCAL YEAR 2017-- $300 MINIMUM AND $1500 MAXIMUM. MEMBERSHIP DUES FOR THE 2019-2020 MEMBERSHIP YEAR: $ 1500____

PLEASE MAKE CHECKS PAYABLE TO:

NIISA
ATTN: DAN HUDSON
384 SOUTH 3RD STREET
LANDER, WYOMING 82520 *

District address: _____

Phone:_____ **FAX:**_____

Supt name_____ **email** _____

LEA contact_____ **email** _____

***Please include updated district contact information with your membership dues payment.**

Why join NIISA?

NIISA is an incorporated non-profit organization working to increase Impact Aid appropriations for federally impacted Indian lands and Alaska Native Claims Settlement Act school districts. To accomplish our mission, NIISA is working diligently to establish working relationships with key members of Congress in order to provide recommendations and testimony to make the Impact Aid law more effective, efficient and equitable. Further, NIISA has conducted outreach initiatives to establish collaborative relationships with organizations that have similar values and missions as do the National Indian Education Association-NIEA, the National Advisory Council on Indian Education-NACIE and the National Congress of American Indians-NCAI. Finally, as a member school district, you have a voice in all NIISA matters including electing NIISA leadership, serving in a leadership capacity, and guiding policy and organizational direction.

We urge you to consider the advantages NIISA brings to your school district and join our growing organization today. If you have further questions, please call Brent Gish at (218) 935-5848 or gishbd@arvig.net . Thank you!

National Indian Impacted Schools Association

NIISA Membership Dues Invoice

Membership Year: September 1, 2019-August 31, 2020

TO: Browning High School District #9
P.O. Box 610
Browning, Montana 59417

AS A RECIPIENT OF IMPACT AID, YOUR MEMBERSHIP IN THE NATIONAL INDIAN IMPACTED SCHOOLS ASSOCIATION (NIISA) IS BASED ON .0015 X YOUR DISTRICT'S IMPACT AID REVENUES RECEIVED IN FISCAL YEAR 2017-- $300 MINIMUM AND $1500 MAXIMUM. MEMBERSHIP DUES FOR THE 2019-2020 MEMBERSHIP YEAR: $ 1500____

PLEASE MAKE CHECKS PAYABLE TO:

NIISA
ATTN: DAN HUDSON
384 SOUTH 3RD STREET
LANDER, WYOMING 82520 *

District address: _____

Phone:_____ **FAX:**_____

Supt name_____ **email** _____

LEA contact_____ **email** _____

***Please include updated district contact information with your membership dues payment.**

Why join NIISA?

NIISA is an incorporated non-profit organization working to increase Impact Aid appropriations for federally impacted Indian lands and Alaska Native Claims Settlement Act school districts. To accomplish our mission, NIISA is working diligently to establish working relationships with key members of Congress in order to provide recommendations and testimony to make the Impact Aid law more effective, efficient and equitable. Further, NIISA has conducted outreach initiatives to establish collaborative relationships with organizations that have similar values and missions as do the National Indian Education Association-NIEA, the National Advisory Council on Indian Education-NACIE and the National Congress of American Indians-NCAI. Finally, as a member school district, you have a voice in all NIISA matters including electing NIISA leadership, serving in a leadership capacity, and guiding policy and organizational direction.

We urge you to consider the advantages NIISA brings to your school district and join our growing organization today. If you have further questions, please call Brent Gish at (218) 935-5848 or gishbd@arvig.net . Thank you!

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 07/25/19



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 07/23/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Stacy Edwards
Title: Finance Director

Subject: Trustee Resolution to Transfer Funds to Certificate for Deposit.

Description: The Resolution calls for the Board of Trustees to pull $15 million for the current construction projects and for financial assurance to a certificate of deposit with Stockman Bank.

Financial Impact: NA

Funding Source (Budget/grant, etc.): NA

Attachment(s): NA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Trustees Resolution to Transfer Funds to Certificate of Deposit

The Browning School District's Board of Trustees is providing directive to the Glacier County Treasurer, Don Wilson, in support of Montana Code Annotated (MCA) 20-9-213(4).

(4) invest any money of the district, whenever in the judgment of the trustees the investment would be advantageous to the district, either by directing the county treasurer to invest any money of the district or by directly investing the money of the district in eligible securities, as identified in **7-6-202**, in savings or time deposits in a state or national bank, building or loan association, savings and loan association, or credit union insured by the FDIC or NCUA located in the state, or in a repurchase agreement that meets the criteria provided for in **7-6-213**.

The Browning School District's Board went on record at a special meeting held on July 25th, 2019, to transfer $15,000,000.00 for current construction projects and for finance assurance to a certificate of deposit with Stockman Bank.

Donna Yellow Owl _____

Name of Board Chair

_____

Signature of Board Chair

Stacy J. Edwards _____

Name of District Clerk

_____

Signature of District Clerk

Browning Public Schools
Board Agenda Request
Meeting to Be Held: July 25, 2019



Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: July 22, 2019

To: **Corrina Guardipee-Hall**
Superintendent of Schools

From: Stacy Edwards
Title: Director of Finance

Subject: Natural Gas Purchase Agreement

Justification (District Goals): For the past ten years, we have been purchasing our natural gas from Commercial Energy of Cut Bank. It is time for renewal of the agreement. I recommend locking in the $2.81/dkt for the next two years. The last agreement was for $3.00/dkt for the last two years.

Financial Impact: See attached

Funding Source (Budget/grant, etc.):

Attachment(s): Natural Gas Purchase Agreement Amendment.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

COMMERCIAL ENERGY

Stacy Edwards
Browning Public School District
P.O. Box 610
Browning, MT 59417

July 22, 2019

RE: NATURAL GAS PURCHASE AGREEMENT AMENDMENT

Dear Stacy,

Thank you for your ten years of purchasing our Made-in-Montana natural gas. We offer two means of controlling gas costs for either one or two years. We ask that you initial the desired price option, sign and return electronically or via fax.

BY THIS AMENDMENT of the End-User Natural Gas Purchase Agreement between Commercial Energy of Montana, Inc. (Seller), and Browning Public School District (Buyer), the following contract changes have been mutually approved by the parties:

_____ **ENERGY SAFE (Fixed) PRICE:** Buyer is guaranteed a Fixed Price of **$2.75/dkt.** for all gas delivered beginning **August 1st, 2019 through July 31st, 2020.** There are no true ups and after the fact reconciliations.

_____ **TWO-YEAR ENERGY SAFE (Fixed) PRICE:** Buyer is guaranteed a Fixed Price of **$2.81/dkt.** for all gas delivered beginning **August 1st, 2019 through July 31st, 2021.** There are no true ups and after the fact reconciliations.

_____ **ONE-YEAR COLLARED PRICE:**
Buyer pays for each dekatherm of gas delivered at a guaranteed monthly price that is Floored at **$2.25/dkt.** and is Capped at **$3.75/dkt.** including a **$0.38/dkt.** CE Management Fee plus TransCanada transport cost to the MT border which is now **$0.90/dkt,** for all gas delivered beginning **August 1st, 2019 through July 31st, 2020.** Monthly gas price is determined by taking the AECO-C (7A) Monthly Index plus the CE Management Fee and transport cost within the Collared range. The CE fee covers the cost of creating the price cap. (For example, if the August 2019 AECO price is $6.40, since $6.40 plus $1.28/dkt. is greater than $3.75, Buyer will only pay the capped price of $3.75/dkt.)

UTILITY SERVICE RATE ADJUSTMENT: Seller will perform for the Buyer an audit of Utility charges for transportation, transmission, or distribution delivery services, and utility user taxes for electricity and natural gas. Should Seller find a potential reduction in these fees, Seller will provide Buyer with a findings letter to reduce these fees, as well as to obtain potential refund(s) from Utility for previous overcharges. If Seller is successful in obtaining either reductions in fees or refunds from Utility, Seller will receive 33.33% of the savings generated for a period of 24 months. Seller's costs to capture these savings and/or refunds will be borne by Seller.

COMMERCIAL ENERGY

EXTENSION: If neither party sends a written non-renewal notice to the other party at least fifteen (15) days prior to the beginning of the last delivery month, this Agreement automatically extends monthly at: (1) the same terms as in this Agreement; or (2) monthly price based on the month's AECO-C (7A) Monthly Index (as published in the Canadian Gas Price Reporter) plus Seller's risk management fee of **$0.48/dkt**, whichever is greater, plus Seller's risk management fee of 5.0% on the AECO-C (7A) Monthly Index Price (as published in the Canadian Gas Price Reporter) and TransCanada transport cost of **$0.90/dkt**. Buyer's monthly price paid to Seller does not include Utility's shrinkage allowance.

This Extension is valid if signed and returned via fax to 406-873-2598 by **July 25th, 2019.** Should you have any questions, please call me. Thank you for the opportunity!

ACCEPTED BY:
Browning Public School District

_____ Date:_____
Authorized Signer

OFFERED BY:
Commercial Energy of Montana, Inc.

_____ Date:_____
Curry Stypula, President



GENERAL CONDITIONS

VOLUME OBLIGATIONS: Customer will purchase all natural gas measured at the Utility Meter from Seller during the term of this Agreement. Seller will deliver and supply all necessary gas to meet Customer's daily requirements. Seller shall be responsible for any shortfalls and/or penalties from any out of balance situations other than those arising from pipeline force majeure or Customer exceeding peak day requirements on a Critical Operating Day as declared by the Utility.

PAYMENTS: Billing and collection of Buyer's monthly gas supply will be performed by Seller. Amounts billed are due upon presentation of the invoice, and will be considered past due 15 days after the invoice date. Payments not received before any due date will incur a twenty five dollar ($25) administrative charge per past due meter account and interest on all undisputed amounts from the due date until the date of payment, at the rate of twelve percent (12%) annually, or the maximum applicable lawful interest rate, whichever is less. Seller cannot be compelled to assign Buyer's transportation and storage management to another provider until such time as the amount due, including interest, is paid. However, if Buyer, in good faith, disputes the amount of any such billing or part thereof, and shall pay such amounts as it concedes to be correct, no suspension shall be permitted. Such disputes shall be resolved through arbitration.

VENDOR MASTERFILE: To ensure Seller receives all vendor notifications, Seller shall provide a W-9 for the Buyer to establish the Seller as a vendor within their Accounts Payable masterfile at time of initial contract acceptance.

CHANGE IN METER STATUS: In the event that any meter(s) disconnect, outstanding balances shall be treated as follows:

(a) If other meter(s) are enrolled under this contract, balances from the disconnected meter will be transferred, and become due and payable.

(b) Should all meters covered within this contract be disconnected, Seller will prepare and submit final bill inclusive of any outstanding balances, whether billed directly by the Seller or the Utility.

JURISDICTION: This Agreement shall be construed under the laws of the State of Montana.

ASSIGNMENT: Neither party will assign this Agreement or any of its rights or obligations under this Agreement without the prior written consent of the other party. Consent to assignment shall not be unreasonably withheld.

TITLE AND WARRANTS: Seller warrants that it will transfer good and merchantable title to all natural gas sold hereunder and delivered by it to Buyer, free and clear of all liens, encumbrances and claims. Title and right of possession to all natural gas sold and delivered hereunder shall pass from Seller to Buyer at the Delivery Point, which shall mean the Buyer's Utility meter.

FORCE MAJEURE: If either party due to a condition of force majeure is unable to perform any obligation or condition of this Agreement, with the exception of paying debt, such obligation shall be suspended during the continuance of the inability. Force majeure shall include, without limitations, acts of God, failure of any pipeline or utility to accept or transport gas, strikes, lockouts, or labor disputes, fire, flood, storms, hurricanes or other natural occurrences, or any similar cause which is beyond the reasonable control of the party claiming force majeure. Economic hardship of either party shall not constitute a Force Majeure under this Agreement. A party that is delayed in performing or rendered unable to fulfill any of its obligations under this Agreement by Force Majeure shall notify the other party in writing as soon as possible and shall exercise due diligence to attempt to remove such inability with all reasonable dispatch.

CREDIT: Buyer credit standing is essential to Seller entering into and performing its obligations under this Agreement. Should Seller, at any time, become reasonably concerned about Buyer's credit quality (as a result, for instance, of two late payments in a six-month period or a credit rating agency red flag), Seller may require and Buyer will provide credit assurance in the form of a prepayment or cash deposit up to the amount of sixty (60) days exposure plus the Contract Value minus the Market Value for the remaining term. Seller will reasonably determine this amount, which must be funded within ten (10) business days of written request. Failure to fund the request is a Default event of the Buyer.

FORWARD CONTRACT/EARLY TERMINATION: This Agreement is a forward contract under the Federal Bankruptcy Code. In the event that Buyer or Seller shall: i) make an assignment or any general arrangement for the benefit of creditors; ii) file a petition or otherwise commence, authorize or acquiesce in the commencement of a proceeding or cause under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it, iii) otherwise become insolvent, then such party will be in Default of this Agreement and this Agreement will terminate immediately. Seller shall have the right to suspend deliveries without prior notice. Buyer's early termination without cause shall be an event of default of this Agreement.

DEFAULT: In the event either party defaults ("Defaulting Party") in its obligations under the terms of this Agreement to the other party ("Performing Party") except to the extent excused by Force Majeure under this Agreement (which shall not include a delay in payment that is cured within 5 (five) business days of a written demand or any other failure of performance that is cured within 10 (ten) business



days of a written demand from the Performing Party for corrective action), Performing Party shall have the right to establish an early termination date to this Agreement upon 10 business days written notice to the Defaulting Party. The Performing Party shall act reasonably to minimize its damages.

DISPUTE RESOLUTION AND ARBITRATION: The parties shall attempt to resolve any claim or dispute through good faith negotiations. Upon failure of such negotiations, all claims and disputes that (1) are between Seller and Buyer and (2) arise out of, or relate to, this Agreement between Seller and Buyer or to their performance or breach (including any tort or statutory claim) ("Arbitrable Claims"), shall be arbitrated under the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), in English within the state of Montana, within the County of Toole, before one neutral arbitrator who shall be a member of the AAA's Large Complex Case Panel. Upon the reasonable request of a party, specific documents relevant to the claim or dispute in the possession of the other party shall be made available to the requesting party not later than sixty (60) days after the demand for arbitration is served. The arbitrator may permit depositions or other discovery deemed necessary for a fair hearing. The hearing may not exceed two days. The award shall be rendered within 120 days of the demand for arbitration. The arbitrator may award interim and final injunctive relief and other remedies, but may not award punitive damages. No time limit herein is jurisdictional. Any award of the arbitrator (including awards of interim or final remedies) may be confirmed or enforced in any court having jurisdiction. Notwithstanding the above, Buyer or Seller may bring court proceedings or claims against each other (i) solely as part of separate litigation commenced by an unrelated third party, or (ii) if not first sought from the arbitrator, solely to obtain in the state or federal courts in or for the state of Montana temporary or preliminary injunctive relief or other interim remedies pending conclusion of the arbitration.

REMEDIES IN THE EVENT OF DEFAULT:

(a) If Seller terminates this Agreement upon the default of Buyer, or Buyer terminates without cause, Buyer will pay Seller the following early termination payment, if a positive number: Contract Value minus Market Value.

(b) If Buyer terminates this Agreement upon the default of Seller, Seller will pay Buyer the following early termination payment, if a positive number: Market Value minus Contract Value.

(c) For purposes of this Section, "Contract Value" means the contract price of natural gas, per dekatherm hereunder, times Remaining Anticipated Usage. "Market Value" means the amount, as determined by the Non-Defaulting Party, less Costs, a bona fide third party would purchase or sell for the Remaining Anticipated Usage over the remaining term of the Agreement at current forward market prices. In determining "Market Value", the Non-Defaulting Party may consider, among other things, quotes from dealers in the wholesale energy industry, forward price valuations developed by the Non-Defaulting Party, and other bona fide offers from third parties, all as commercially available and adjusted for the length of the Remaining Term, as the Non-Defaulting Party reasonably determines. "Costs" mean brokerage fees, commissions and similar transaction costs reasonably incurred by, or on behalf of, the Non-Defaulting Party in terminating or liquidating any arrangement pursuant to which it has hedged its obligations, and attorneys' fees, expenses and costs, if any, incurred in connection with enforcing its rights under this Agreement. "Remaining Anticipated Usage" means the historical usage (in dekatherms), for the remaining term of the Agreement.

(d) If Seller Defaults on the Agreement and the Buyer finds a replacement alternate supplier, Seller should take direction from Buyer with regards to switching the accounts.

After termination, cancellation, or expiration, Buyer agrees that it will remit full payment of all amounts due under this Agreement within the Final Payment Period (which will be deemed to be the 20-day period following receipt of the invoice for the last period of deliveries hereunder). The applicable provisions of this Agreement will continue in effect after termination, cancellation, or expiration hereof to the extent necessary, including but not limited to providing for final billing, billing adjustments and payments, and with respect to any other payment obligations hereunder. Buyer is responsible for all collection costs incurred by seller in the event of nonpayment.

SURVIVAL: Termination of this Agreement shall not relieve either Party from an obligation under this Agreement to pay amounts due to the other Party that were incurred prior to termination.

LIMITATION OF LIABILITY: FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED IN THIS AGREEMENT, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER DAMAGES OR REMEDIES HEREBY ARE WAIVED. IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY PROVIDED, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES IN TORT, CONTRACT UNDER ANY INDEMNITY PROVISION OR OTHERWISE.

COMMERCIAL ENERGY

Exhibit A

SAID	City	State	Zip
3583	Browning	MT	59417
3590	Browning	MT	59417
3582	Browning	MT	59417
3581	Browning	MT	59417
3584	Browning	MT	59417
3593	Browning	MT	59417
3591	Browning	MT	59417
3588	Browning	MT	59417
3580	Browning	MT	59417
3589	Browning	MT	59417
3586	Browning	MT	59417
3595	Browning	MT	59417
3579	Browning	MT	59417
3592	Browning	MT	59417
3587	Browning	MT	59417
3585	Browning	MT	59417
3594	Browning	MT	59417
3267	Browning	MT	59417
3268	Browning	MT	59417
3269	Browning	MT	59417

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/25/19



Recognition:	☐ Students	☐ Staff	☐ Parents
Information:	☐ Building Report	☐ Old Business	☐ Superintendent's Report
Action:	☐ Resignation	☐ Hiring	☐ Contract Service Agreements
	☐ Travel Out-of-State	☐ Travel In State	☒ Approvals
	☐ Termination	☐ Legal Matters	☐ Other:
	This action request pertains to	☐ Elementary (only)	☒ High School/District Wide

Date: 5/17/19

To: **Corrina Guardipee-Hall**
Superintendent

From: Stacy Edwards
Title: Director of Finance

Subject: Purchases Over $10,000.00

Justification (District Goals): Board of Trustees Policy #7320 calls for board approval of any purchases over $10,000.

Financial Impact: See below

Funding Source (Budget/grant, etc.): Identified below

Attachment(s): Purchases orders and quotes

PO#33266 Blackmountain	$23,879.00	Business Office/Annual Fees/Maintenance
PO#33268 Frontline Technology	$12,000.05	Human Resources/Time Clock
PO#33345 Universal Athletics	$13,879.86	Activities/Athletic Equipement

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Bill To:

BROWNING PUBLIC SCHOOLS

PO Box 610
Browning, MT 59417-0610

PURCHASE ORDER

PO #: **33266**
Page: 1
Date Issued 07/08/19

To:

Vendor 7919
PHONE (800)353-8829
FAX (406)883-1029

BLACK MOUNTAIN SOFTWARE
145 SOUTHLAKE CRESCENT, STE 1
POLSON, MT
59860

Ship To:

BROWNING ADMINISTRATION BUILDI
129 1ST AVENUE SE
BROWNING, MT. 59417
406-338-2715

Ship Via STANDARD
Requested by S EDWARDS
Approved by **CORRINA**
Orgn. District Wide

Notes
Annual fees/maintenance for cloud hosting, Accounting, Budget Prep, Payroll, Student Accts, and HR.
Postivie pay for Accounting and Time Clock Dual Interface for Payroll
Requisition #:37413
Approved by: CORRINA,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
24629	Annual fees/maintenance	1.000		22354.0000	22354.00
126- 90-160-2510-340	16765.50				
226- 90-160-2510-340	5588.50				
24548	Positive Pay Module	1.000		1000.0000	1000.00
126- 90-160-2510-340	750.00				
226- 90-160-2510-340	250.00				
24548	Time clock dual interface	1.000		525.0000	525.00
126- 90-160-2510-340	393.75				
226- 90-160-2510-340	131.25				

Total **23879.00**

INSTRUCTIONS TO SUPPLIER

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
3. Purchase order number must appear on all documents and packages.
4. Ship all merchandise F.O.B. "Ship To" address. Prepay and bill shipping charges.
5. Do not mail invoices to "Ship To" address.
6. Do not attach invoice to carton containing merchandise.

Bill To:

BROWNING PUBLIC SCHOOLS

PURCHASE ORDEI

PO Box 610
Browning, MT 59417-0610

PO #: **33268**
Page: 1
Date Issued 07/08/19

To:

Vend. Acct.#022024
Vendor 2503
PHONE (610)722-9745
FAX (610)363-3710

FRONTLINE TECHNOLOGIES GROUP, LLC
PO BOX 780577
PHILADELPHIA, PA 19178-0577

Ship To:

BROWNING ADMINISTRATION BUILDI
129 1ST AVENUE SE
BROWNING, MT. 59417
406-338-2715

Ship Via STANDARD
Requested by SHERIE
Approved by **JOHNS**
Orgn. Human Resource Dire

Notes
ABSENCE TIME AND MANAGEMENT, TIME AND ATTENDANCE, CENTRAL, PRO-ACTIVE RECRUITING, APPLICANT TRACKING FROM 7/1/2019-6/30/2020
Requisition #:37425
Approved by: JOHNS,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
INVUS104010	ABSENCE AND TIME SOLUTION	1.000	EA	2743.6700	2743.67
126- 90-160-2316-330	2057.75				
226- 90-160-2316-330	685.92				
INVUS 104010	CENTRAL	1.000	EA	2743.6700	2743.67
126- 90-160-2316-330	2057.75				
226- 90-160-2316-330	685.92				
INVUS 104010	ABSENCE AND TIME SOLUTION	1.000	EA	2743.6700	2743.67
126- 90-160-2316-330	2057.75				
226- 90-160-2316-330	685.92				
INVUS 104010	PROACTIV RECRUITING	1.000	EA	1769.0400	1769.04
126- 90-160-2316-330	1326.78				
226- 90-160-2316-330	442.26				
INVUS 104010	APPLICANT TRACKING	1.000	EA	2000.0000	2000.00
126- 90-160-2316-330	1500.00				
226- 90-160-2316-330	500.00				

Total **12000.05**

INSTRUCTIONS TO SUPPLIER

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
3. Purchase order number must appear on all documents and packages.
4. Ship all merchandise F.O.B. "Ship To" address. Prepay and bill shipping charges.
5. Do not mail invoices to "Ship To" address.

Bill To:

BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
Browning, MT 59417-0610

PO #: 33345
Page: 1
Date Issued 07/10/19

To:

Vendor 970
PHONE (406)761-2381
FAX ( ) -

UNIVERSAL ATHLETICS SERVICE
903 13TH AVE S,
GREAT FALLS MT 59405

Ship To:

BROWNING HIGH SCHOOL
105 HIGHWAY 89
BROWNING, MT. 59417
406-338-2745

Ship Via STANDARD
Requested by EVERETT A
Approved by **EVERETTA**
Orgn. Activities for approva

Notes
Browning H.S Football equipment for fall 2019 season.
Requisition #:37452
Approved by: EVERETTA,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
SCHUTT 226- 60-720-3586-660	f-7 football heznet	14.000		350.0000	4900.00
WBI 226- 60-720-3586-660	web football bolts	40.000		3.9900	159.60
TFJIA 226- 60-720-3586-660	practice jerseys red	25.000		12.9900	324.75
SPH13 226- 60-720-3586-660	shoulder pads t hooks	50.000		1.1900	59.50
TSP056CUT 226- 60-720-3586-660	shoulder pad straps	25.000		2.2900	57.25
PULSESP 226- 60-720-3586-582	tag pulse shoulder pads	24.000		129.9900	3119.76
SPEEDLINE 226- 60-720-3586-660	game jerseys black	9.000		96.0000	864.00
SPEEDLINE 226- 60-720-3586-660	game jerseys white	4.000		96.0000	384.00
SPEEDLINE 226- 60-720-3586-660	game pants black	5.000		99.0000	495.00
PRO TUFF 226- 60-720-3586-660	helmet stripes	60.000		4.0000	240.00
PRO TUFF 226- 60-720-3586-660	helmet decals	60.000		6.5000	390.00
UA 226- 60-720-3586-582	white jerseys JV	14.000		66.0000	924.00
UA 226- 60-720-3586-582	red JV jerseys	17.000		66.0000	1122.00

Bill To:

BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
Browning, MT 59417-0610

PO #: **33345**
Page: 2
Date Issued 07/10/19

To:

Vendor 970
PHONE (406)761-2381
FAX ( ) -

UNIVERSAL ATHLETICS SERVICE
903 13TH AVE S,
GREAT FALLS MT 59405

Ship To:

BROWNING HIGH SCHOOL
105 HIGHWAY 89
BROWNING, MT. 59417
406-338-2745

Ship Via STANDARD
Requested by EVERETT A
Approved by **EVERETTA**
Orgn. Activities for appro

Notes
Browning H.S Football equipment for fall 2019 season.
Requisition #:37452
Approved by: EVERETTA,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
UFP540 UA 226- 60-720-3586-582	jv game pants black	15.000		40.0000	600.00
FREIGHT 226- 60-720-3586-660	shipping	1.000		80.0000	80.00
FREIGHT 226- 60-720-3586-660	shipping	1.000		30.0000	30.00
FREIGHT 226- 60-720-3586-582	shipping	1.000		60.0000	60.00
FREIGHT 226- 60-720-3586-582	shipping	1.000		70.0000	70.00

Total **13879.86**

INSTRUCTIONS TO SUPPLIER

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
3. Purchase order number must appear on all documents and packages.
4. Ship all merchandise F.O.B. "Ship To" address. Prepay and bill shipping charges.
5. Do not mail invoices to "Ship To" address.
6. Do not attach invoice to carton containing merchandise.

* ... Over spent expenditure

Warrant / Claim / Line #	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421452S	3694 BRIAN GALLUP							
39003		554.84						
Travel:								
NAFIS								
Denver Colorado								
July 17.2019								
1	06/17/19 NAFIS	416.13		126	90	160-2310	582	84
2	06/17/19 NAFIS	138.71		226	90	160-2310	582	84
	Total Check:	554.84						
421454S	137 BIG SKY WATERSLIDE							
39040		2,539.00						
1	939568 07/09/19 Rate for students/Adults	2,489.00*	33249	126	64	170-1340	610	
2	939568 07/09/19 Fee for food area	50.00*	33249	126	64	170-1340	610	
	Total Check:	2,539.00						
421455S	3963 BLACKFEET COMMUNITY COLLEGE							
39005		224.75						
1	22001787 02/19/19 Books	224.75*	33181	115	60	471-1700	610	686
	Total Check:	224.75						
421456S	1201 BLACKFEET TRIBAL COURT							
39006		150.00						
1	2019-103 06/18/19 TRIBAL BACKGROUND CHECKS	75.00	33259	126	90	160-2316	330	
2	2019-103 06/18/19 TRIBAL BACKGROUND CHECKS	25.00	33259	226	90	160-2316	330	
3	2019-104 06/19/19 TRIBAL BACKGROUND CHECKS	37.50	33259	126	90	160-2316	330	
4	2019-104 06/19/19 TRIBAL BACKGROUND CHECKS	12.50	33259	226	90	160-2316	330	
	Total Check:	150.00						
421457S	7736 CASCADE COUNTY							
39007		640.00						
1	2019-05-31 06/01/19 Student Tuition	300.00		213	90	100-1700	561	
2	2019-06-34 06/30/19 Student Tuition	340.00		213	90	100-1700	561	
	Total Check:	640.00						
421458S	7378 COMMERCIAL ENERGY OF MONTANA							
39037		12,613.00						
2	NWE054174 06/30/19 GA114038-3580/TRANSPORT	210.00*		110	96	166-2700	411	
3	NWE054174 06/30/19 GA114038-3580/TRANSPORT	140.00*		210	96	166-2700	411	
4	NWE054174 06/30/19 GA129090-3581/VINA	455.00*		126	10	166-2620	411	
5	NWE054174 06/30/19 GA166023-3582/KW	465.00*		126	10	166-2620	411	
6	NWE054174 06/30/19 GA169243-3583/ADMIN	82.50*		126	90	166-2620	411	
7	NWE054174 06/30/19 GA169243-3583/ADMIN	27.50*		226	90	166-2620	411	
9	NWE054174 06/30/19 GA194255-3585/SPED	15.00*		126	76	280-2620	411	
10	NWE054174 06/30/19 GA273217-3586/GREEN HOUSE	60.00*		226	60	166-2620	411	
11	NWE054174 06/30/19 GA276979-3587/HS GENERATOR	2.00*		226	60	166-2620	411	
12	NWE054174 06/30/19 GA74495-3588/WARE HOUSE	355.00*		112	92	910-2620	411	

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount								
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	

13		NWE054174 06/30/19 GA74880-3589/BUS BARN		129.00*		110	96	166-2700	411		
14		NWE054174 06/30/19 GA74880-3589/BUS BARN		86.00*		210	96	166-2700	411		
15		NWE054174 06/30/19 GA93519-3591/MAINTENANCE		45.00		126	94	166-2620	411		
16		NWE054174 06/30/19 GD0561-3593/MIDDLE SCHOOL		1,206.50*		126	50	166-2620	411		
17		NWE054174 06/30/19 GD0810-3595/VO-TECH		275.00*		226	60	166-2620	411		
18		NWE054174 06/30/19 GA74912-3269/BRG ELEM		3,000.00*		226	60	166-2620	411		
19		NWE054174 06/30/19 GD0645-3268/NAPI		2,419.50*		126	30	166-2620	411		
20		NWE054174 06/30/19 GD0319-3267/HIGHSHOOL		3,500.00*		126	10	166-2620	411		
21		NWE054174 06/30/19 GA1757 -3584/PRCHOICE		140.00*		226	74	166-2620	411		
		Total Check:		12,613.00							
421459S		5089 CUSTOM EDUCATIONAL CONSULTING									
	39008		7,500.00								
1		1412 05/20/19 Napi 05.14.19		2,500.00	33176	115	90	420-2213	320	131	
2		1412 05/20/19 KW/VC 05.15.19		2,500.00	33176	115	90	420-2213	320	131	
3		1412 05/20/19 BES 05.16.19		2,500.00	33176	115	90	420-2213	320	131	
		Total Check:		7,500.00							
421460S		7847 ECOLAB PEST ELIM.DIV									
	39010		1,073.43								
1		713983 06/25/19 Pest Control		805.08*		126	90	166-2620	440		
2		713983 06/25/19 Pest Control		268.35*		226	90	166-2620	440		
		Total Check:		1,073.43							
421461S		5503 EMPLOYEE BENEFIT MANAGEMENT									
	39009		125.00								
1		128649 06/21/19 Administration fee		125.00		278		621			
		Total Check:		125.00							
421462S		6869 FOLLETT SCHOOL SOLUTIONS									
	39041		772.05								
1		359994 12/17/18 Title EZ subscriptions		373.40	33329	126	50	130-2225	640		
2		359999A 11/29/18 Title EZ subscriptions		398.65	33329	126	50	130-2225	640		
		Total Check:		772.05							
421463S		7704 FRIESENS CORPORATION									
	39011		765.50								
1		254394 06/30/19 skids for April-June		552.84	33250	215	90	160-2510	610	550	
2		254394 06/30/19 skids for April-June		212.66	33250	215	90	160-2510	610	550	
		Total Check:		765.50							

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421464S	7917	GLACIER FAMILY FOODS							
	39012		278.69						
1		01-1629646 05/20/19 HOT DELI	180.99	33270	112	92	910-3100	630	
2		03-1695979 05/21/19 ASST. CHIPS	41.90	33270	112	92	910-3100	630	
3		05-1108968 05/21/19 ASST. FOOD ITEMS	47.59	33270	112	92	910-3100	630	
4		01-1631573 05/23/19 BANANAS	8.21	33270	112	92	910-3100	630	
		Total Check:	278.69						
421465S	504	GLACIER REPORTER							
	39013		395.70						
1		GR19-22-31 05/29/19 ADS	53.10	33253	126	90	160-2316	540	
2		GR19-22-31 05/29/19 ADS	17.70	33253	226	90	160-2316	540	
3		GR19-23-7 06/05/19 ADS	53.10	33253	126	90	160-2316	540	
4		GR19-23-7 06/05/19 ADS	17.70	33253	226	90	160-2316	540	
5		GR19-24-6 06/12/19 ADS	57.52	33253	126	90	160-2316	540	
6		GR19-24-6 06/12/19 ADS	19.18	33253	226	90	160-2316	540	
7		GR19-25-6 06/19/19 ADS	53.10	33253	126	90	160-2316	540	
8		GR19-25-6 06/19/19 ADS	17.70	33253	226	90	160-2316	540	
9		GR19-26-26 06/26/19 ADS	61.95	33253	126	90	160-2316	540	
10		GR19-26-26 06/26/19 ADS	20.65	33253	226	90	160-2316	540	
11		GR19-26-3 06/26/19 ADS	18.00	33253	126	90	160-2316	540	
12		GR19-26-3 06/26/19 ADS	6.00	33253	226	90	160-2316	540	
		Total Check:	395.70						
421466S	615	INTERSTATE ALARM CO. INC.							
	39014		391.00						
1		K4621 06/01/19 controls for June	293.25	33172	126	95	168-2660	340	
2		K4621 06/01/19 controls for June	97.75	33172	226	95	168-2660	340	
		Total Check:	391.00						
421468S	8112	MAPS MEDIA INSTITUTE							
	39022		3,825.00						
1		36311 06/27/19 Digital Storytelling Proj	3,825.00*	33180	115	60	471-2213	330	686
		Total Check:	3,825.00						
421469S	2201	MONTANA CRIMINAL RECORDS							
	39018		300.00						
1		124208 06/30/19 BACKGROUND CHECKS	225.00	33257	126	90	160-2316	330	
2		124208 06/30/19 BACKGROUND CHECKS	75.00	33257	226	90	160-2316	330	
		Total Check:	300.00						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount								
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
421470S		8351 MONTANA PHONE									
	39019		1,107.88								
1		1005 06/18/19 June phone		830.91	33272	126	90	160-2500	531		
2		1005 06/18/19 June phone		276.97	33272	226	90	160-2500	531		
		Total Check:		1,107.88							
421471S		7030 MSGIA PROPERTY & LIABILITY POOL									
	39020		290,041.00								
1		FY20 07/01/19 Property & Liability		26,103.69	33269	110	96	167-2710	520		
2		FY20 07/01/19 Property & Liability		17,402.46	33269	210	96	167-2710	520		
3		FY20 07/01/19 Property & Liability		184,901.13	33269	126	90	160-2310	520		
4		FY20 07/01/19 Property & Liability		61,633.72	33269	226	90	160-2310	520		
		Total Check:		290,041.00							
421472S		803 NORTHWESTERN ENERGY									
	39034		1,907.37								
1		071719 07/01/19 SPED 0424011-5		12.64							
				*		126	76	280-2620	411		
2		071719 07/01/19 ADMIN 0424013-1		48.16*		126	90	166-2620	411		
3		071719 07/01/19 ADMIN 0424013-1		16.05*		226	90	166-2620	411		
4		071719 07/01/19 KW BERGAN-0424038-8		275.07*		126	10	166-2620	411		
5		071719 07/01/19 VINA 0424039-6		174.92*		126	10	166-2620	411		
6		071719 07/01/19 PROJECT CHOICE-0424041-2		88.97*		226	74	166-2620	411		
7		071719 07/01/19 MIDDLE SCHOOL-0424405-9		486.60*		126	50	166-2620	411		
8		071719 07/01/19 MAINTENANCE-0424454-7		27.13		126	94	166-2620	411		
9		071719 07/01/19 WAREHOUSE-0424468-7		168.72*		112	92	910-2620	411		
10		071719 07/01/19 TRANSPORT-0622438-0		73.71*		110	96	166-2700	411		
11		071719 07/01/19 TRANSPORT-0622438-0		49.14*		210	96	166-2700	411		
12		071719 07/01/19 BUS GARAGE-0622738-3		131.91*		110	96	166-2700	411		
13		071719 07/01/19 BUS GARAGE-0622738-3		87.93*		210	96	166-2700	411		
14		071719 07/01/19 GREEN HOUSE		16.35*		226	60	166-2620	411		
15		071719 07/01/19 BHS VO TECH-1217303-5		141.27*		226	60	166-2620	411		
16		071719 07/01/19 BLCKFT ACADEMY-1756219-0		0.00		226	62	166-2620	411		
17		071719 07/01/19 HS GENARATOR-1803496-7		35.90*		226	60	166-2620	411		
18		071719 07/01/19 SW KTCH/31536832		72.90*		226	75	166-2620	411		
		Total Check:		1,907.37							
421473S		3221 RAMADA LIMITED									
	39023		585.80								
1		REED J 06/20/19 Hotel MBI		585.80	33183	115	90	465-1000	582	208	
		Total Check:		585.80							

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421474S		6946 ROSE PETAL FLORAL							
	39024		120.00						
1		18434 05/31/19 FLOWERS RUBEN RATTLER	30.00	33148	126	90	820-3300	610	
2		18434 05/31/19 FLOWERS RUBEN RATTLER	10.00	33148	226	90	820-3300	610	
3		18472 06/18/19 FLOWERS MARILYN BULLSHOE	30.00	33148	126	90	820-3300	610	
4		18472 06/18/19 FLOWERS MARILYN BULLSHOE	10.00	33148	226	90	820-3300	610	
5		18477 06/30/19 FLOWERS SHONEE WAGNER	30.00	33148	126	90	820-3300	610	
6		18477 06/30/19 FLOWERS SHONEE WAGNER	10.00	33148	226	90	820-3300	610	
		Total Check:	120.00						
421475S		1862 SAM'S CLUB - GREAT FALLS							
	39025		2,296.73						
1		001651 06/26/19 Supplies	2,296.73	33174	226	75	150-2490	610	
		Total Check:	2,296.73						
421476S		6901 TACO BELL							
	39029		157.73						
1		242620 03/07/19 Lunch	28.52*	33175	215	75	100-2100	612	105
2		242620 03/07/19 Lunch	60.51*	33175	215	75	100-2100	612	105
3		242620 03/07/19 Lunch	34.86*	33175	215	75	100-2100	612	105
4		242620 03/07/19 Lunch	31.15*	33175	215	75	100-2100	612	105
5		242620 03/07/19 Lunch	2.69*	33175	215	75	100-2100	612	105
		Total Check:	157.73						
421477S		2358 TAMARACK GRIEF RESOURSE CENTER							
	39028		400.00						
1		35215 07/01/19 Kathy Broere	200.00	33173	226	60	150-2213	582	
2		35215 07/01/19 Jack Parrent	200.00	33173	226	60	150-2213	582	
		Total Check:	400.00						
421478S		904 TEEPLES IGA							
	39026		253.55						
1		81426 06/18/19 Beef jerky	159.80	33273	115	90	494-1700	610	119
2		81426 06/18/19 Berries	59.85	33273	115	90	494-1700	610	119
3		81426 06/18/19 Lard	8.40	33273	115	90	494-1700	610	119
4		81426 06/18/19 Sandwich bags	15.96	33273	115	90	494-1700	610	119
5		81426 06/18/19 Spoons	2.99	33273	115	90	494-1700	610	119
6		81426 06/18/19 Plates	6.55	33273	115	90	494-1700	610	119
		Total Check:	253.55						
421479S		1191 TWO MEDICINE WATER CO							
	39038		5,395.00						
3		070119 06/18/19 APT -/1382-00	75.00*		120	80	166-2620	421	
4		070119 06/18/19 Food Services/138-00	75.00*		112	92	910-2620	421	
5		070119 06/18/19 BHS/1349-00	1,710.00*		226	60	166-2620	421	
6		070119 06/18/19 BE/1353-00	621.00*		126	20	166-2620	421	
7		070119 06/18/19 Vina/1356-00	621.00*		126	10	166-2620	421	
8		070119 06/18/19 Napi/1356-00	621.00*		126	30	166-2620	421	

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount

Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
9	070119 06/18/19 KW/1354-00	621.00*		126	10	166-2620	421	
10	070119 06/18/19 BMS/1355-00	621.00*		126	50	166-2620	421	
11	070119 06/18/19 Special Services/1378-00	75.00*		226	76	280-2620	421	
12	070119 06/18/19 Maintence/1379-00	56.25		126	94	166-2620	421	
13	070119 06/18/19 Maintence/1379-00	18.75		226	94	166-2620	421	
14	070119 06/18/19 Project Choicel/1376-00	75.00*		226	74	166-2620	421	
15	070119 06/18/19 William Buffalo Hide/1384-00	55.00*		226	62	166-2620	421	
17	070119 06/18/19 Bus Garage/1381-00	45.00*		110	96	166-2700	421	
18	070119 06/18/19 Bus Garage/1381-00	30.00*		210	96	166-2700	421	
19	070119 06/18/19 ADMIN/1745-00	56.25*		126	90	166-2620	421	
20	070119 06/18/19 ADMIN/1745-00	18.75*		226	90	166-2620	421	
	Total Check:	5,395.00						

421480S 6032 WILLIAM P. HANLEY

39027 230.00

1	070219 07/02/19 UA'S	143.74	33258	126	90	160-2316	330	
2	070219 07/02/19 UA'S	47.91	33258	226	90	160-2316	330	
3	070219 07/02/19 UA'S	28.76	33258	126	90	160-2316	330	
4	070219 07/02/19 UA'S	9.59	33258	226	90	160-2316	330	
	Total Check:	230.00						

421481S 7628 MASTERCARD CORPORATE CLIENTS

39043 2,016.61

1	124627 06/10/19 Math Work Stations K-2	229.74	32974	115	90	494-1700	610	119
	AMAZON.COM							
2	124627 06/10/19 Guided Math: A Framework	177.31	32974	115	90	494-1700	610	119
	AMAZON.COM							
3	124627 06/10/19 Implementing Guided Math	95.94	32974	115	90	494-1700	610	119
	AMAZON.COM							
4	124627 06/10/19 Guided Math in Action	192.42	32974	115	90	494-1700	610	119
	AMAZON.COM							
5	124627 06/10/19 The Number Sense: How the	242.92	32974	115	90	494-1700	610	119
	AMAZON.COM							
6	124627 06/10/19 Math Workstations in Acti	32.49	32974	115	90	494-1700	610	119
	AMAZON.COM							
7	124627 06/10/19 Strategies for Implementi	347.94	32974	115	90	494-1700	610	119
	AMAZON.COM							
8	124627 06/10/19 Making Number Talks Matte	162.54	32974	115	90	494-1700	610	119
	AMAZON.COM							
9	124627 06/10/19 Principles to Actions: En	17.62	32974	115	90	494-1700	610	119
	AMAZON.COM							
10	124627 06/10/19 Math Workshop: Five STeps	48.99	32974	115	90	494-1700	610	119
	AMAZON.COM							
11	124627 06/10/19 Minds on Mathematics: Usi	24.53	32974	115	90	494-1700	610	119
	AMAZON.COM							
12	124627 06/10/19 Guided Math Conferences I	17.22	32974	115	90	494-1700	610	119
	AMAZON.COM							
13	124627 06/10/19 Math Running Records in A	32.73	32974	115	90	494-1700	610	119
	AMAZON.COM							

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
										----
14	124627	06/10/19 Making Math Workshop Work		15.98	32974	115	90	494-1700	610	119
AMAZON.COM										
15	124627	06/10/19 Mathematical Mindsets: Un		55.62	32974	115	90	494-1700	610	119
AMAZON.COM										
16	124627	06/10/19 Guided Math: The First 25		32.95	32974	115	90	494-1700	610	119
AMAZON.COM										
17	124627	06/10/19 Number Sense Routines: Bu		58.28	32974	115	90	494-1700	610	119
AMAZON.COM										
18	124627	06/10/19 Building Mathematical Com		27.68	32974	115	90	494-1700	610	119
AMAZON.COM										
19	124627	06/10/19 Rtl in Math		213.54	32974	115	90	494-1700	610	119
AMAZON.COM										
20	124627	06/10/19 S&H		138.35	32974	115	90	494-1700	610	119
AMAZON.COM										
21	124627	06/10/19 Number Sense Routines: Bu		60.70	32974	115	90	494-1700	610	119
AMAZON.COM										
22		06/10/19 PO diff		-208.88	32974	115	90	494-1700	610	119
AMAZON.COM										
39044			668.00							
1	112432	06/26/19 Whitney Bremner		668.00	33130	115	60	423-2213	582	649
DELTA										
39045			417.00							
1	120455	06/26/19 Sicily Bird ticket		417.00*	33133	115	30	423-2213	582	649
DELTA										
39047			122.73							
1	150046	06/21/19 Gas-#1368-Angela Hrunner		27.11*	33131	110	96	167-2710	624	
FUEL/CAR RENTAL										
2	150046	06/21/19 Gas-#1368-Angela Hrunner		18.08*	33131	210	96	167-2710	624	
FUEL/CAR RENTAL										
3	150046	06/21/19 Gas-#1368-Angela Hrunner		46.52*	33131	110	96	167-2710	624	
FUEL/CAR RENTAL										
4	150046	06/21/19 Gas-#1368-Angela Hrunner		31.02*	33131	210	96	167-2710	624	
FUEL/CAR RENTAL										
39048			516.39							
1	223837	06/21/19 3 nights lodging		516.39*	33066	115	90	438-2213	582	443
LAQUINTA										
39049			528.00							
1	043850	06/21/19 rental car		264.00*		126	97	160-1700	610	
2	043849	06/21/19 rental car		264.00*		126	97	160-1700	610	
39050			163.34							
1	154228	06/12/19 Lunches		163.34*	33038	115	50	471-1700	516	688
SUBWAY STORE #10796										
39051			111.24							
1	191106	06/12/19 Dinners		111.24*	33039	115	50	471-1700	516	688
BUFFALO WILD WINGS										

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	39052		103.50							
1		180243 06/14/19 Dinners		103.50*	33041	115	50	471-1700	516	688
	BUFFALO WILD WINGS									
	39053		150.98							
1		134343 06/14/19 Lunches		150.98*	33042	115	50	471-1700	516	688
	GREAT FALLS COLLEGE MONTANA STATE UNIVER									
	39054		90.00							
1		18532 06/14/19 Dinners		90.00*	33043	115	50	471-1700	516	688
	HOWARD'S PIZZA									
	39055		2,219.64							
1		043141 06/21/19 Rooms 4 Nights		2,219.64	33095	115	90	465-1000	582	208
	HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM									
	39056		1,965.00							
1		1839520 06/27/19 Flight		800.00	33156	115	90	465-2213	582	208
	ODYSSEY TOUR & TRAVEL									
2		1839520 06/27/19 Service Fee		32.00	33156	115	90	465-2213	582	208
	ODYSSEY TOUR & TRAVEL									
3		1839520 06/27/19 hotel		1,332.00	33156	115	90	465-2213	582	208
	ODYSSEY TOUR & TRAVEL									
4		06/27/19 po diff		-199.00	33156	115	90	465-2213	582	208
	ODYSSEY TOUR & TRAVEL									
	39057		532.00							
1		143828 06/14/19 SNA NAT'L DUES		395.00	33348	112	92	910-3100	582	
	SCHOOL NUTRITION ASSOCIATION									
2		143828 06/14/19 SNA DUES		137.00	33348	112	92	910-3100	582	
	SCHOOL NUTRITION ASSOCIATION									
	39058		2,451.36							
1		044021 06/21/19 Lodging for MBI Conferenc		2,268.60	32758	115	90	465-1000	582	208
	HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM									
2		044021 06/21/19 Tax		182.76	32758	115	90	465-1000	582	208
	HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM									
	39059		496.60							
1		204220 06/12/19 Nafis Director Mtg-Gallup		372.45	33352	126	90	160-2310	582	84
	ODYSSEY TOUR & TRAVEL									
2		204220 06/12/19 Nafis Director Mtg-Gallup		124.15	33352	226	90	160-2310	582	84
	ODYSSEY TOUR & TRAVEL									
	39060		65.78							
1		202104 06/18/19 GOGGLES plus water toys		65.78*	33353	126	64	170-1340	610	
	TARGET									
	39061		110.07							
1		190713 06/17/19 1 nite lodging		82.55	33188	126	78	162-2220	582	
	HOLIDAY INN EXPRESS									
2		190713 06/17/19 1 nite lodging		27.52	33188	226	78	162-2220	582	
	HOLIDAY INN EXPRESS									

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount								
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj		
	39062		140.00								
1	094722	06/17/19 airtime cards	105.00	33189	126	90	160-2500	531			
TARGET											
2	094722	06/17/19 airtime cards	35.00	33189	226	90	160-2500	531			
TARGET											
	39063		29.88								
1	155403	06/24/19 flip phone/backup	22.41	33190	126	96	167-2710	610			
WAL-MART STORE #2455											
2	155403	06/24/19 flip phone/backup	7.47	33190	226	96	167-2710	610			
WAL-MART STORE #2455											
	39064		29.00								
1	160624	06/27/19 Apple Store incentivies	21.75	33255	126	78	162-2220	660			
APPLE COMPUTER-MS/198-ED											
2	160624	06/27/19 Apple Store incentivies	7.25	33255	226	78	162-2220	660			
APPLE COMPUTER-MS/198-ED											
	39065		40.00								
1	132639	06/26/19 CC# 9558-Gas-Gayle R	30.00	33241	126	96	167-2710	624			
FUEL/CAR RENTAL											
2	132639	06/26/19 CC# 9558-Gas-Gayle R	10.00	33241	226	96	167-2710	624			
FUEL/CAR RENTAL											
	39066		2,450.76								
1	045324	06/21/19 Room	820.88	32767	115	90	465-1000	582	208		
HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM											
2	045324	06/21/19 Room	820.88	32767	115	90	465-1000	582	208		
HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM											
3	045324	06/21/19 Room	809.00	32767	115	90	465-1000	582	208		
HOLIDAY INN EXPRESS HOTEL & SUITES BOZEM											
	39067		79.55								
1	173920	06/18/19 28 MIL ADHESIVE CARDS	52.54	33090	126	90	160-2316	610			
IDVILLE											
2	173920	06/18/19 28 MIL ADHESIVE CARDS	17.51	33090	226	90	160-2316	610			
IDVILLE											
3	173920	06/18/19 SHIPPING	7.12	33090	126	90	160-2316	610			
IDVILLE											
4	173920	06/18/19 SHIPPING	2.38	33090	226	90	160-2316	610			
IDVILLE											
	39068		52.02								
1	114854	06/12/19 Gas-CC#0101-Everett Armst	31.21*	33362	110	96	167-2710	610			
FUEL/CAR RENTAL											
2	114854	06/12/19 Gas-CC#0101-Everett Armst	20.81*	33362	210	96	167-2710	610			
FUEL/CAR RENTAL											
	39070		1,775.00								
1	133903	06/20/19 REG. FEES MEMBERS	1,480.00	33349	112	92	910-3100	582			
MONTANA SCHOOL NUTRITION ASSN.											
2	133903	06/20/19 REG. FEES DIRECTOR	295.00	33349	112	92	910-3100	582			
MONTANA SCHOOL NUTRITION ASSN.											

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	39073		445.14						
1	155500	06/18/19 SHARPIES	95.90*	33354	126	64	170-1340	610	
	HOBBY LOBBY								
2	155500	06/18/19 COLORED PENCILES	119.90*	33354	126	64	170-1340	610	
	HOBBY LOBBY								
3	155500	06/18/19 COLORING BOOKS	129.90*	33354	126	64	170-1340	610	
	HOBBY LOBBY								
4	155500	06/18/19 SLIME KITS	99.44*	33354	126	64	170-1340	610	
	HOBBY LOBBY								
	39074		490.78						
1	171347	06/18/19 RIBBON	299.80*	33355	126	64	170-1340	610	
	JOANN FABRIC & CRAFTS								
2	171347	06/18/19 FABRIC	190.98*	33355	126	64	170-1340	610	
	JOANN FABRIC & CRAFTS								
	39075		789.44						
1	214033	06/18/19 WHISLTES	84.00*	33356	126	64	170-1340	610	
	WAL-MART #2259								
2	214033	06/18/19 AIR PUMPS	17.92*	33356	126	64	170-1340	610	
	WAL-MART #2259								
3	214033	06/18/19 SPORTS NEEDLES	31.05*	33356	126	64	170-1340	610	
	WAL-MART #2259								
4	214033	06/18/19 PROJECTOR	299.99*	33356	126	64	170-1340	610	
	WAL-MART #2259								
5	214033	06/18/19 LAB TOP	265.00*	33356	126	64	170-1340	610	
	WAL-MART #2259								
6	214033	06/18/19 IPAD	124.97*	33356	126	64	170-1340	610	
	WAL-MART #2259								
7	214033	06/18/19 DODGE BALLS	21.82*	33356	126	64	170-1340	610	
	WAL-MART #2259								
8	214033	06/18/19 BUBBLES	131.88*	33356	126	64	170-1340	610	
	WAL-MART #2259								
9	214033	06/18/19 BUBBLE GUM	18.86*	33356	126	64	170-1340	610	
	WAL-MART #2259								
10	214033	06/18/19 FUNNELS	15.98*	33356	126	64	170-1340	610	
	WAL-MART #2259								
11		06/18/19 po diff	-222.03*	33356	126	64	170-1340	610	
	WAL-MART #2259								
	39076		623.70						
1	160919	06/18/19 hotel	567.00	33357	226	60	720-3500	582	
	MOTEL								
2	160919	06/18/19 taxes	56.70	33357	226	60	720-3500	582	
	MOTEL								
	39077		692.10						
1	163506	06/25/19 Lunch Students	692.10*	33358	126	64	170-1340	610	
	MCDONALD'S CUTBANK								
2	163506	06/25/19 lunch adults (staff)	0.00*	33358	126	64	170-1340	610	
	MCDONALD'S CUTBANK								

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount								
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
	39078		196.85								
1	135027	06/28/19 lunch students		196.85*	33359	115	90	170-1340	612	67	PIZZA HUT
	39079		374.85								
1	130548	06/28/19 movie tickets		374.85*	33360	126	64	170-1340	610		SIGNATURE THEATRE
	39080		9.95								
1	181303	06/07/19 Streamline Fee		9.95*	33158	215	75	100-2100	610	105	NFHS
	39081		977.14								
1	121909	06/07/19 Fishing pole-blue		38.97	33361	126	65	170-1340	610		WAL-MART #2259
2	121909	06/07/19 Fishing pole - pink		38.97	33361	126	65	170-1340	610		WAL-MART #2259
3	121909	06/07/19 Flying discs		12.32	33361	126	65	170-1340	610		WAL-MART #2259
4	121909	06/07/19 Aerobie flying disc		58.40	33361	126	65	170-1340	610		WAL-MART #2259
5	121909	06/07/19 Benadryl		5.42	33361	126	65	170-1340	610		WAL-MART #2259
6	121909	06/07/19 Fishing lures		15.81	33361	126	65	170-1340	610		WAL-MART #2259
7	121909	06/07/19 Spinner bait lures		10.89	33361	126	65	170-1340	610		WAL-MART #2259
8	121909	06/07/19 Sports water bottle		191.40	33361	126	65	170-1340	610		WAL-MART #2259
9	121909	06/07/19 Benadryl		18.00	33361	126	65	170-1340	610		WAL-MART #2259
10	121909	06/07/19 Work gloves		69.90	33361	126	65	170-1340	610		WAL-MART #2259
11	121909	06/07/19 Safety Glasses		50.00	33361	126	65	170-1340	610		WAL-MART #2259
12	121909	06/07/19 Backpack		22.95	33361	126	65	170-1340	610		WAL-MART #2259
13	121909	06/07/19 Medical SAM Splint		47.04	33361	126	65	170-1340	610		WAL-MART #2259
14	121909	06/07/19 Medical kit		83.97	33361	126	65	170-1340	610		WAL-MART #2259
15	121909	06/07/19 Bear spray		173.88	33361	126	65	170-1340	610		WAL-MART #2259
16	121909	06/07/19 Hand Sanitizer		11.94	33361	126	65	170-1340	610		WAL-MART #2259
17	121909	06/07/19 Sunscreen lotion		35.88	33361	126	65	170-1340	610		WAL-MART #2259
18	121909	06/07/19 Gauze pads		10.62	33361	126	65	170-1340	610		WAL-MART #2259
19	121909	06/07/19 Band-Aid		19.94	33361	126	65	170-1340	610		WAL-MART #2259

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount							
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
20	121909 06/07/19 Athletic Tape	10.44	33361	126	65	170-1340	610		
WAL-MART #2259									
21	121909 06/07/19 Hemp cord	10.00	33361	126	65	170-1340	610		
WAL-MART #2259									
22	121909 06/07/19 Hand sewing needles	6.29	33361	126	65	170-1340	610		
WAL-MART #2259									
23	121909 06/07/19 Embroidery needles	1.99	33361	126	65	170-1340	610		
WAL-MART #2259									
24	121909 06/07/19 Embroidery floss	10.64	33361	126	65	170-1340	610		
WAL-MART #2259									
25	121909 06/07/19 India ink	5.96	33361	126	65	170-1340	610		
WAL-MART #2259									
26	121909 06/07/19 Watercolor	40.96	33361	126	65	170-1340	610		
WAL-MART #2259									
27	121909 06/07/19 Sketch pad	147.00	33361	126	65	170-1340	610		
WAL-MART #2259									
28	121909 06/07/19 Sharpie - ultra fine	17.88	33361	126	65	170-1340	610		
WAL-MART #2259									
29	121909 06/07/19 Sharpie permanent	8.68	33361	126	65	170-1340	610		
WAL-MART #2259									
30	121909 06/07/19 Watercolor Artist Set	59.96	33361	126	65	170-1340	610		
WAL-MART #2259									
31	121909 06/07/19 Colered pencils	19.94	33361	126	65	170-1340	610		
WAL-MART #2259									
32	06/07/19 po diff	-278.90	33361	126	65	170-1340	610		
WAL-MART #2259									
39083		65.00							
1	105054 06/28/19 CC # 0101-gas-Lynn K	48.75	33240	126	96	167-2710	624		
FUEL/CAR RENTAL									
2	105054 06/28/19 CC # 0101-gas-Lynn K	16.25	33240	226	96	167-2710	624		
FUEL/CAR RENTAL									
39084		2,693.76							
1	202202 06/18/19 Melody Cobell	673.44	33026	115	90	465-1000	582	208	
MICROTEL INN & SUITES									
2	202202 06/18/19 Sheila Grady	673.44	33026	115	90	465-1000	582	208	
MICROTEL INN & SUITES									
3	202202 06/18/19 Carol Grant	673.44	33026	115	90	465-1000	582	208	
MICROTEL INN & SUITES									
4	202202 06/18/19	673.44	33026	115	90	465-1000	582	208	
MICROTEL INN & SUITES									
39085		1,683.60							
1	200501 06/18/19 Tonia Tatsey	673.44	33363	126	10	120-2410	582		
MICROTEL INN & SUITES									
2	200501 06/18/19 Ruth Shea	673.44	33363	126	10	120-2410	582		
MICROTEL INN & SUITES									
3	200501 06/18/19 Lynnel Bullshoe	336.72	33363	126	10	120-2410	582		
MICROTEL INN & SUITES									
	Total Check:	26,366.76							

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421482S	8567	AGRI-FIX								
	39107		7,439.79							
1		26561 07/03/19 Labor		1,775.62	33338	126	96	167-2710	440	
2		26561 07/03/19 Labor		591.88	33338	226	96	167-2710	440	
3		26561 07/03/19 Parts		3,106.13	33338	126	96	167-2710	440	
4		26561 07/03/19 Parts		1,035.38	33338	226	96	167-2710	440	
5		26561 07/03/19 Shop supplies		218.31	33338	126	96	167-2710	440	
6		26561 07/03/19 Shop supplies		72.77	33338	226	96	167-2710	440	
7		26561 07/03/19 Taxes		408.53	33338	126	96	167-2710	440	
8		26561 07/03/19 Taxes		136.18	33338	226	96	167-2710	440	
9		26561 07/03/19 Charges		71.24	33338	126	96	167-2710	440	
10		26561 07/03/19 Charges		23.75	33338	226	96	167-2710	440	
		Total Check:		7,439.79						
421483S	7590	ANDREA EVANS								
	39091		547.60							
Travel:										
AVID										
San Diego, CA										
July 27-Aug 2,2019										
1		05/31/19 AVID		547.60		115	60	423-2213	582	649
		Total Check:		547.60						
421484S	4571	ANGELA M. HEAVY RUNNER								
	39093		547.66							
Travel:										
AVID										
San Diego, CA										
July 27-Aug 2,2019										
1		05/31/19 AVID		547.66		115	50	423-2213	582	649
		Total Check:		547.66						
421485S	1302	APPLE COMPUTER-MS/198-ED								
	39101		1,199.95							
1		AA22936481 07/16/19 Lockncharge cart 16		899.96	33426	126	78	162-2220	660	
2		AA22936481 07/16/19 Lockncharge cart 16		299.99	33426	226	78	162-2220	660	
	39102		1,795.00							
1		AA21714322 07/16/19 iPad Pro's w/ AC+		1,346.25	33424	126	78	162-2220	660	
2		AA21714322 07/16/19 iPad Pro's w/ AC+		448.75	33424	226	78	162-2220	660	
		Total Check:		2,994.95						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421486S	141	BILLMANS, INC							
	39103		5.29						
1		506089 07/08/19 Bolt/Washer	3.97	33411	126	94	166-2620	615	
2		506089 07/08/19 Bolt/Washer	1.32	33411	226	94	166-2620	615	
		Total Check:	5.29						
421487S	3963	BLACKFEET COMMUNITY COLLEGE							
	39106		400.00						
1		100 06/11/19 CPR training	400.00*	33336	126	64	170-1340	610	
		Total Check:	400.00						
421488S	3694	BRIAN GALLUP							
	39099		582.84						
Travel: NISSA									
Juneau, Alska									
July 23-28,2019									
1		07/11/19 NISSA	437.13		126	90	160-2310	582	
2		07/11/19 NISSA	145.71		226	90	160-2310	582	
		Total Check:	582.84						
421489S	6713	BRIAN HARRELL							
	39092		547.60						
Travel: AVID									
San Diego, CA									
July 27-Aug 2,2019									
1		05/31/19 AVID	547.60		115	60	423-2213	582	649
		Total Check:	547.60						
421490S	176	BROWNING LUMBER & HARDWARE							
	39104		820.47						
1		B111671 06/03/19 T	137.94	33372	112	92	910-3100	610	
2		B111894 06/03/19 FARM TO SCHOOL 6/6/19	112.92	33372	112	92	910-3100	610	
3		B111908 06/06/19 VALVE STUFF	35.75	33372	112	92	910-3100	610	
4		B112080 06/11/19 ASST ITEMS	54.18	33372	112	92	910-3100	610	807
5		B112333 06/14/19 ASST ITEMS	57.85	33372	112	92	910-3100	610	807
6		B1112486 06/18/19 REDIMIX	60.00	33372	112	92	910-3100	610	
7		B112715 06/21/19 FARM TO SCHOOL 6/21/19	361.83	33372	112	92	910-3100	610	
8		B111671 06/03/19 GRILL ACCESSORIES	0.00	33372	112	92	910-3100	610	
	39108		90.17						
1		b113206 07/02/19 big stretch-bus 100	13.48	33234	126	96	167-2710	610	
2		b113206 07/02/19 big stretch-bus 100	4.50	33234	226	96	167-2710	610	
3		b113206 07/02/19 gorilla epoxy- bus 100	4.69	33234	126	96	167-2710	610	
4		b113206 07/02/19 gorilla epoxy- bus 100	1.56	33234	226	96	167-2710	610	
5		b112260 06/26/19 2` blow gun-shop	23.98	33234	126	96	167-2710	610	

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
									----
6		b112260 06/26/19 2` blow gun-shop	8.00	33234	226	96	167-2710	610	
7		b112260 06/26/19 charcoal-shop	17.98	33234	126	96	167-2710	610	
8		b112260 06/26/19 charcoal-shop	6.00	33234	226	96	167-2710	610	
9		b112260 06/26/19 lighter fluid-shop	7.48	33234	126	96	167-2710	610	
10		b112260 06/26/19 lighter fluid-shop	2.50	33234	226	96	167-2710	610	
	39109		3,331.84						
1		B111583 06/01/19 Supplies	138.95	33317	126	94	166-2620	615	
2		B111583 06/01/19 Supplies	46.32	33317	226	94	166-2620	615	
3		B111839 06/06/19 Supplies	127.48	33317	126	94	166-2620	615	
4		B111839 06/06/19 Supplies	42.49	33317	226	94	166-2620	615	
5		B111887 06/10/19 Supplies	72.54	33317	126	94	166-2620	615	
6		B111887 06/10/19 Supplies	24.18	33317	226	94	166-2620	615	
7		B112050 06/11/19 Supplies	140.10	33317	126	94	166-2620	615	
8		B112050 06/11/19 Supplies	46.70	33317	226	94	166-2620	615	
9		B112120 06/12/19 Supplies	223.54	33317	126	94	166-2620	615	
10		B112120 06/12/19 Supplies	74.51	33317	226	94	166-2620	615	
11		B112171 06/12/19 Supplies	76.30	33317	126	94	166-2620	615	
12		B112171 06/12/19 Supplies	25.43	33317	226	94	166-2620	615	
13		B111854 06/15/19 Supplies	717.49	33317	126	94	166-2620	615	
14		B111854 06/15/19 Supplies	239.17	33317	226	94	166-2620	615	
15		B112215 06/15/19 Supplies	129.13	33317	126	94	166-2620	615	
16		B112215 06/15/19 Supplies	43.04	33317	226	94	166-2620	615	
17		B112465 06/18/19 Supplies	35.59	33317	126	94	166-2620	615	
18		B112465 06/18/19 Supplies	11.87	33317	226	94	166-2620	615	
19		B112399 06/18/19 Supplies	248.11	33317	126	94	166-2620	615	
20		B112399 06/18/19 Supplies	82.71	33317	226	94	166-2620	615	
21		B112472 06/18/19 Supplies	108.24	33317	126	94	166-2620	615	
22		B112472 06/18/19 Supplies	36.08	33317	226	94	166-2620	615	
23		B112537 06/20/19 Supplies	264.46	33317	126	94	166-2620	615	
24		B112537 06/20/19 Supplies	88.16	33317	226	94	166-2620	615	
25		B112639 06/24/19 Supplies	89.05	33317	126	94	166-2620	615	
26		B112639 06/24/19 Supplies	29.69	33317	226	94	166-2620	615	
27		B112751 06/25/19 Supplies	102.46	33317	126	94	166-2620	615	
28		B112751 06/25/19 Supplies	34.16	33317	226	94	166-2620	615	
29		B112480 06/25/19 Supplies	25.42	33317	126	94	166-2620	615	
30		B112480 06/25/19 Supplies	8.47	33317	226	94	166-2620	615	
		Total Check:	4,242.48						
421491S	4657	BROWNING PUBLIC SCHOOLS #9							
	39117		1,069.60						
1		703839 06/27/19 Senior Brunch	1,000.00	33366	226	60	150-1700	612	
2		703839 06/27/19 Strawberries/Marshmellows	69.60	33366	226	60	150-1700	612	
		Total Check:	1,069.60						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421492S		3572 BRUCO, INC							
	39110		4,835.03						
1		382004 06/21/19 Custodial Supplies	3,626.27	33248	126	94	166-2620	611	
2		382004 06/21/19 Custodial Supplies	1,208.76	33248	226	94	166-2620	611	
		Total Check:	4,835.03						
421493S		8129 COACH UP CONSULTING,INC							
	39112		7,500.00						
1		1083 05/23/19 BES 05.15.19	2,500.00	33184	115	20	423-2213	320	649
2		1083 05/23/19 Napi 05.16.19	2,500.00	33184	115	30	423-2213	320	649
3		1083 05/23/19 KW/VC	2,500.00	33184	115	90	423-2213	320	649
		Total Check:	7,500.00						
421494S		2649 CULLIGAN WATER CONDITIONERS							
	39111		80.00						
1		103701 06/11/19 Admin Water	36.00		126	90	160-2510	610	
2		103701 06/11/19 Admin Water	12.00		226	90	160-2510	610	
3		103847 06/25/19 Admin Water	24.00		126	90	160-2510	610	
4		103847 06/25/19 Admin Water	8.00		226	90	160-2510	610	
		Total Check:	80.00						
421495S		752 DAKOTA SUPPLY GROUP INC							
	39114		262.55						
1		849593 07/11/19 Open PO for JULY	136.98	33245	126	94	166-2620	615	
2		849593 07/11/19 Open PO for JULY	45.65	33245	226	94	166-2620	615	
3		837701 07/02/19 Open PO for JULY	59.94	33245	126	94	166-2620	615	
4		837701 07/02/19 Open PO for JULY	19.98	33245	226	94	166-2620	615	
		Total Check:	262.55						
421496S		151 FAUGHT'S BLACKFEET TRADING POST							
	39115		38.00						
1		2477 06/19/19 SWEETGRASS	10.00	33418	112	92	910-3100	610	807
2		2477 06/19/19 SHIRTS	12.00	33418	112	92	910-3100	610	807
3		2477 06/19/19 DECAL	16.00	33418	112	92	910-3100	610	807
	39116		204.77						
1		2623 06/24/19 Place Mats	24.00	33410	126	30	120-1700	610	
2		2623 06/24/19 Pendleton Cups	59.85	33410	126	30	120-1700	610	
3		2623 06/24/19 Horse Drum	25.00	33410	126	30	120-1700	610	
4		2623 06/24/19 Cross	20.00	33410	126	30	120-1700	610	
5		2623 06/24/19 Light Covers	23.92	33410	126	30	120-1700	610	
6		2623 06/24/19 Pot Holders	12.00	33410	126	30	120-1700	610	
7		2623 06/24/19 Blackets	40.00	33410	126	30	120-1700	610	
		Total Check:	242.77						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
421497S	496 GLACIER ELECTRIC CO-OP								
39036		18,193.50							
1	072219 07/02/19 BROWNING ELEM/129800	2,359.21		226	60	166-2620	412		
2	072219 07/02/19 BUS GARAG/129801	90.08*		110	96	166-2700	412		
3	072219 07/02/19 BUS GARAG/129801	60.05*		210	96	166-2700	412		
4	072219 07/02/19 KW BERGAN/129802	569.55*		126	10	166-2620	412		
5	072219 07/02/19 VINA CHATTIN/129804	543.95*		126	10	166-2620	412		
6	072219 07/02/19 ADMINISTRATION/129805	225.66*		126	90	166-2620	412		
7	072219 07/02/19 ADMINISTRATION/129805	75.21*		226	90	166-2620	412		
8	072219 07/02/19 FS MAINTENANCE/129806	332.77		126	94	166-2620	412		
9	072219 07/02/19 FS MAINTENANCE/129806	110.92		226	94	166-2620	412		
10	072219 07/02/19 MIDDLE SHCOOL/129807	2,305.38*		126	50	166-2620	412		
11	072219 07/02/19 WATER PMP & SCORE BD/12909	35.78		226	60	166-2620	412		
12	072219 07/02/19 PJ ANNEX/129811	113.63		226	60	166-2620	412		
13	072219 07/02/19 NORTH WELL/129814	22.20*		120	82	166-2620	412		
14	072219 07/02/19 NORTH WELL/129814	7.39		220	82	166-2620	412		
15	072219 07/02/19 VINA CHATTIN PUMP/129815	32.75*		126	20	166-2620	412		
16	072219 07/02/19 WATER TOWER TV RM/129817	0.00		226	60	166-2620	412		
17	072219 07/02/19 FOOTBALL FIELD/129818	38.75		226	60	166-2620	412		
18	072219 07/02/19 2 SEC LIGHTS LIONS PRK /129819	25.00*		226	74	166-2620	412		
19	072219 07/02/19 21 1A SOUTH WELL/129820	21.75*		120	82	166-2620	412		
20	072219 07/02/19 21 1A SOUTH WELL/129820	7.25		220	82	166-2620	412		
21	072219 07/02/19 NORTH WELL/129821	29.00*		126	50	166-2620	412		
22	072219 07/02/19 BUS COMPLEX/129827	243.57*		110	96	166-2700	412		
23	072219 07/02/19 BUS COMPLEX/129827	81.19*		210	96	166-2700	412		
24	072219 07/02/19 PAINT SHOP/129829	36.51		126	94	166-2620	412		
25	072219 07/02/19 PAINT SHOP/129829	12.17		226	94	166-2620	412		
26	072219 07/02/19 CENTRAL SUPPLY/129830	205.54*		112	92	910-2620	412		
27	072219 07/02/19 MAINTENANCE WOOD SHOP/129831	48.06		126	94	166-2620	412		
28	072219 07/02/19 MAINTENANCE WOOD SHOP/129831	16.02		226	94	166-2620	412		
29	072219 07/02/19 SPECIAL SERVICES/129835	108.08*		126	76	280-2620	412		
30	072219 07/02/19 NAPI/129836	2,387.87*		126	30	166-2620	412		
31	072219 07/02/19 BASEBALL FIELD/129842	29.00		226	60	166-2620	412		
32	072219 07/02/19 SO WELL/MIDDLE SCHL/129847	32.85*		126	50	166-2620	412		
33	072219 07/02/19 BHS VO TECH/129852	350.35		226	60	166-2620	412		
34	072219 07/02/19 BABB SCHOOL/129853	858.78*		126	42	166-2620	412		
35	072219 07/02/19 BLKFT LEARNING @ BCC/129854	0.00		226	62	166-2620	412		
36	072219 07/02/19 BROWNING HIGH SCHOOL/129855	5,576.56		226	60	166-2620	412		
37	072219 07/02/19 B.H.S. WEST WELL/129856	35.66		226	60	166-2620	412		
38	072219 07/02/19 SECURITY LIGHTS/129857	525.00		226	60	166-2620	412		
39	072219 07/02/19 WALKING PATH/129858	63.32*		126	90	166-2620	412		
40	072219 07/02/19 WALKING PATH/129858	21.10*		226	90	166-2620	412		
41	072219 07/02/19 WALKING PATH/129859	56.18*		126	90	166-2620	412		
42	072219 07/02/19 WALKING PATH/129859	18.72*		226	90	166-2620	412		
43	072219 07/02/19 Propane Pump/129860	32.67*		110	96	166-2700	412		
44	072219 07/02/19 Propane Pump/129860	21.77*		210	96	166-2700	412		
45	072219 07/02/19 Com Garden/129826	38.75*		226	90	166-2620	412		
46	072219 07/02/19 Babb Trailer/129861	0.00*		120	82	166-2620	412		

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
										----
47		072219 07/02/19 Napi Strt Lights/129862		0.00*		126	30	166-2620	421	
48		072219 07/02/19 BHS-ST.LIGHT 129866		175.00*		226	60	166-2620	421	
49		072219 07/02/19 BMS-ST. LIGHT 129865		212.50*		126	50	166-2620	421	
		Total Check:		18,193.50						
421498S	7917	GLACIER FAMILY FOODS								
	39118		429.65							
1		02-1711382 07/10/19 Juice (10 count)		112.10	33192	115	90	494-1700	610	119
2		02-1711382 07/10/19 Fruit Snacks (40 count)		117.55	33192	115	90	494-1700	610	119
3		02-1711382 07/10/19 Candy		200.00	33192	115	90	494-1700	610	119
	39123		199.40							
1		02-1712095 07/11/19 Candy		199.40	33365	115	90	494-1700	610	119
	39124		66.19							
1		01-1663906 07/10/19 breakfest		66.19*	33331	115	90	170-1340	612	67
	39125		149.85							
1		01-1663910 07/10/19 candy		149.85*	33330	126	64	170-1340	610	
	39126		224.13							
1		01-1663908 06/10/19 lunch		224.13*	33332	115	90	170-1340	612	67
		Total Check:		1,069.22						
421499S	501	GLACIER MOTORS								
	39127		4.96							
1		111880 07/01/19 CAC hose 4" hot side		29.32	33237	126	96	167-2710	440	
2		111880 07/01/19 CAC hose 4" hot side		9.78	33237	226	96	167-2710	440	
3		111880 07/01/19 freight		13.39	33237	126	96	167-2710	440	
4		111880 07/01/19 freight		4.47	33237	226	96	167-2710	440	
5		111880 07/01/19 Clamp 3 9/16-41/8"		12.72	33237	126	96	167-2710	440	
6		111880 07/01/19 Clamp 3 9/16-41/8"		4.24	33237	226	96	167-2710	440	
7		111876 07/01/19 Flanged cap nut		23.40	33237	126	96	167-2710	440	
8		111876 07/01/19 Flanged cap nut		7.80	33237	226	96	167-2710	440	
9		111876 07/01/19 Stud metris 92*24		45.00	33237	126	96	167-2710	440	
10		111876 07/01/19 Stud metris 92*24		15.00	33237	226	96	167-2710	440	
11		111893 07/02/19 CORE		-137.84	33237	126	96	167-2710	440	
12		111893 07/02/19 CORE		-45.95	33237	226	96	167-2710	440	
13		111893 07/02/19 labor		16.87	33237	126	96	167-2710	440	
14		111893 07/02/19 labor		5.63	33237	226	96	167-2710	440	
15		111893 07/02/19 shop supplies		0.85	33237	126	96	167-2710	440	
16		111893 07/02/19 shop supplies		0.28	33237	226	96	167-2710	440	
		Total Check:		4.96						
421500S	1811	GRIME STOPPERS INC.								
	39119		340.00							
1		22132 06/18/19 Service Call		255.00	33409	126	94	166-2620	440	
2		22132 06/18/19 Service Call		85.00	33409	226	94	166-2620	440	
		Total Check:		340.00						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421501S	553	HARTLEY'S SCHOOL BUSES								
	39129		1,856.19							
1		38008 06/12/19 Stoparm		1,322.91	33404	126	96	167-2710	610	
2		38008 06/12/19 Stoparm		440.97	33404	226	96	167-2710	610	
3		38008 06/12/19 Shipping		28.95	33404	126	96	167-2710	610	
4		38008 06/12/19 Shipping		9.65	33404	226	96	167-2710	610	
5		39116 07/03/19 Switch Base NGR SPST		21.43	33404	126	96	167-2710	610	
6		39116 07/03/19 Switch Base NGR SPST		7.15	33404	226	96	167-2710	610	
7		39116 07/03/19 Rocker,Button,NGR,W/L Sta		9.39	33404	126	96	167-2710	610	
8		39116 07/03/19 Rocker,Button,NGR,W/L Sta		3.13	33404	226	96	167-2710	610	
9		39116 07/03/19 Shipping		9.46	33404	126	96	167-2710	610	
10		39116 07/03/19 Shipping		3.15	33404	226	96	167-2710	610	
		Total Check:		1,856.19						
421502S	8109	HOMETOWN DOLLAR STORE								
	39128		53.00							
1		37538 04/17/19 Plastic Eggs		25.00	33406	126	30	120-1700	610	
2		37538 04/17/19 Loot Bags		28.00	33406	126	30	120-1700	610	
	39130		120.00							
1		006432 07/10/19 Gift certificates		120.00	33193	115	90	494-1700	610	119
		Total Check:		173.00						
421503S	4829	JACK K. PARRENT JR.								
	39094		547.66							
Travel:										
AVID										
San Diego, CA										
July 27-Aug 2,2019										
1		05/31/19 AVID		547.66		115	60	423-2213	582	649
		Total Check:		547.66						
421504S	1407	JO ANN POWELL								
	39095		547.66							
Travel:										
AVID										
San Diego, CA										
July 27-Aug 2,2019										
1		05/31/19 AVID		547.66		115	50	423-2213	582	649
		Total Check:		547.66						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421505S	2064	KATHY BROERE							
	39090		547.60						
Travel: AVID San Diego, CA July 27-Aug 2,2019									
1		05/31/19 AVID	547.60		115	60	423-2213	582	649
		Total Check:	547.60						
421506S	1519	KELLEY IMAGING SYSTEMS							
	39131		62.72						
1		544192 06/26/19 CART. 118 MAGENTA	23.80	33350	274	92	920-3200	610	
2		544192 06/26/19 CART. 118 BLACK	26.92	33350	274	92	920-3200	610	
3		544192 06/26/19 FREIGHT	12.00	33350	274	92	920-3200	610	
	39132		2,381.24						
1		543277 06/25/19 CONTRACT INVOICE	2,381.24	33215	112	92	910-3100	610	
		Total Check:	2,443.96						
421507S	3735	KYLIE BLACK							
	39088		547.66						
Travel: AVID San Diego, CA July 27-Aug 2,2019									
1		05/31/19 AVID	547.66		115	50	423-2213	582	649
		Total Check:	547.66						
421508S	3962	L'HEUREUX PAGE WERNER, P.C.							
	39015		89,721.50						
1		22483 06/30/19 A-E for SportsPlex	67,291.13*	33170	126	50	168-4500	725	92
2		22483 06/30/19 A-E for SportsPlex	22,430.37*	33170	226	60	168-4500	725	92
	39016		133,691.40						
1		22482 06/30/19 MS remodel a-e contract	133,691.40*	33171	126	50	168-4500	725	91
		Total Check:	223,412.90						
421509S	7210	LOREN CROFF							
	39100		40.00						
1		072889 07/03/19 Swimming Pool	30.00	33251	126	97	160-2500	610	
2		072889 07/03/19 Swimming Pool	10.00	33251	226	97	160-2500	610	
		Total Check:	40.00						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount								
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
421510S	2182	MARC CHEMICAL CORP.									
	39134		213.00								
1		400795 07/01/19 Big Kahuna-hand cleaner		159.75	33242	126	96	167-2710	610		
2		400795 07/01/19 Big Kahuna-hand cleaner		53.25	33242	226	96	167-2710	610		
		Total Check:		213.00							
421511S	2085	MARGARET TAILFEATHERS									
	39098		547.66								
Travel:											
AVID											
San Diego, CA											
July 27-Aug 2,2019											
1		05/31/19 AVID		547.66		115	50	423-2213	582	649	
		Total Check:		547.66							
421512S	7125	NAPA 2 & 89 AUTO PARTS									
	39135		50.62								
1		290773 07/09/19 Light body filler		19.45	33405	126	96	167-2710	610		
2		290773 07/09/19 Light body filler		6.49	33405	226	96	167-2710	610		
3		290773 07/09/19 Splice Connector		2.81	33405	126	96	167-2710	610		
4		290773 07/09/19 Splice Connector		0.94	33405	226	96	167-2710	610		
5		290773 07/09/19 Splice Lock Connector		3.05	33405	126	96	167-2710	610		
6		290773 07/09/19 Splice Lock Connector		1.02	33405	226	96	167-2710	610		
7		290637 07/08/19 Elec Battery 357		4.58	33405	126	96	167-2710	610		
8		290637 07/08/19 Elec Battery 357		1.53	33405	226	96	167-2710	610		
9		290637 07/08/19 CP Screw		8.06	33405	126	96	167-2710	610		
10		290637 07/08/19 CP Screw		2.69	33405	226	96	167-2710	610		
	39137		31.30								
1		290334 07/02/19 Electrical tape-Shop		17.77	33233	126	96	167-2710	610		
2		290334 07/02/19 Electrical tape-Shop		5.93	33233	226	96	167-2710	610		
3		289978 06/27/19 Wiper Blade- Bus 516		5.70	33233	126	96	167-2710	610		
4		289978 06/27/19 Wiper Blade- Bus 516		1.90	33233	226	96	167-2710	610		
		Total Check:		81.92							
421513S	918	NATIONAL LAUNDRY CO.									
	39147		33.98								
1		00919 07/15/19 LAUNDRY FOR NAPI		7.47	33421	112	30	910-3100	610	807	
2		00913 07/15/19 LAUNDRY FOR BMS		18.67	33421	112	50	910-3100	610		
3		00914 07/15/19 LAUNDRY FOR BES		7.84	33421	112	25	910-3100	610	807	
		Total Check:		33.98							

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name / Invoice #/Inv Date/Description	Amount / Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421514S	1282	NORTHERN FORD							
	39136		497.06						
1		93101 06/04/19 labor	306.37	33235	126	96	167-2710	440	
2		93101 06/04/19 labor	102.13	33235	226	96	167-2710	440	
3		93101 06/04/19 wire asy	35.78	33235	126	96	167-2710	440	
4		93101 06/04/19 wire asy	11.93	33235	226	96	167-2710	440	
5		93101 06/04/19 shop supplies	30.64	33235	126	96	167-2710	440	
6		93101 06/04/19 shop supplies	10.21	33235	226	96	167-2710	440	
		Total Check:	497.06						
421515S	2139	OILFIELD LUMBER							
	39138		1,650.00						
1		37405 07/03/19 Dutch door w/frame	1,237.50	33246	126	94	166-2620	615	
2		37405 07/03/19 Dutch door w/frame	412.50	33246	226	94	166-2620	615	
		Total Check:	1,650.00						
421516S	1107	PITNEY BOWES, INC.							
	39139		1,189.20						
1		3308916991 05/30/19 LEASE INVOICE	1,189.20	33417	274	92	920-3200	452	
		Total Check:	1,189.20						
421517S	8570	RANDALL RIVAS							
	39096		547.66						
Travel:									
AVID									
San Diego, CA									
July 27-Aug 2,2019									
1		05/31/19 AVID	547.66		115	60	423-2213	582	649
		Total Check:	547.66						
421518S	5177	ROBIN BEAR CHILD							
	39087		547.66						
Travel:									
AVID									
San Diego, CA									
July 27-Aug 2,2019									
1		05/31/19 AVID	547.66		115	60	423-2213	582	649
		Total Check:	547.66						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount	Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
421519S		4499 RODOLFO RIVAS										
	39097		547.66									
Travel: AVID San Diego, CA July 27-Aug 2,2019				1	05/31/19 AVID	547.66		115	50	423-2213	582	649
					Total Check:	547.66						
421520S		1862 SAM'S CLUB - GREAT FALLS										
	39146		532.80									
				1	001549 06/26/19 2" BINDER	57.40	33407	112	92	910-3100	610	807
				2	001549 06/26/19 3" BINDER	46.40	33407	112	92	910-3100	610	807
				3	001549 06/26/19 EVENT GRILL	429.00	33407	112	92	910-3100	610	
					Total Check:	532.80						
421521S		1881 SCHOOL ADMINISTRATORS OF MONTANA										
	39149		405.00									
				1	4205 07/09/19 Registration fee	405.00	33325	126	20	120-2410	582	
	39150		810.00									
				1	4196 07/08/19 Registration Fee	405.00	33347	126	30	120-2410	582	
				2	4191 07/08/19 Registration Fee	405.00	33347	126	30	120-2410	582	
	39151		425.00									
				1	42502 07/09/19 membership	425.00	33322	126	20	120-2410	810	
					Total Check:	1,640.00						
421522S		8566 SHAPE MONTANA										
	39155		125.00									
				1	37430 07/09/19 Registration	125.00	33318	126	20	120-2410	582	
					Total Check:	125.00						
421523S		219 SUPPLYWORKS										
	39140		2,051.90									
				1	498504208 06/21/19 16x25x2 filters	484.20	33247	126	94	166-2620	615	
				2	498504208 06/21/19 16x25x2 filters	161.40	33247	226	94	166-2620	615	
				3	498504208 06/21/19 20x20x2 filters	229.42	33247	126	94	166-2620	615	
				4	498504208 06/21/19 20x20x2 filters	76.48	33247	226	94	166-2620	615	
				5	498504208 06/21/19 20x25x2 filters	548.10	33247	126	94	166-2620	615	
				6	498504208 06/21/19 20x25x2 filters	182.70	33247	226	94	166-2620	615	
				7	498504208 06/21/19 24x24x2 filters	277.20	33247	126	94	166-2620	615	
				8	498504208 06/21/19 24x24x2 filters	92.40	33247	226	94	166-2620	615	
					Total Check:	2,051.90						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
421524S	2255	SYSCO (BES#669523)								
	39143		3,050.02							
1		243319570 06/19/19 DAIRY	126.61	33371	112	25	910-3100	630	807	
2		243323305 06/21/19 DAIRY	128.91	33371	112	25	910-3100	630		
3		243325518 06/24/19 FOOD	814.08	33371	112	25	910-3100	630		
4		243329868 06/26/19 PRODUCE	1,039.16	33371	112	25	910-3100	630		
5		243342141 07/03/19 DAIRY	150.90	33371	112	25	910-3100	630		
6		243345417 07/05/19 DAIRY	55.76	33371	112	25	910-3100	630		
7		243347424 07/08/19 PRODUCE	734.60	33371	112	25	910-3100	630		
		Total Check:	3,050.02							
421525S	1044	SYSCO (BMS #156588)								
	39141		2,137.97							
1		243325515 06/24/19 FOOD	271.54	33369	112	50	910-3100	630	807	
2		243329867 06/26/19 DAIRY/PRODUCE	240.19	33369	112	50	910-3100	630	807	
3		243333312 06/28/19 PRODUCE	982.89	33369	112	50	910-3100	630	807	
4		24334210 07/03/19 DAIRY	55.76	33369	112	92	910-3100	630	807	
5		243345416 07/05/19 DAIRY	55.76	33369	112	50	910-3100	630	807	
6		243347423 07/08/19 WEEKLY ORDER	531.83	33369	112	50	910-3100	630	807	
		Total Check:	2,137.97							
421526S	1042	SYSCO (NAPI #585141)								
	39142		4,439.07							
1		243305422 06/10/19 FOOD/DAIRY	568.86	33370	112	30	910-3100	630	807	
2		243305423 06/10/19 PRODUCE	1,855.14	33370	112	30	910-3100	630	807	
3		243313096 06/10/19 DAIRY	60.40	33370	112	30	910-3100	630	807	
4		243313096 04/14/19 DAIRY	105.63	33370	112	30	910-3100	630	807	
5		243319571 06/19/19 DAIRY	116.12	33370	112	30	910-3100	630	807	
6		243323306 06/21/19 DAIRY	103.33	33370	112	30	910-3100	630	807	
7		243325519 06/24/19 ASST FOOD	285.71	33370	112	30	910-3100	630	807	
8		243329869 06/26/19 DAIRY	101.03	33370	112	30	910-3100	630	807	
9		243335615 07/01/19 PRODUCE/CHICKEN	445.32	33370	112	30	910-3100	630	807	
10		243342142x 07/03/19 DAIRY	60.36	33370	112	30	910-3100	630	807	
11		243345418 07/05/19 DAIRY	30.18	33370	112	30	910-3100	630	807	
12		243345419 07/05/19 DAIRY	83.05	33370	112	30	910-3100	630	807	
13		2433474250 07/08/19 9	623.94	33370	112	30	910-3100	630	807	
		Total Check:	4,439.07							
421527S	1046	SYSCO (WHSE #156604)								
	39144		9,279.05							
1		243288072 05/29/19 ASST FOOD	542.37	33400	112	92	910-3100	630	807	
2		243291447 05/31/19 ASST FOOD	1,245.48	33400	112	92	910-3100	630	807	
3		243299634 06/05/19 ASST FOOD	687.99	33400	112	92	910-3100	630	807	
4		243299634 06/05/19 SUPPLY	67.12	33400	112	92	910-3100	630	807	
5		243303410 06/07/19 ASST FOOD	1,944.50	33400	112	92	910-3100	630	807	
6		243303410 06/07/19 SUPPLY	881.51	33400	112	92	910-3100	630	807	
7		243303410 06/07/19 BOARD MTG ITEMS	801.02	33400	112	92	910-3100	630	807	
8		243309585 06/12/19 FOOD	2,827.15	33400	112	92	910-3100	630	807	

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
										----
	9	243309585 06/12/19 SUPPLY		281.91	33400	112	92	910-3100	630	807
	39145		2,863.09							
	1	243345415 07/05/19 FOOD		1,348.88	33402	112	92	910-3100	630	807
	2	243347414 07/08/19 FOOD		953.98	33402	112	92	910-3100	630	807
	3	243351555 07/08/19 FOOD		239.11	33402	112	92	910-3100	630	807
	4	243351555 07/08/19 SUPPLY		321.12	33402	112	92	910-3100	630	807
	39148		207.83							
	1	243357871 07/15/19 BEEF ROUND		207.83	33422	112	92	910-3100	630	807
	39152		5,190.43							
	1	243369106 05/15/19 ASST FOOD ITEMS		5,190.43	33207	112	92	910-3100	630	
	39153		9,720.99							
	1	243269105 05/15/19 FOOD		4,910.81	33211	112	92	910-3100	630	
	2	243269105 05/15/19 SUPPLY		380.29	33211	112	92	910-3100	610	
	3	243269107 05/15/19 FOOD		617.99	33211	112	92	910-3100	630	
	4	243282045 05/15/19 FOOD		1,422.31	33211	112	92	910-3100	630	
	5	243284153 05/27/19 FOOD		1,518.72	33211	112	92	910-3100	630	
	6	243282043 05/24/19 FOOD		870.87	33211	112	92	910-3100	630	
	39154		4,925.92							
	1	243282044 05/24/19 ASST FOOD ITEMS		4,925.92	33209	112	92	910-3100	630	
		Total Check:		32,187.31						
421528S		1288 TEACHERS RETIREMENT SYSTEM								
	39133		715.50							
	1	AlanKratz 07/17/19 Contribution/retirement		715.50		214	60	150-1770	220	
		Total Check:		715.50						
421529S		904 TEEPLES IGA								
	39157		102.41							
	1	79572 07/15/19 Misc.		76.81	33319	126	90	100-2213	612	
	2	79572 07/15/19 Misc.		25.60	33319	226	90	100-2213	612	
		Total Check:		102.41						
421530S		4166 TOWN PUMP, INC.								
	39156		51.25							
	1	6275 11/29/19 Incentves for MBI		51.25	33412	126	30	120-1700	610	
		Total Check:		51.25						
421531S		1630 W.W. GRAINGER								
	39120		221.50							
	1	920945518 06/18/19 Open PO for JULY		71.99	33244	126	94	166-2620	615	
	2	920945518 06/18/19 Open PO for JULY		23.99	33244	226	94	166-2620	615	
	3	9216138462 06/25/19 Open PO for JULY		94.14	33244	126	94	166-2620	615	
	4	9216138462 06/25/19 Open PO for JULY		31.38	33244	226	94	166-2620	615	
		Total Check:		221.50						

* ... Over spent expenditure

Warrant	Claim	Vendor #/Name	Amount

Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
								----
421534S	8559 WHITNEY BREMNER							
39089		547.66						
Travel:								
AVID								
San Diego, CA								
July 27-Aug 2,2019								
1	05/31/19 AVID	547.66		115	60	423-2213	582	649
	Total Check:	547.66						

# of Claims 135 Total: 695,690.44

Fund/Account	Amount
110 Elementary Transportation Fund	
101	$27,164.47
112 Food Services Fund	
101	$49,010.81
115 Elementary Miscellaneous Federal Funds	
101	$43,714.64
120 Elementary Lease Fund	
101	$118.95
126 Elementary Impact Aid Fund	
101	$442,134.82
210 High School Transportation Fund	
101	$18,028.45
213 High School Tuition Fund	
101	$640.00
214 High School Retirement Fund	
101	$715.50
215 High School Miscellaneous Federal Funds	
101	$933.18
220 High School Lease Fund	
101	$14.64
226 High School Impact Aid Fund	
101	$111,838.06
274 High School Purchasing Fund	
101	$1,251.92
278 High School Self Insurance Fund	
101	$125.00
Total:	$695,690.44

Check # / Account	Vendor #/Name/Description	Date	Check Amount	Account Amount	Period Cleared/ Cancelled	Requisition #	Status
703735	100007 MARK LANES - FAMILY FUN CENTER	03/21/19	-250.00		07/15/19	VOIDED	Cancelled
208	BHS ATHLETIC EVENTS			-250.00	INSENSITIVES FOR STUDENTS		
703840	1929 MASTERCARD	07/11/19	3188.74		/ /		Accepted
268	BHS FOOTBALL CLUB			3188.74	camp dates/locations/football for studen		
703841	100010 GLACIER FAMILY FOODS	07/11/19	11.90		/ /		Accepted
216	RANDOM ACTS OF KINDNESS			11.90	only pd 200.00 and the invoice was 211.9		
703842	1277 UNIVERSAL AWARDS	07/11/19	16.00		/ /		Accepted
208	BHS ATHLETIC EVENTS			16.00	BHS SPRING SPORTS PINS		
703843	116 GLACIER REPORTER	07/11/19	221.25		/ /		Accepted
208	BHS ATHLETIC EVENTS			35.40	SUMMER SPORTS CAMPS BHS		
208	BHS ATHLETIC EVENTS			185.85	SUMMER SPORTS CAMPS BHS		
703844	1263 PEPSI OF GREAR FALLS	07/11/19	255.00		/ /		Accepted
208	BHS ATHLETIC EVENTS			3.00	SUMMER CAMPS		
208	BHS ATHLETIC EVENTS			126.00	GATORADE		
208	BHS ATHLETIC EVENTS			126.00	GATORADE		
703845	261 SCHOLASTIC BOOK FAIRS - 30	07/11/19	703.00		/ /		Accepted
120	BMS LIBRARY CLUB			703.00	BMS Book Fair		
703846	1048 FOOD SERVICE/WAREHOUSE	07/11/19	700.00		/ /		Accepted
208	BHS ATHLETIC EVENTS			700.00	roast beef for NHS-BHS		

Total Checks issued:	5095.89
Total Checks cancelled:	-250.00
Total:	4845.89

For Payrolls from 07/01/19 to 07/18/19

by Employee Type (EXTRA CURRICULAR, SUBSTITUTE)

Employee		Time Type	Hours	Amount
COMES AT NIGHT, DONALD	(12682)	J016 - SUB BE CUST	8.75	91.88
		J066 - SUB HS CUST	35.75	375.38
		Total for Employee	44.50	467.26
DOG TAKING GUN, ALDEN D	(11690)	J093 - SUB MS CUST	9.50	99.75
		Total for Employee	9.50	99.75
GALLAGHER HORN, JOHN	(13815)	J030 - SUB SECURITY	23.50	246.75
		Total for Employee	23.50	246.75
GUARDIPEE, TARA	(13627)	J066 - SUB HS CUST	20.75	217.88
		Total for Employee	20.75	217.88
HALL, MARY E	(11238)	J031 - SUB RECEPT	26.25	249.38
		Total for Employee	26.25	249.38
MADPLUME, SHEILA E	(12799)	J162 - SUB BE COOK	22.25	211.38
		Total for Employee	22.25	211.38
MCNABB, ROY R.	(14022)	J024 - COACHING	0.00	860.00
		Total for Employee	0.00	860.00
NORUNNER, TOMASINA	(13035)	J030 - SUB SECURITY	12.00	126.00
		Total for Employee	12.00	126.00
RAININGBIRD, LYNETTE	(14025)	J162 - SUB BE COOK	12.50	118.75
		Total for Employee	12.50	118.75
SALWAY, JESSIE M	(12577)	J024 - COACHING	0.00	1,156.00
		Total for Employee	0.00	1,156.00
SPEAKTHUNDER, HEATHER	(13094)	J016 - SUB BE CUST	3.50	36.75
		Total for Employee	3.50	36.75
	# of Employees 11	Total	174.75	3,789.90