

---

# 2018-2019 BROWNING MIDDLE SCHOOL HANDBOOK ADDENDUM

---

PRINCIPAL: MR. DENNIS JUNEAU

ASSISTANT PRINCIPAL: MRS. ANGELA HEAVY RUNNER

---

## WELCOME FROM THE PRINCIPAL

---

On behalf of the Browning Middle School administration and staff, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2018- 2019 school year. The start of a new school year is a time to reconnect with old friends and welcome new friends. We at BMS are very pleased to welcome everyone to our school, and we look forward to providing our students and parents a productive, rigorous, challenging, and safe learning environment.

To those students and parents who are new to BMS we extend an especially warm welcome, and best wishes for an exciting and productive year in your new school. We hope that you will quickly feel at home and become involved in our school community.

---

## B.M.S VISION

---

Our dream at Browning Middle School is to inspire...

**B**elief in oneself and others

**M**otivation to be in attendance, make positive learning choices that impact our learning environment, and develop a

**S**ense of physical and emotional security by learning and following the high expectations of BMS.

---

## B.M.S. MISSION STATEMENT

---

We, the staff of Browning Middle School, in cooperation with parents and the community, commit ourselves to the belief that all students can learn, students should have an opportunity to achieve success in the curriculum and culture simultaneously, and that each student is a unique individual.

We will provide a safe learning environment, implement effective and efficient multicultural instruction with the students' best interest in mind, and provide all students an opportunity for success based upon respect and cultural integrity.

We are dedicated to instilling life-long learning, problem solving and critical thinking skills that will lead to a lifetime of productivity while building respectful, positive relationships between staff and students.

## B.M.S. 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 INFORMATION

---

## 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 basic expectations 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. A mandatory requirement to be a Sookapi Student is No F's in any classes.

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 packets. 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.

---

### ***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.

## **BOOKS/BAGS/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 RULES AND 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 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.

---

### ***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.
- Do not hang from the basketball rims or nets. Do not climb on the fences.
- Roughhousing, tackle football, and throwing snowballs are not allowed.
- Students are not allowed to leave school grounds unless checked out by an adult on their check-out list.
- Students must get permission from the playground supervisors to enter the building, use restrooms, or go to the office.
- After recess, students will sit quietly in the bleachers until their teachers arrive to get them.
- 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.

---

### ***READING***

---

BMS offers an intervention reading program for our struggling readers. Contact JoAnn Powell if you have any questions about the reading program.

---

### ***MATH***

---

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.

---

### **HEALTH ENHANCEMENT**

---

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/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 worn during lunch time, 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 (BMS)

---

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 Educational Team.

***A =100-90%   B= 89-80 %   C =79-70 %   D =69-60 %   F =59 % Or Below***

## HOME SCHOOL COORDINATOR AND FAMILY LIAISON

---

The Home School Coordinator and Family Liaison serve as liaisons between families/community members and the District. In addition, the Family Liaison establishes positive lines of communication

and encourages active participation in the academic and social lives of students. The Family Liaison 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.

## RECOMMENDATIONS 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 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 and Thursday 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

---

## DEFINITIONS OF THE BEHAVIOR MANAGEMENT PROGRAM

---

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.

- **Verbally Disruptive**-When I speak in a loud volume, talk about inappropriate content, or use inappropriate language, I keep the teacher from teaching and/or stop other students from learning; inappropriate content includes gossip about myself or others.
- **Physically Distracting**-When I move around the room or make unnecessary gestures or movements, I am distracting to the class and may stop the teacher from teaching and/or keep other students from learning. Physically distracting also includes refusing to participate in the lesson/activity, leaving seat and/or class without permission, not getting to work as soon as the student enters class while the teacher is taking attendance and/or not following teacher's expectations regarding the end of class.
- **Choice**-Based upon personal prestige, personal identity, pride, and respect of myself, I will be responsible for the behavioral and academic choices that are made; I will either receive consequences for negative choices or rewards for positive choices.
- **Control**-I am in complete control of my education, I am in complete control of behavioral choices that are made, I am in control of asking for help and/or reporting any concerns
- **Self-Motivated**-I will get myself to bed at night, I will get myself up in the morning, I will get myself to school, I will do whatever it takes to get my work done, and I will do my 50%
- **Hardworking**-There is a time to work and a time to play, knowing the difference will allow me to learn and get my work done effectively and efficiently-I will not play when it is time to work and I will not work when it is time to play
- **Responsible**-I will always do my 50% in the 50/50 relationship with school, I will always do whatever it takes to live up to my word, I will not blame anybody for the negative choices I make and I will learn to care for those that I am responsible for
- **Positive**-I know that I get to enjoy the benefits of my choices, or suffer the consequences of those choices; I know that **the more responsible I am the more freedom I will have**
- **Respect**-I know who I am, where I come from, and I'm happy with who I am; I don't have to bring anybody else down to bring myself up.

## **BMS STUDENT DAILY LEARNING ENVIRONMENT EXPECTATIONS**

---

1. Students are EXPECTED to be hard working and learning at all times while in the learning environment.
2. Students are EXPECTED to be self-motivated in getting themselves prepared for class, getting themselves ready to learn, and getting immediately to work upon entering the learning environment.
3. Students are EXPECTED to be responsible and get themselves to class on time, to complete all assigned work, and ask questions as needed.

4. Students are EXPECTED to have a positive attitude while in the learning environment in order to learn respect, learn the objective for the class period, and develop positive relationships with all others in the learning environment.

***STUDENTS ARE EXPECTED TO MAKE THE CHOICE TO BECOME HARD WORKING, SELF-MOTIVATED, RESPONSIBLE, POSITIVE ROLE MODELS WITH A POSITIVE ATTITUDE AT ALL TIMES WHILE IN ATTENDANCE AT BROWNING MIDDLE SCHOOL.***

***STUDENTS ARE EXPECTED TO MAKE THE CHOICE TO LEARN RESPECT, BECOME RESPECTFUL, HAVE RESPECT, AND SHOW RESPECT WHILE IN ATTENDANCE AT BROWNING MIDDLE SCHOOL BEGINNING WITH MAKING THE CHOICE TO HAVE A POSITIVE ATTITUDE.***

## **BROWNING MIDDLE SCHOOL CULTURE: OUR HIGH EXPECTATIONS**

---

The core principles and characteristics of this cultural infusion plan reflect, and are taken from, the foundational educational principles of Blackfeet Culture and the characteristics needed of all people to live the way of life of the Niitsitapi/Aamskapi Pikuni people of the Dog Days. These core Blackfeet Cultural principles and characteristics provide the “*what*” of the systematic cultural plan; the “*how*” is provided by the comprehensive behavior management plan used throughout Browning Public Schools and the effective and efficient education provided at BMS. It is this combination of the “*what*” and the “*how*” that will be used to educate our students to help them develop respect and 21-Century skills in a dignified, safe, culturally infused, consistent learning environment.

This plan also reinforces the mission of BMS which is students are here to learn, teachers are here to teach, the support staff is here to support this process while the administration does all that they possibly can to ensure that this mission is completed on a daily basis. The vision of the plan is to create a way of doing things at BMS that is focused on students learning about their holistic, positive personal identity while they learn their curriculum requirements through a rigorous, relevant, and relationship driven education.

**CULTURE-** The environment created by the people from the principles, characteristics, education, and expectations required of everybody; can be whatever you want it to be; the goal is to create and bring back the traditional *Dog Days* Niitsitapi culture which was based upon common principles, moral characteristics, attaining knowledge, and planning.

**BLACKFEET CULTURE-** A way of life based upon people learning the common principles of HARD WORK, SELF-MOTIVATION, RESPONSIBILITY, and RESPECT while actively participating in the attainment of knowledge and making the choice to become a positive role model with a positive attitude (Coming to know and self-actualization)

**BLACKFEET MIDDLE SCHOOL CULTURE-** A learning environment based upon the principles of hard work, self-motivation, responsibility and respect; students are required to be mature, responsible, respectful, and truthful WITH a positive attitude

**BROWNING MIDDLE SCHOOL EDUCATION-** An educational system where students are given an opportunity to attain success within the culture and within the curriculum simultaneously; students are

expected to learn how to become responsible, learn the importance of active participation in the learning process, learn why it's important to be self-motivated, and learn critical thinking and problem solving skills.

**APATHY**- Lack of interest or concern, living with your eyes closed.

**RESPECT**- Being happy with who you are, knowing who you are, and where you came from; is developed by creating and evolving a positive personal identity.

**POSITIVE PERSONAL IDENTITY**- Begin developing identity by learning and identifying your positive family members/family history, identifying positive role models, developing and knowing that you have a choice with what you want to do with your life (staff of life), and coming to know what your beliefs are by developing a belief system; this positive personal identity is combined with the principles and characteristics of Blackfeet Culture to attain the staff of life for people on the Blackfeet Reservation today, your education.

**HAVING RESPECT**- You have an open mind, you are tolerant of other people, and you are willing to improve yourself, your culture, and your way of life; living with your eyes open.

**BEING RESPECTFUL**- Shows maturity, self-control, and a willingness to learn about more than simply how to survive

**SHOWING RESPECT**- NOT talking when others are talking, participating, and taking pride in how you present yourself (NOT being a "punk").

**PRIDE**- That feeling inside of you that keeps you going, that self-motivation that keeps you from dropping out and giving up; pride comes from having an identity that you can be proud of and having developed a conscience regarding your personal learning process

**GOSSIP**- Lack of respect for yourself.

**GOSSIPING**- Showing others that you are not happy with yourself; that you have to bring others down to bring yourself up, that you have no identity, pride or respect

**LANGUAGE**- Your chance to show people that you are a respectful role model and someone who has pride and respect in how you present yourself; also, your chance to show people how immature you are and the lack of pride and respect you have in how you present yourself.

## **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:

- **1-tardy** – student signs the tardy log
- **2-tardy** – student signs the tardy log

- **3-tardy** – call home and receive a tardy referral

**1<sup>st</sup> referral for tardiness** – 1 day of lunch detention

**2<sup>nd</sup> referral for tardiness** – 2 days of lunch detention

**3<sup>rd</sup> referral for tardiness** – 3 days of lunch detention

**4<sup>th</sup> referral for tardiness** – 4 days of lunch detention

**5<sup>th</sup> referral for tardiness** – 1 day of OSS

Tardy Logs will reset every quarter.

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, ISS, OSS, or any other appropriate consequence assigned by administration.

## SUMMARY OF BMS ADMINISTRATIVE SUPPORT PLAN

### MINOR OFFENSE

Students are placed on this level when Misbehavior in the classroom as progressed through the steps in 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, repeated use of electronic devices, cheating, plagiarism.

#### **\*Possible Behavior Assessment**

1st Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Administrator option:

2nd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- One day lunch detention
- Administrator option:

3rd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Two days lunch detention
- Administrator option:

4th Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Three days lunch detention
- Administrator option:

5th Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Four days lunch detention
- Administrator option:

6th Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Rest of the Day OSS
- Administrator option:

Staff has to contact parents or referral won't be honored.

### SEVERE OFFENSE

Once students complete the "minor" level or for serious misbehavior - Serious misbehavior includes but not limited to: *Bullying, Cussing, Fighting, Instigating a Fight, Insubordination, Harassment (any), Hazing, Overt Defiance, Profanity (any), Public Display of Affection, Stopping class from functioning, Theft, Tobacco*

#### **\*Possible Behavior Assessment**

1st Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- One day OSS and one day ISS
- Letter sent home
- Administrator option:

2nd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Contract review
- Two days OSS and two days ISS
- Letter sent home
- Administrator option:

3rd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Contract review
- Five days OSS
- Letter sent home
- Administrator option:

4th Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Contract review
- Ten days OSS
- Letter sent home
- Administrator option:

5th Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Contract review
- (up to) Ten days OSS
- Letter sent home
- Behavior Assessment
- Administrator option:

### EXTREME OFFENSE

Includes but not limited to: alcohol, drugs, pulling fire alarm, breaking and entering school property, threat to school, gang activity.

1st Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Three days OSS/ One day ISS
- Re-entry with team
- Contract
- Letter sent home
- Administrator option:

2nd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Five days OSS/ Two days ISS
- Re-entry with team
- Contract Review
- Review for Expulsion
- Administrator option:

3rd Offense: \_\_\_\_\_ (date)

- Conference with student
- Parent contact
- Ten days OSS
- Letter sent home.
- Recommendation for Expulsion
- Administrator option:

### ALCOHOL/DRUGS

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

**\*Police will be contacted.**

1st Offense: \_\_\_\_\_ (date)

- Parent contact/ Team conference
- Three days OSS
- Letter sent home
- Re-entry with team
- Insight Class
- (Possible) Notify Police
- Administrator option:

2nd Offense: \_\_\_\_\_ (date)

- Parent contact/ Team conference
- Five days OSS
- Re-entry with team
- Insight Class
- (Possible) Notify Police
- Administrator option:

3rd Offense: \_\_\_\_\_ (date)

- Parent contact/ Team conference
- Ten days OSS
- Letter sent home
- Re-entry with team
- Insight Class
- (Possible) Notify Police
- Administrator option:

4th Offense: \_\_\_\_\_ (date)

- Notify police
- Parent contact
- Up to ten days OSS
- Recommendation for treatment
- Recommendation for expulsion
- Administrator option:

| <b><u>ASSAULT</u></b>   | <b><u>WEAPONS</u></b>   |
|---|---|
| <p>PHYSICAL, VERBAL, WRITTEN assault is intentional infliction 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.</p>                  | <p>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.</p> |
| <p>1st Offense: _____ (date)</p> <ul style="list-style-type: none"> <li>— Notify police</li> <li>— Parent contact</li> <li>— Up to 10 days ISS</li> <li>— Possible recommendation for expulsion</li> <li>— Assault contract</li> <li>— Administrator option:</li> </ul> | <p>1st Offense: _____ (date)</p> <ul style="list-style-type: none"> <li>— Parent contact</li> <li>— Up to ten days OSS</li> <li>— Possible recommendation for expulsion</li> <li>— Administrator option:</li> </ul>   |
| <p>2nd Offense: _____ (date)</p> <ul style="list-style-type: none"> <li>— Notify police</li> <li>— Parent contact</li> <li>— Up to 10 days ISS</li> <li>— Recommendation for expulsion</li> <li>— Administrator option:</li> </ul>                                      |   |

\* **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 ISS or 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** – OSS Rest of day plus 3 day OSS plus 1 days OSS plus completion of drug/alcohol education

- First incident of possession of, using, or purchasing tobacco or e-cigarettes
- First incident of being with a student who is in possession of, using, purchasing tobacco, e-cigarettes alcohol, or other drugs and/or drug paraphernalia

**Level Extreme 2** – 5 days OSS plus 2 days ISS plus completion of drug/alcohol education

- Second incident of possession of, using, or purchasing tobacco or e-cigarettes
- 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/manufacturing alcohol and other drugs/drug paraphernalia
- First incident of possessing a weapon
- Second incident of possessing, using, or purchasing alcohol or other drugs and/or drug paraphernalia
- Second incident of being under the influence of alcohol or other drugs
- Fourth incident of possession of, using, or purchasing tobacco or e-cigarettes
- Fourth 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.***

## IN SCHOOL SUSPENSION (ISS)

---

Students in ISS will be required to follow all ISS rules and complete any work assigned. Students will be assigned to complete **positive hours** in ISS; all positive hours must be completed to be released from ISS. Positive hours will be documented on an ISS card. Students who do not comply in ISS won't have that half hour counted towards their positive hours in ISS. Students who have severe behaviors will be sent home for the rest of day, return with a parent the next day, and will have to re-serve the entire day in ISS no matter what time they were sent home.

***STUDENTS WILL COMPLETE ALL ASSIGNED SCHOOL WORK WHILE IN IN-SCHOOL SUSPENSION, WHICH IS PROVIDED BY EACH TEACHER.***

## OUT OF SCHOOL SUSPENSION (OSS)

---

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.

## 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.

---

### **ANTI-BULLYING RULES**

---

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

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 INCIDENT LOG**

---

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*
  7. section
  8. The final part of the *Bullying Incident Log* is the completing of the *Action Taken* section by administration
  9. Parent contact will be made by student, teacher, administrator-verbally and/or in writing
- (See APPENDIX A for a copy of the *Bullying Incident Log*.)

---

### BULLYING INCIDENT LOG 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 AND SEVERE BULLYING CONSEQUENCE

---

---

#### 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

---

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.**

---

## **OBPP: 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.

---

## **EXTRA-CURRICULAR ACADEMIC ELIGIBILITY**

---

---

### ***EXTRA-CURRICULAR ACADEMIC ELIGIBILITY (BPS POLICY #3520)***

---

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:
3. 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.
4. 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.
5. If no report is provided to the Activities Office, the student will remain ineligible.
6. 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).
7. 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.

## MONTANA HIGH SCHOOL ASSOCIATION POLICY

---

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.

---

### **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 Schools eligibility policy will apply to these students. 1997-98 MHSA Handbook, Article 2, Section (17).

---

### **INSURANCE**

---

Browning Middle School carries insurance for all students participating in any BMS activity that is under direct supervision of a full- time school employee or qualified coach. The plan covers only medical expenses that are not covered by other insurance. Therefore, you must file a claim with your family insurer or health provider.

Steps to follow if your child is injured:

- A doctor must treat the student within 30 days of the injury.
- Obtain a claim form from the athletic director.
- Proof of claim must be submitted within 90 days from the date of injury.
- Benefits are payable for one year from the date of accident.
- If covered by Indian Health Service, they have to notify contract health within 24 hours of injury.

## **PARTICIPATION IN/SUPERVISION OF PRACTICES**

---

Due to the need to maintain appropriate supervision of students at practice, only those athletes who are scheduled for practice will be allowed in the gym during practice sessions. All students, including athletes, will exit the middle school through the front doors. Athletes will then walk around the building to enter through the gym doors.

Coaches will let their teams know the specific practice time, and athletes will not be allowed in the gym until their coach arrives. Athletes may either wait outside the gym doors, or in inclement weather, they may wait inside the front entrance of the school.

If an athlete does not have the early practice, her or she will not be allowed in the gym until his/her practice starts. Athletes may make prior arrangements with the other team's coach to wait in the gym for their practice if they live out of town and have no other alternative places to wait. Tutoring is available Monday, Tuesday, and Thursday, and athletes may attend tutoring while they wait for their practice to begin.

## **TRAVEL**

---

Students are expected to remember that when they travel, they represent Browning School District 9, the community of Browning, and the Blackfeet Reservation. They are expected to conduct themselves in an exemplary manner. (Policy #4130)

All students participating in extra-curricular activities are required to ride the school bus to and from the activities/athletic contests. The only exception to the rule will be when written permission is delivered personally to the advisor/coach by a parent/legal guardian, and approved ahead of time by the athletic director or principal. All school rules and regulations apply on school trips.

**PARENTS/GUARDIANS MUST PROVIDE TIMELY TRANSPORTATION TO AND FROM THE ACTIVITY BUS.** School employees are not

allowed to transport students in their private vehicles. Every attempt will be made to keep parents informed of estimated return times. If a trip is scheduled after school hours, parents may contact the transportation department for bus times at 338-2952.



## Bullying Incident Log

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. Location: \_\_\_\_\_

**Students Involved:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Nature of Involvement: \_\_\_\_\_

**Type of Bullying Incident (check all that apply):**

- Cyber-bullying
- Name-calling or mean teasing
- Name-calling or mean comments about race or color
- Name-calling, mean comments, or gestures with a sexual meaning
- Physical bullying
- Rumor-spreading
- Social isolation or exclusion
- Taking/harming another's property
- Threats/intimidation
- Other: \_\_\_\_\_

**Incident Description:**

Incident Reported By: \_\_\_\_\_

Is this an isolated incident or repeated bullying?

If repeated, has the bullying been previously reported? \_\_\_\_\_ If so, to whom? \_\_\_\_\_

**Action Taken:**