

# Career & Technical Education

**Technical Center**  
**1200 College Drive**



**Career Academy**  
**1221 College Drive**



**2022–2023**  
**STUDENT**  
**HANDBOOK**

**[www.bismarckcte.org](http://www.bismarckcte.org)**

**Notice of Non-discrimination:**

The Bismarck Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Stacey Geiger, Human Resource Manager/Title IX Coordinator/Section 504 Coordinator  
806 N Washington Street, Bismarck, ND 58501  
Telephone number is (701) 323-4071

**§504 Child Find Notice:**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Student Section 504 Coordinator Stacey Geiger by phone at 701-323-4070 or by email at [Stacey\\_Geiger@Bismarckschools.org](mailto:Stacey_Geiger@Bismarckschools.org) OR Mike Yantes by phone at 701-323-4102 or by email at [Mike\\_Yantes@Bismarckschools.org](mailto:Mike_Yantes@Bismarckschools.org)

**IDEA Annual Notification of Child Find:**

All children with disabilities residing with the boundaries of Bismarck Public Schools, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated through the child find process. Anyone suspecting a student, between the ages of 3 and 21, may have a disability, should contact the Bismarck Public School Special Education Director Danica Nelson by phone at 701-323-4029 or by email at [Danica\\_Nelson@Bismarckschools.org](mailto:Danica_Nelson@Bismarckschools.org)

# STUDENT HANDBOOK

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Bismarck Public Schools  
Career & Technical Education Center

1221 College Drive  
P. O. Box 5587  
Bismarck, ND 58506-5587

CTE Phone: 701-323-4340  
Fax: 701-323-4345  
dale\_hoerauf@bismarckschools.org  
www.btc.bismarckschools.org/techcenter/

The Bismarck Public School District does not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission or access to or treatment or employment in its programs and activities. Bismarck Public Schools provides equal opportunity to its programs, activities, and employment. If you cannot fully access the information on any web page of this site, please let us know the accessibility issue you are having by contacting Stacey Geiger at (701) 323-4071. We will provide the information to you in an alternative format that could include accessibility via auxiliary services such as interpreters, large print, braille or recorded material. You may also contact the TTY Relay Service at 711 or 1-800-366-6888 two weeks prior to the event.

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# **Career & Technical Education Center**

**Mission:** All students, in cooperation with industry partners, will develop the technical skills, knowledge, and attitudes to become innovative, independent, and productive citizens in our society.

**Vision:** Empower students to explore meaningful learning experiences necessary to become career, college, and community ready.

1221 College Drive  
P O Box 5587  
Bismarck, ND 58506-5587  
(701)-323-4340

## **Business Office**

Office Hours: – Monday through Friday 7:00 am – 4:30 pm

## **Location**

Bismarck Public School's Career Academy is located on the campus of Bismarck State College at 1221 College Drive, and the Technical Center is at 1200 College Drive. The mailing address is: BPS Career & Technical Education

P O Box 5587  
Bismarck, ND 58506-5587.

## **CTE Staff**

Director CTE – Dale Hoerauf  
Assistant Principal – Brian Beehler  
Head Secretary (CA) – Connie Grause  
Secretary BPS (Tech Center) – Jacinta Baker  
Career Advisor – Shannon Balerud  
Career Advisor – Laura Henkelman  
Career Advisor – Kasey Janz  
Head Custodian – Todd Gross  
Custodian – Melinda Fettig  
Custodian – Steve Genter  
Custodian – Nick Hinsz

# **Career & Technical Education Center Daily Schedule**

<b>Block A (Periods EB, 1)</b>	<b>7:25am – 8:55am</b>
<b>Block B (Periods 2, 3)</b>	<b>9:25am – 10:55am</b>
<b>Flex Block B (Periods 2, 3, &amp; 4)</b>	<b>Mon 9:25 – 11:00 Tues. 9:25 – 11:00 Wed. 9:45 – 11:40 Thurs. No classes Friday 9:45 – 11:40</b>
<b>Block C (Periods 5, 6)</b>	<b>11:55am – 1:25pm</b>
<b>Block D (Periods 7, 8)</b>	<b>1:55pm – 3:25pm</b>

# Career Academy/Tech Center Bus Schedule

2022 – 2023

BHS/CHS

LEGACY

Block A	Leave School – 7:10 Arrive CA/TC – 7:20	Leave School – 7:10 Arrive CA/TC – 7:22	
	Leave CA/TC – 9:00 Arrive School – 9:10	Leave CA/TC – 9:00 Arrive LHS – 9:12	
Block B	Leave School – 9:15 Arrive CA/TC – 9:25 (9:25 is the start time)	Leave School – 9:15 Arrive CA/TC – 9:27 (9:25 is the start time)	
	Leave CA/TC – 11:00 Arrive School – 11:10	Leave CA/TC – 11:00 Arrive School – 11:12	
B – Flex		W - Flex	Leave LHS - 9:34 Arrive CA/TC - 9:36 Leave CA/TC - 11:45 Arrive LHS - 11:57
		Th - Flex	No Class
		F - Flex	Leave LHS - 9:34 Arrive CA/TC - 9:36 Leave CA/TC - 11:45 Arrive LHS - 11:57
Block C	Leave School – 11:40 Arrive CA/TC – 11:50	Leave School – 11:40 Arrive CA/TC – 11:52	
	Leave CA/TC – 1:30 Arrive School – 1:40	Leave CA/TC – 1:30 Arrive LHS – 1:42	
Block D	Leave School – 1:44 Arrive CA/TC – 1:54	Leave School – 1:44 Arrive CA/TC – 1:56	
	Leave CA/TC – 3:28 Arrive School – 3:38	Leave CA/TC – 3:28 Arrive LHS – 3:40	

# Grade Scale

A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73

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## Organizations/Activities

Students are encouraged to join one or more of the organizations available at the Career & Technical Education Center.



- FFA - An organization for students preparing for careers in the industry of agriculture. FFA activities and award programs compliment instruction in agriculture/agribusiness. A major emphasis of the FFA is the development of leadership skills.



- SkillsUSA - An organization which helps students develop skills in communication, organization, teamwork and leadership. SkillsUSA Olympics challenge and encourage students to develop their trade and professional skills.



- TSA members gain career awareness skills in Science, Technology, Engineering and Mathematics (STEM) through related competitions integrated into classroom and chapter activities



- *FIRST* Tech Challenge teams are challenged to design, build, program, and operate robots to compete in a head-to-head challenge in an alliance format. Participants call it “the hardest fun you’ll ever have!”  
Students develop STEM skills and practice engineering principles (like keeping an engineering notebook), while realizing the value of hard work, innovation, and sharing ideas. Participants have access to over 80 million dollars in college scholarships. Each season concludes with a State Competition and a Championship in Detroit, MI.

# Student Responsibilities

1. All students enrolled in this school are expected to attend class regularly, be on time to each class, complete all assignments, and behave appropriately.
2. Students must remember that having rights also entails recognizing and observing the rights of others.
3. Students are expected to familiarize themselves with all rules and regulations indicated throughout this handbook and strive to follow them.
4. Preparation work for each course is expected to be completed before the appropriate class time. Homework is a student's responsibility. Suitable consideration will be given in the event of illness or emergencies.
5. Students should be courteous and respectful of classmates, regular and substitute teachers, auxiliary staff, and all others with whom they associate.
6. School equipment, school buses, furniture, textbooks, and all facilities of the buildings and grounds are to be used in responsible, nondestructive ways.
7. Students are expected to follow instructions for all procedures such as severe weather conditions, fire alarms, bomb threats, crisis plans, school bus travel, and field trips.
8. Students shall not consume, deliver, sell, or have in their possession alcoholic beverages and/or illegal drugs, while in school, on the school grounds, attending school activities, or participating in school events. Violators of this policy will be subject to the requirements of the Student Assistance Policy.

## Test Exemption Policy

**Purpose:** The purpose of the test exemption policy is to encourage integrity amongst academic behaviors. The behaviors include active engagement, perseverance to task, commitment to time and timelines, academic success, and adherence to school behavioral expectations. Each semester, all students are expected to take all of their final exams. The final exam schedule each semester is part of the regular school calendar and should not be viewed as vacation days.

**Criteria:** Through the course of an individual semester, a student may earn an exemption from each final exam based on the following criteria:

1. No missing assignments.
2. No instances of detention or suspension.
3. No more than 2 tardies.
4. No unexcused absences.
5. No more than 2 parent requested personal days.
6. If a student earns an A in a class, they are exempt from final test.
  - Exemption will be revoked if student violates criteria 3 or 4.

Students will not receive test exemption from a class that they are failing unless they are unable to achieve a passing grade with the final exam. This determination is made by consulting the instructor prior to the final test.

An exempt student may elect to take the semester test. In this scenario, results of the exam will be figured into the final grade only if it improves the final grade.

## **TARDINESS**

1. Students are expected to be in their classrooms at the beginning of each class period.
2. If a student is later than 20 minutes for a class period, he/she will be unexcused for the first period of the block class.
3. Three tardies with mean loss of text exemption.
4. Tardy detention may be made up on the day of tardiness at the end of class.

## **TYPES OF ABSENCES**

All absences from school fall into one of two categories: excused or unexcused. An **excused** absence will be given for:

1. Personal illness or injury.
2. Death/funeral of family/friend.
3. Medical and dental appointments\*.
4. Religious observances of all faiths if request is arranged in advance (class release required).
5. Personal or family situations for which the student's presence is deemed essential — i.e. weddings, vacations, etc.

\*Medical/Health Appointments: A high school student may not be excused from school unless he or she presents an appointment card signed by someone from the doctor's office. A maximum of a half-day per doctor/dentist appointment will be excused unless the appointment has been prearranged in the office. Emergency treatment will require a call from the parent and a slip from the doctor confirming the appointment.

## **UNEXCUSED ABSENCES**

An **unexcused** absence is an absence that cannot be classified in any of the above categories. Unexcused absences accrue on a per block basis. They include: truancy, oversleeping, routine errands, absences of a nonessential nature (i.e., car trouble after student's first class, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and undeclared absences such as "personal").

The following are examples of unexcused absences, but additional reasons may be classified as unexcused absences.

1. Failure to be in an assigned class or supervised area without Administration/Teacher permission.
2. Leaving the school building or class without permission
3. Personal business not prearranged
4. Work other than for family emergency
5. Overslept
6. Car problems – exceptions by Director/Principal

Multiple infractions of unexcused absences will result in detention.

## **Anti-Gang Policy**

In an effort to ensure a safe, secure learning environment and to foster an attitude of respect for the rights of others, CA/TC has adopted a zero tolerance policy on gang-related behavior. Our school prohibits gang-related behavior at school, during school related functions on or off campus, and on any other school district property. The following behaviors are expressly prohibited:

1. Wearing, possessing, using distribution, displaying, or selling any clothing, jewelry, emblems, badges, nicknames, symbols, signs, graffiti, or other items that could be evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, posturing, intimidation, etc.), which might indicate membership in or affiliation with a gang.
3. Using any speech or committing any act which might further the interest of any gang or gang activity.

## **Books**

Basic textbooks, non-consumables, and science laboratory materials will be furnished by the district for all course work for grades 9-12. Lost or damaged books (beyond reasonable wear) will be charged to parents at replacement cost.

**Students who are issued textbooks must return them prior to transfer or final examinations. Failure to do so will result in a charge for items issued and not returned. Students and their parents will be assessed charges for damage to all school property, including laboratory breakage.**

## **Bullying**

“Bullying” included in the appendix section of this student handbook.

## **Career Advisors**

The Career Advisors are in the business of “preparing today’s students for tomorrow’s challenges.” Students may access information on scholarships, financial aid colleges, universities, trade and technical schools, ACT and SAT college entrance exam registrations, careers, summer opportunities, part-time employment, job search techniques, resume and cover letter writing, interviewing techniques, etc.

## **Computer/Internet Use and Policies**

Computers are to be used for educational purposes only. Any use of computers or the internet deemed inappropriate by staff or administration is prohibited, and disciplinary action will be taken. “Staff and Student Responsible Use of Technology” included in the appendix section of this student handbook.

## **Discipline**

Teaching and learning occur most efficiently in a climate of order. Courteous, considerate behavior is required of all students on the school grounds at all times, not only for their benefit, but for the benefit of others as well. The administration and teaching staff at the CATC will use the necessary means to insure that an environment conducive to learning and safety is maintained.

Disciplinary action will be taken against those who disrupt this environment or break school rules. Possible action includes restrictions to shop/lab activities, after school detention, in-school suspension, out-of-school suspension, and citation by Bismarck Police Department, alternative school placement or expulsion. Consequences will be determined by CATC administration. Behaviors that would result in school consequences would include but are not limited to the following:

- **Use or possession of tobacco** on school premises, at school-sponsored activities, and on school trips. Tobacco products carried on the student’s person can be confiscated or

discarded and may result in after-school detention, out-of-school suspension or a citation by the Bismarck Police Department. Subsequent tobacco use violations will result in an automatic citation by the Bismarck Police Department.

- **E-cigarettes or Vapers** – the use or possession of E-cigarettes and/or Vapers are prohibited at the CATC campus.
- **Illegal possession or illegal use of drugs, alcohol, or being under the influence of such substances while in school, on school premises, during school-sponsored activities or trips.**

**NOTE: According to ND Century Code (19-03.1-23.3), possession or delivery (by a person at least 18 years old) of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such. School property includes all public and private elementary, middle, and senior high schools as well as CA/TC.**

- **Forged excuse (written, medical or by telephone) or an altered admit slip, cut slip, or medical excuse.** (Note: Forging a Dr.'s signature on a medical excuse is a class C Felony, the student could face prosecution as a result)
- **Fighting on campus**
- **Stealing** – Students who steal the property of the school district or of others within the school jurisdiction.
- **Vandalism** – Students who destroy or deface school property or the property of others within the school jurisdiction.
- **Insubordination and Insolence** – Refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language relative to the situation.
- **Vulgar, obscene, or otherwise uncalled for language or actions.**
- **Parking in a non-student lot**
- **Harassing another student on campus**
- **Weapons** – No one should possess a weapon or “look alike” weapon on campus property.

Students may also be referred to the Bismarck Police Department for a citation for willful disturbance of schools under North Dakota Century Code 15.1-06-16 which states:

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session.
2. Willfully interfere with or interrupt the proper order of management of a public school by an act of violence, boisterous conduct, or threatening language.
3. Rebuke, insult, or threaten a teacher in the presence of a student.

## **Dress Code**

Students are to dress appropriately for school and class. Although no student shall be prevented from attending the CTE Center because of taste in style or fashion of clothing, certain rules do apply.

1. Lab classes may require clothing, safety glasses, and shoe attire that conforms to OSHA safety rules.
2. Underwear may NOT be exposed.
3. No clothing that contains advertising logos related to alcohol, drugs, or tobacco.
4. No clothing containing obscene, discriminatory or profane language or pictures.
5. No clothing associated with gangs.
6. No clothing that distracts from the educational program of the school.

Teachers will use their discretion in determining appropriate attire, however, the Director does have the authority to intervene when student dress code is considered inappropriate.

## **Electronic Devices**

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, PDA's, pagers, cell phones, music playing devices, cameras, wireless devices, and laptop computers. Use of these devices must not violate any district policy, or cause classroom disruption, creation, or possession of inappropriate materials. Use of electronic devices in the classroom is at the discretion of the teacher. Parents or students who bring personal electronic devices to school or to a school activity do so at their own risk. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, if devices are misused in the classroom, they may be confiscated.

## **Emergency Drills**

In the event of emergencies or natural disasters (fire, tornado, bomb, etc.), the public address system will be used to notify teachers and students of the emergency plan to be implemented.

## **Field Trips or Other School-Sponsored Activities**

Prior to participating in school field trips, students must return a signed field trip parental consent form to the supervising teacher. All school rules and regulations fully apply to students while participating in field trips.

## **Freedom of Speech**

Students have a 1<sup>st</sup> amendment right to freedom of expression. The 7<sup>th</sup> Circuit Court of Appeals has shown that speech/expression may be limited within the school setting for the following 3 reasons: (1) it may cause a material or substantial disruption; (2) is pervasively vulgar; (3) or it is harmful to self or others.

## **Harassment**

Discriminatory harassment of students in the Bismarck School District is prohibited. It is the Bismarck School District's policy to provide students a learning environment free from any form of discriminatory harassment in accord with regulations of Title VI, Title IX, The Americans with Disabilities Act, or Section 504.

Prohibited discriminatory harassment includes threats of violence intended to intimidate an individual or a small number of individuals on the basis of their race color, or national or ethnic origin.

## **Hazing Policy**

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on (and off) school property and at school-sponsored events.

The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

### **GENERAL STATEMENT OF POLICY**

1. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone, ignore, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours, whether school is in session or not.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **DEFINITIONS**

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events.

### **REPORTING PROCEDURE**

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school district official. Generally the building principal is the person responsible for receiving reports of hazing at the building level. School employees are considered mandatory reporters.
2. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.
3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### **SCHOOL DISTRICT ACTION**

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. All efforts will be taken to assure the confidentiality of the victim(s). Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

### **REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report, testifies, assists, or participates in an investigation, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, intimidation, reprisal or harassment.

### **Incompletes**

Students with an "incomplete" at the end of any semester will have 2 weeks to complete. After that, the grade will be entered as an "F", and no credit will be given.

### **Illness and Injuries**

1. Students who become ill at school should report to the **main office**.
2. Report all injuries that occur in school to the teacher in charge.
3. **Parents and/or Guardians are financially responsible for student health care, including injuries at school.**

## **Leaving Campus**

Parents need to call the CA office for students to be permitted to leave class early. Parent notes are acceptable. Any student leaving campus without a parent call or note will be issued an unexcused absence.

## **Lost & Found**

Articles found in or near the school should be taken to the Office

## **Make-up Work guidelines**

Any absence will require the student to make up work missed. The student is responsible for seeing the teachers to initiate make-up work.

## **Medication Administration**

Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit written authorization. As part of the written authorization, parents decide whether they want their children to self-administer, or have trained staff administer the medication. Medication authorization forms are available on the district's web site at: <http://www.bismarckschools.org/district/parents/medication-administration/>, or at our school office.

## **National Technical Honor Society**

The Career & Technical Education Center is a member of the National Technical Honor Society with yearly induction of new members. Membership is determined by teacher recommendations and guidelines set down by the institution.

## **Pep Assemblies (@ BHS/CHS/LHS)**

Students who wish to go to pep assemblies are required to check in before and/or after the pep assembly at their home school. Failure to check in and/or out will result in an unexcused absence at the CA/TC. Students are responsible for arranging their own transportation to the CA/TC following assemblies. There is no bus service available to accommodate times of pep rally. Buses will only run at normal times.

## **Postings/Hall Signs**

Any signs or posting in the school building must be approved by the Main Office, and placed in a location(s) designated by the office.

## **Property**

Desks, lockers, books, and equipment loaned to students remain school property while in possession or control of the student. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property.

## **Safety**

Students are required to abide by all safety rules according to program policies. Students who refuse to follow safety requirements, including safety glasses, shoes, etc., will be asked to leave the area and report to the office.

## **Search and Seizure Policy**

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Not only are above items subject to search, but also personal property including handbags, wallets, backpacks, and automobiles may be searched. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and/or "probable cause" will be factors in any search and/or seizure.

## **Student Fees**

See the curriculum guide for fees which pertain to individual courses.

## **Surveillance Cameras**

The Career Academy and Technical Center have surveillance video cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities.

## **Suspensions and Expulsion Policy**

The BPS School board hereby delegates to the Superintendent, Assistant Superintendents, and each principal the authority to deal with disciplinary problems, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Violations of policy ACE (Violent & Threatening Behavior), including causing or attempting to cause physical injury to another person except in self-defense and threats of violence, bomb threats, or threats of injury to individuals or property;
4. Violation of policy FFAC (Weapons on School Property);
5. Violations of ABAB and FFA (Tobacco and Student Alcohol and Other Drug Use/Abuse) including, but not limited to, possessing, using transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other student including, but not limited to, violations of policy AAC and ACEA (Nondiscrimination and Anti-Harassment policy and Bullying);
8. Truancy as defined in regulation FFB-AR (Attendance and Absence Regulations);
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;

10. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parent(s) of the student are to be notified promptly by the school principal that suspension has been issued.

The authority to determine whether or not a student shall be suspended rests with the assistant principals, principals, assistant superintendents, or the superintendent and can be exercised AFTER the student is given:

1. Oral or written notice of the charges against him/her;
2. An explanation of the evidence against him/her;
3. An opportunity to present his/her side of the story;

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

## **Transportation**

A school bus is provided for students attending the Career Academy or Technical Center from BHS, CHS, and LHS. Students are encouraged to ride the bus because of the limited parking available at the CA/TC. Students who drive are required to park in the designated student parking lots provided. Students are expected to park in an orderly fashion. Students who fail to follow reasonable parking rules and parking etiquette will be subject to disciplinary action. NO parking is allowed in the Visitors Parking area or directly behind the Technical Center without instructors' permission.

*The School District accepts no responsibility for articles lost or stolen from cars or for vandalism to cars parked in student parking lots.*

## **Weapons**

No one shall possess a weapon or "look-alike" weapon on school property, (before, during or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object by the manner in which it is used or intended to be used, or by its appearance as a weapon, is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (including firecrackers) be brought to school, on school buses, or to school-sponsored activities. Making a "bomb threat" or setting off an explosive device will result in immediate police referral and severe school consequences.

# APPENDIXES

## Bullying

### Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.
  - 1. "Bullying" means:
    - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
      - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      - ii. Places the student in actual and reasonable fear of harm;
      - iii. Places the student in actual and reasonable fear of damage to property of the student; or
      - iv. Substantially disrupts the orderly operation of the public school; or
    - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
      - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      - ii. Places the student in actual and reasonable fear of harm;
      - iii. Places the student in actual and reasonable fear of damage to property of the student; or
      - iv. Substantially disrupts the orderly operation of the public school.
    - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
      - i. Places the student in actual and reasonable fear of:
        - a) Harm; or
        - b) Damage to property of the student; and
      - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
  - 2. *Conduct* includes the use of technology or other electronic media.

The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
  1. Is not part of the district's curricular or extracurricular program; and
  2. Is established by a sponsor to serve in the absence of a district program; and
  3. Receives district support in multiple ways (i.e., not school facility use alone); and
  4. Sponsors of the activity have agreed to comply with this policy; and
  5. The District has officially recognized through board action as a school-sanctioned activity.
- 6. Examples would include, but are not limited to, BLAST Programs, Youthworks.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Bismarck Public Schools, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:

- a. A victim of bullying;
- b. An individual who witnesses an alleged act of bullying;
- c. An individual who reports an alleged act of bullying; or
- d. An individual who provides information/participates in an investigation about an alleged act of bullying.

3. Knowingly file a false bullying report with the District.

Off-campus bullying that is received on school property is also prohibited.

#### **Reporting Procedures for Alleged Policy Violations**

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents/guardians) shall report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

**Reporting to Law Enforcement and Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

**Documentation and Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive a report of an alleged violation of this policy.

All reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

**Investigation Procedures**

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/ discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the parents/guardians of both the victim and alleged bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within a reasonable timeframe. When the investigation extends beyond 30 days, the administrator must document good cause for extending this deadline. Such documentation should be sent to the parents/guardians of both the victim and alleged perpetrator during the investigation.

#### **Disciplinary and Corrective Measures**

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

**9. Referral to Law Enforcement**

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

**Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, every reasonable effort shall be made to notify the victim's parents/guardians and the District shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional education for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of schedules and other appropriate measures to minimize the perpetrator's contact with the victim.
6. Modification to schedules, alternative placement, and appropriate measures will first be applied to the perpetrator.

**Prevention Programs and Professional Development Activities**

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

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End of Bismarck Public School District Administrative Policy ACEA

Amended: 7/1/2015

Revised: 11/13/2019

### **Student Responsible Use**

The expectation for student use of District owned electronic devices used anywhere and personal owned electronic devices used on District property are in Policy ACDA, Responsible Use. In addition to Policy ACDA, Responsible Use, the following apply:

#### **General Prohibitions**

Use of an electronic device in an area where others have a reasonable expectation of privacy such as a lavatory or locker room is strictly prohibited.

Inappropriate use of any electronic devices by students is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in Policy ACDA, disciplinary action, and referral to law enforcement officials, as appropriate in accordance with law. Inappropriate use shall be determined by school administration and includes, but is not limited to, violations of the prohibitions established by this policy and by the Responsible Use Policy ACDA.

The District should contact law enforcement and/or legal counsel prior to searching a student's personal electronic device, as practicable.

#### **Emergency Use**

Students are encouraged to use any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

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#### Complementary Documents

- ACDA, Responsible Use
- FFK, Suspension and Expulsion
- FFK-BR, Suspension and Expulsion
- FGCB, Searches of Students and Students' Personal Property

## **Nondiscrimination and Anti-Harassment**

### **General Prohibitions**

The Bismarck Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with administrative policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### **Definitions**

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and rules AAC-AR1 or AAC-AR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.

- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
  - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
  - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
  - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;

- d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
- e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
- f. Graffiti of a sexual nature;
- g. Sexual gestures;
- h. Touching oneself sexually or talking about one's sexual activity in front of others;
- i. Spreading rumors about or rating other's sexual activity or performance;
- j. Remarks about an individual's sexual orientation; and
- k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.

- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in administrative rules AAC-AR1 or AAC-AR2.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in administrative rules coded AAC-AR1. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and administrative rule AAC-AR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a

nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

**Complaint Recipients**

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

**Policy Training and Dissemination**

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

**Grievance Coordinators**

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the Human Resources Manager as the Title IX Coordinator. They may be contacted at 701-323-4070 or 806 North Washington Street, Bismarck, ND. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or

complaint raising Section 504>Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Human Resources Manager as the 504>Title II Coordinator. They may be contacted at 701-323-4070 or 806 North Washington Street, Bismarck, ND.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Human Resources Manager, as the Nondiscrimination Coordinator. They may be contacted at 701-323-4070 or 806 North Washington Street, Bismarck, ND.

### **Training**

The Title IX, 504>Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-AR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in administrative rule AAC-AR2.

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### **Complementary Documents**

- AAC-AR1, Discrimination and Harassment Grievance Procedure
- AAC-AR2, Title IX Sexual Harassment Grievance Procedure
- ABBB, Non-Curricular Use of District Property
- DE, Staff Ethics and Conduct
- FGDB, Student Handbooks

End of Bismarck Public School District Policy AAC

Adopted: 7/1/2015

Revised: 1/7/2020,  
8/10/2020

## **Responsible Use**

### **Scope**

This policy refers to responsible use of technology and communication tools in Bismarck Public Schools.

Staff and Student (“users”) use of technology and communication tools include:

- District owned/provided equipment and services
- Personally owned devices using District accounts, used on District owned/rented/contracted property (including busses) and at District affiliated events
- Any device on any network when the use is classified as Bullying (ACEA) or Hazing (ACEB)

Examples of tools include, but are not limited to:

- Computers, tablets, and related peripherals
- Internet accessibility from local, wide, virtual, and cellular networks, including wireless
- Local and internet hosted file and application services
- Cell phones, telephones, and multifunctional printers
- Video, audio, and recording technologies

### **Monitoring Use**

The use of electronic resources, technologies, and the internet, whether District owned or personal, on District owned/rented/contracted property is a privilege not a right. All use must be in support of education and consistent with the educational goals, objectives, and priorities of Bismarck Public Schools (BPS). All tools and use shall be subject to the same scrutiny as school lockers for students. Staff and students shall have no reasonable expectation of privacy when use falls under that defined in “Scope.” All use, as defined under “Scope” may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers and administrators will exercise supervision of student use and educate students on responsible use. It is expected students also self-monitor and comply with this policy, rules, procedures, and guidelines.

### **Requirements for Staff**

- *Purpose:*  
Bismarck Public Schools employees are provided or allowed use of technologies as defined under “Scope” for educational purposes only. All employees are expected to communicate and use devices in a professional manner.
- *Use of Electronic Communication Devices:*  
The District monitors internet and all device use defined under “Scope” to prevent or detect abuse and avoid legal exposure.

All employees are authorized to use the internet on the District's network and technology devices for a purpose related to their employment or positions. Limited non-work related use is acceptable provided it:

- Does not interfere with the performance of the employee's duties;
- Does not incur any additional cost to the District beyond standard internet operational costs;
- Does not create the appearance of impropriety;
- Is not for a political or personal commercial purpose;
- Is reasonable in time, duration, and frequency;
- Makes only minimal use of hardware and software resources;
- Is used in accordance with the standards of conduct delineated below.

• *Standards of Conduct:*

An employee is solely responsible and shall be personally liable, legally, financially, or otherwise, for his or her own misuse of the District's systems/networks, District technology, and/or District internet. Disciplinary action associated with improper use, negligence, or loss of equipment may include being billed for repair or replacement costs, reducing or revoking technology use privileges, or termination.

- Administration may deem misuse to have occurred when an employee violates any of the following standards of conduct. Violations occur when employees do any of the following using District tools or personal tools on District owned/rented/contractor property as defined under "Scope":
  - Employee use must be professional and ethical;
  - Employee use must not include gambling or betting;
  - Employee use must not be construed as harassing, bullying, insulting, threatening, alarming, or attacking to/of others;
  - Employee use must not be to access, display, archive, store, distribute, edit or record sexually explicit material;
  - Employee use must not be to create, download, or distribute immoral, obscene, threatening, defrauding or violent text or images or transmit inappropriate or unlawful materials;
  - Employee use must not be to create, distribute, copy or knowingly use unauthorized copies of copyrighted material, software, music, images, photos, or video; store such copies on District technology/computers, or transmit them over the District or state networks;
  - Employee use must not be for illegal activity;
  - Employees must not knowingly distribute viruses, bypass any detection system in place, or otherwise damage District-owned technological equipment;
  - Employees must not use another's account information, share account information, represent oneself as another, or trespass into another's folders, work, or files;

- Employee must not deliberately or negligently cause damage or loss to any District-owned device;
- Employees must protect themselves, others, and the District by learning and practicing safety with regard to phishing/spam, and data sharing.
- Employees should be aware that technology use as defined under “Scope” is, with limited exceptions (e.g. information pertaining to student’s educational record), public information and is likely subject to disclosure per North Dakota’s Open Records Law;
- Employees must comply with the District’s policy on confidentiality (DEBA) when using technology as defined under “Scope.”

Other employee use deemed by administration to be disruptive, inappropriate, or not in the best interest of the District, its employees, and students will be subject to disciplinary consequences.

### Requirements for Students

- *Education:*  
The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.
- *Prohibitions:*  
Administration or designee may take disciplinary measures when any of the following actions occur while students are using technology tools as defined under “Scope.” Disciplinary action associated with improper use, negligence, or loss of equipment may include being billed for repair or replacement costs or reducing or revoking technology use privileges.
  - Using obscene language;
  - Accessing, creating, requesting, or distributing pornographic files or sites and/or other inappropriate material;
  - Harassing, bullying, insulting, threatening, alarming, or attacking others;
  - Damaging computers, computer systems, or computer networks;
  - Violating copyright, trademark, trade secret, or other intellectual property laws;
  - Using or participating in personal and/or non-curricular uses when that use is in violation of stated or written rules or regulations;
  - Using another’s account information, sharing your account information, representing oneself as another, or trespassing into another’s folder, work, or files;
  - Intentionally abusing network resources;
  - Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;

- Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent;
- Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

### **Off-Campus Technology Usage**

BPS reserves the right to extend their authority to off campus staff and student speech that could reasonably come onto the campus and create disruption of the school functioning and/or substantially interfere with the rights of others. Any student conduct on or off campus that could be classified as Bullying (ACEA) or Hazing (ACEB), is subject to the disciplinary actions defined in those administrative policies. This includes, but is not limited to, staff/student created websites, social network postings, blogs, electronic messaging.

### **Violations**

BPS reserves the right to actively monitor staff or student use of technology as defined under "Scope" to ensure compliance with this policy and shall investigate any suspected or alleged violation. Violation of this policy will result in disciplinary consequences as determined by the designated administrator, supervisor, and/or teacher. Disciplinary actions may include, but are not limited to:

- Loss or limits to technology access as defined under "Scope";
- Removal of students from classes with loss of credit;
- Termination of employment;
- Expulsion;
- Billing for costs associated with repair or replacement of equipment associated with improper use;
- Additional disciplinary action may be determined at the site or District level in line with existing discipline procedures;
- When applicable, law enforcement agencies may be involved.

### **Internet Filtering and Online Safety**

Bismarck Public Schools participates in internet filtering services to help restrict access to internet content that is obscene, pornographic, or harmful as defined by the Children's Internet Protection Act (CIPA). Although a filtering system is in place to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Users accessing the internet through personal cellular connections or other non-District networks and who are on/using District owned/rented/contracted property (including busses) and/or at District affiliated events must adhere to the same filtering restrictions by avoiding internet sites that would be prohibited under CIPA, including those with visual depictions that are obscene, show child pornography, or are harmful to minors. Staff are responsible for supervising students using internet resources. Concerns/problems with the District filtering system should be reported immediately to the District Technology Department. Student online activity may be recorded or monitored.

Bismarck Public Schools instructs students about appropriate online behavior, including interacting with other individuals on social networking websites, awareness of and response to cyberbullying, and the construction and use of strong/secure passwords. This instruction is conducted yearly through District library media specialists, counselors, teachers, and online materials.

**Legal Disclaimer**

BPS will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. BPS specifically denies any responsibility for the accuracy or quality of information obtained through internet services.

Since all transactions conducted through District technology resources could be perceived as authorized District activities, users of District technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of District technology resources may result in legal action against the offender by the District, injured third parties and/or governmental authorities. If such an event should occur, the District will fully comply with proper requests for information related to the legal proceeding, subject only to prohibitions of law. The Bismarck Public Schools will not be held liable for the actions of users, which violate the conditions of this policy.

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**Complementary Documents**

- FFK, Suspension and Expulsion
- FFK-AR, Suspension and Expulsion

End of Bismarck Public School District Policy ACDA

Adopted: 7/1/2015

Revised: 4/7/2020,

4/4/2022

### **Searches of Students and Students' Personal Property**

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal, Assistant Superintendent, Superintendent, or designee must authorize all searches.

When the principal, Assistant Superintendent, Superintendent, or designee has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal, Assistant Superintendent, Superintendent, or designee shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

#### **Search Procedure**

For the purposes of this policy, personal property includes, but is not limited to: a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

#### **Searches of Vehicles**

The principal or designee, with a witness present, shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

#### **Involvement of Law Enforcement**

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of students/students' personal property may be turned over to proper authorities. Personal property may be collected by parents. If not collected within a reasonable time, it may be disposed of.

**Reporting Requirements**

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted.

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Complementary Documents

- FGA, Student Records
- FGCB-E, Search and Seizure of Students Form

End of Bismarck Public School District Policy FGCB

Adopted: 7/1/2015

### **Suspension and Expulsion**

A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy, may extend to the termination of the current school year.

The school board has delegated the process of conducting expulsion hearings to the superintendent of schools. The superintendent of schools will notify the board president of all instances in which the superintendent of schools is considering expulsion. The board president may decide to have an expulsion hearing conducted by the school board rather than the Hearing Panel after consulting with the superintendent. When the hearing officer is someone other than the Bismarck School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Students with disabilities will be suspended or expelled in accordance with state and federal laws.

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#### **Complementary Documents**

- FGDB, Student Handbooks
- FFK-AR, Suspension and Expulsion
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension and Expulsion of Special Education Students

## **Suspension and Expulsion**

### **Suspension**

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parent(s) of the student are to be notified promptly by the school principal that suspension has been issued.

Initially the authority to determine whether a student shall be suspended rests with the assistant principals, principals, assistant superintendents, Superintendent, Dean of Students, or Activities Director and can be exercised AFTER the student is given:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

### **Expulsion**

Expulsion shall not be for more than the maximum duration permitted by law and the District shall follow the procedure for conducting an expulsion hearing contained in state law. If the student involved has a disability, see the exhibit on suspension and expulsion of students with disabilities.

The responsibility of the school may not end with expulsion. Services may continue and involve other agencies as necessary and following FERPA.

### **Expulsion Pre-Hearing Notice to Student**

The student and the student's parent shall be provided with the following notices, prior to the expulsion hearing outlined below:

1. **Notice of Charges:** The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. **Notice of Hearing:** The date of a hearing, which shall be within a reasonable time not to exceed ten school days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent.

3. **Presenting Evidence:** A student may present witnesses or documentary evidence to rebut the charges against the student.
4. **Notice of Right to Adult Representation:** The right to be represented and/or assisted at the hearing by a lawyer or other adult at the student's expense shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent's absence.

### Conducting Hearings for Expulsion

1. **Nature of the Hearing:** The hearing is not a court proceeding and should not be referred to or conducted as such. There are no specific rules of evidence or procedure that must be followed. The intent of the hearing is to determine whether the evidence support the reasons offered for the proposed expulsion. The evidence offered at the hearing should be directed toward attaining the truth and shall include an opportunity for the presentation of evidence as to the existence of mitigating circumstances.
2. **The Hearing Panel:** The student is entitled to an impartial hearer of facts. In the event the Hearing Panel is the Superintendent/Assistant Superintendent, a three- member panel shall be established using the following procedure: The superintendent or assistant superintendent will act as chairperson and will select two building principals who are not directly involved in the incident leading to the hearing.

In the event the Hearing Panel is the Board, Board members will declare any conflict or potential conflict or relationship which may make him/her partial or appear to make him/her partial to an outcome.

3. **Representation of the Student:** There is no requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that s/he be represented by an attorney at the student's expense, the request must be granted. The school may choose to involve the parents in the disciplinary proceedings from the outset.
4. **A Recording of the Hearing:** A record of the hearing should be made to substantiate that the required elements of procedural due process were afforded the student. This can be accomplished by several methods. The preferred method of recording is tape recording or court reporter transcription of the entire proceeding. All evidence that is introduced in the form of written documents should be marked to identify the origin and order of introduction (e.g., School Exhibit 1, 2, 3, and Student Exhibit 1, 2, 3). All records of a hearing should be kept at least six years after the expelled student reaches the age of 18 years.
5. **Open or Closed Hearing:** Since an expulsion hearing before a designated hearing officer or the school board is subject to the Family Rights and Privacy Act (FERPA) the hearing

shall be closed unless the parent/eligible student waives their rights under FERPA in writing.

6. **Witnesses in the Room:** At the request of the school representative or the student or his/her parents, witnesses may be excluded from the room except when offering testimony. The hearing officer should make this option known at the beginning of the hearing, before any evidence is presented.
7. **Cross-Examination:** The hearing officer should permit cross-examination if any circumstances indicate that it is necessary in order to reach the truth or to otherwise conduct a hearing, which is fundamentally fair.
8. **Evidence:** If, at the conclusion of the hearing, the evidence offered at the hearing supports the reasons given for the proposed expulsion, the student may be expelled. The action of the student does not have to be proven beyond a reasonable doubt as in a criminal trial, but the evidence must support the action. There must be evidence presented upon which the hearing officer can conclude that the student did do the alleged acts. In determining whether there is evidence to support an expulsion, the hearing officer may take into consideration only that evidence presented at the hearing.
9. **Making the Decision and Giving Notice to the Parties:** After the hearing, the hearing panel decides whether to expel a student. The hearing officer has the responsibility of promptly informing the student, his or her parents, the student's counsel, or his or her representative in writing of the decision. The decision must be specific enough so that a reasonable person can be advised of the finding and basis for the decision to expel. The decision should also contain information on how to appeal to the Bismarck School Board, if the Board did not serve as the hearing panel.
10. **Review by the School Board:** Except when the Board served as the hearing panel, a request for a review of the hearing panel's decision may be made to the Board based upon a review of the record of the expulsion hearing. This decision should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. Since the expulsion will affect or become a part of the student's educational record, the review hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act. Parents may attend the executive session, though additional testimony will not be taken by the Board.

#### **Conduct Subject to Suspension/Expulsion**

For the purpose of this policy, school property is defined as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Violations of policy ACE (Violent and Threatening Behavior), including causing or attempting to cause physical injury to another person except in self-defense and threats of violence, bomb threats, or threats of injury to individuals or property;
4. Violations of policy FFD (Weapons on School Property);
5. Violations of ABBA and FFA (Tobacco and Student Alcohol and Other Drug Use/Abuse) including, but not limited to, possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other student including, but not limited to, violations of policy AAC and ACEA (Nondiscrimination and Anti-Harassment policy and Bullying);
8. Truancy as defined in regulation FFB-AR (Attendance and Absence Regulations);
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student handbooks.

**Suspension or Expulsion of Students with Disabilities**

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education

student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

**Modification of Expulsion Duration**

The Superintendent may modify the duration of an expulsion based on the following criteria. These criteria are not applicable to weapons violations, which are instead governed by policy FFD.

1. The student satisfies the Superintendent of their personal contrition;
2. The student satisfies the Superintendent of their personal resolve not to repeat the acts or other acts that would result in expulsion;
3. The student is not currently incarcerated for the act that led to expulsion;
4. The parent/guardian demonstrates to the Superintendent that all necessary precautions (home instruction and discipline, professional counseling, etc.) have been taken over the appropriate duration to prevent recurrence by the student, and the parent/guardian assures that s/he will continue to provide the supports necessary to prevent recurrence by the student.

## **Weapons on School Property**

### **Definitions**

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

### **Prohibitions**

No student will **knowingly** possess, handle, carry, or transmit any weapon or dangerous objects or look-a-likes, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

### **Disciplinary Consequences**

1. **Weapon Other than a Firearm**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Knowingly bringing a weapon other than a firearm to school will require that **proceedings** for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy. Decisions regarding the duration of the suspension/expulsion shall be based on the following criteria:

- a. Whether the student knowingly violated the policy.
- b. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
- c. The age, grade level, and disciplinary record of the student. As part of this assessment, administration shall also consider the student's ability to anticipate how the safety of others could have been impacted by the presence of the weapon.

2. **Firearm**

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved. If the student is found to have had a firearm on campus, the student shall be expelled for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

- a. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
- b. The age and grade level of the student.
- c. The prior disciplinary history of the student being expelled.

- d. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
- e. The recency and severity of prior acts resulting in suspension or expulsion.
- f. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
- g. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

**Notice to Parents**

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

**Students in Special Education**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

**Nonapplicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

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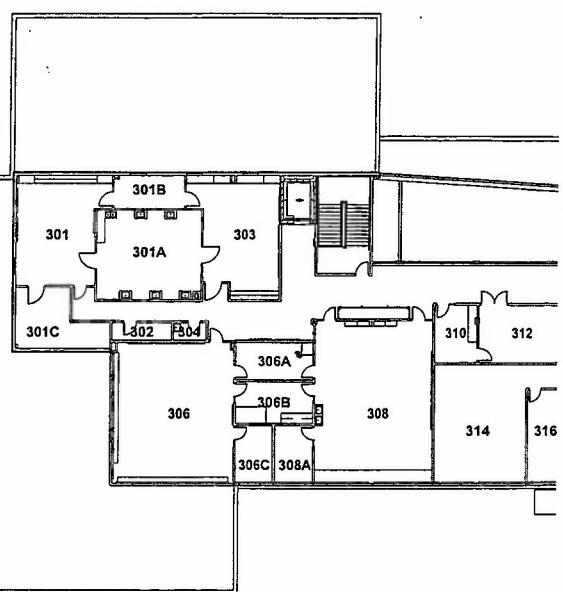
**Complementary Documents**

- FFK, Suspension and Expulsion
- FFK-BR, Suspension and Expulsion Regulations
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension and Expulsion for Special Education Students

## LEGEND

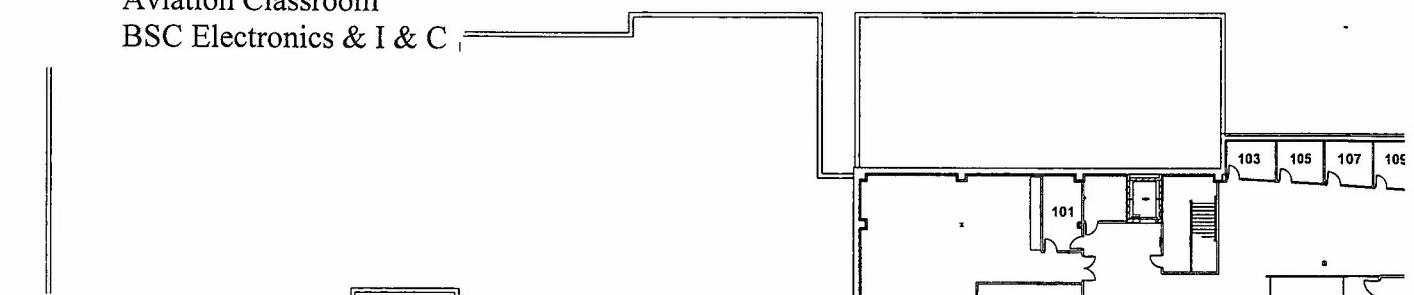
### Upper Level

	CLASS
301-303	Health Careers
305	Health Careers
306	Digital Photography
308	Graphic Design
310-330	BSC Graphic Rooms



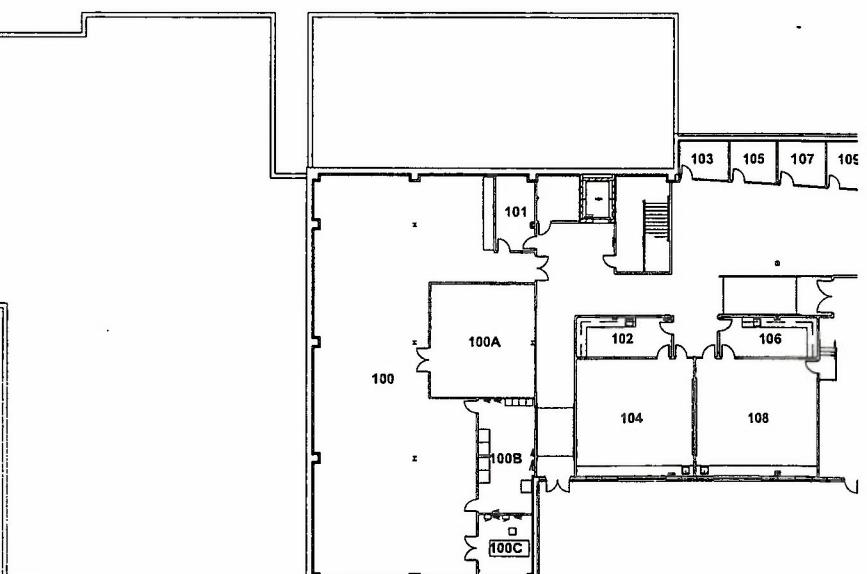
### Main Level

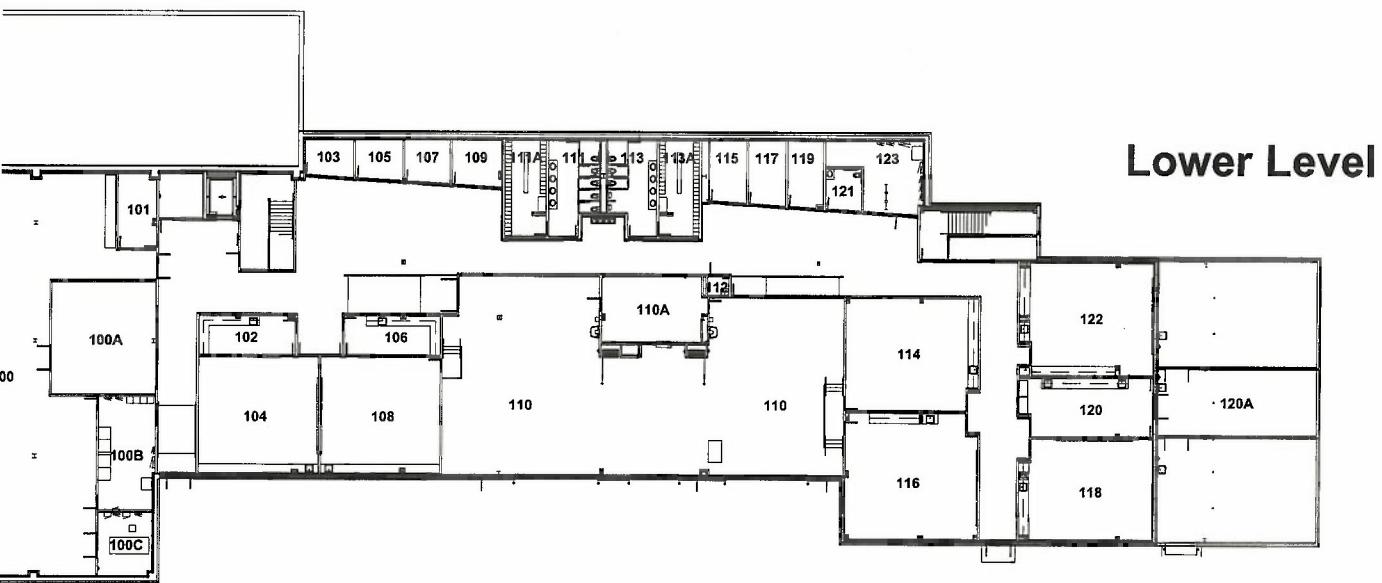
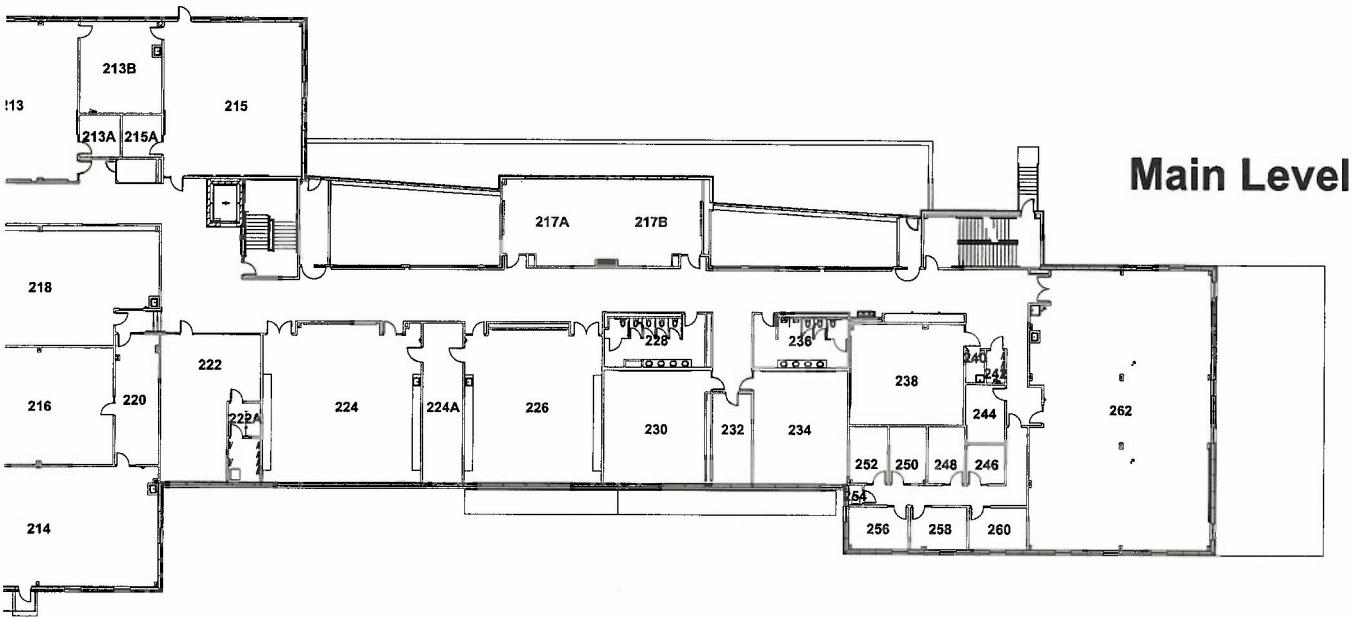
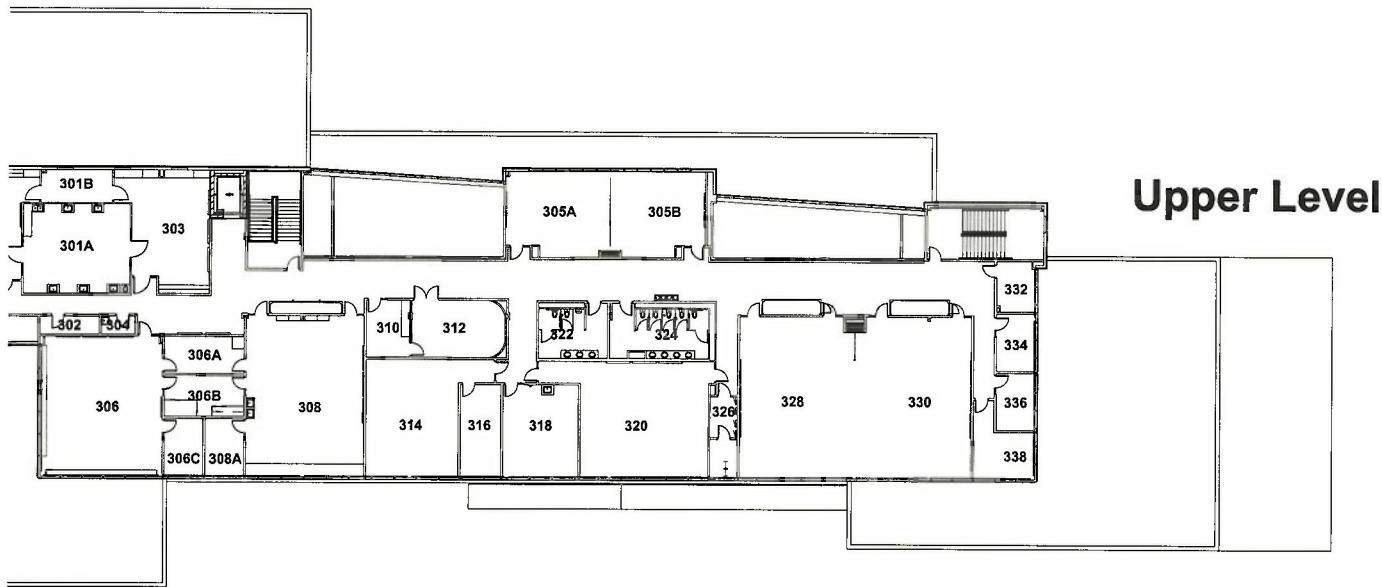
200A & B	Multi-Purpose Room
201	Administration Offices
209 & 211	EmpowerEd Pathway
210 & 212	Engineering Classroom & Shop
213 & 215	Electronics Classrooms
214 & 216	Engineering Classrooms
217 (Collab)	Agriculture Classroom
218	Aviation Classroom
224-262	BSC Electronics & I & C

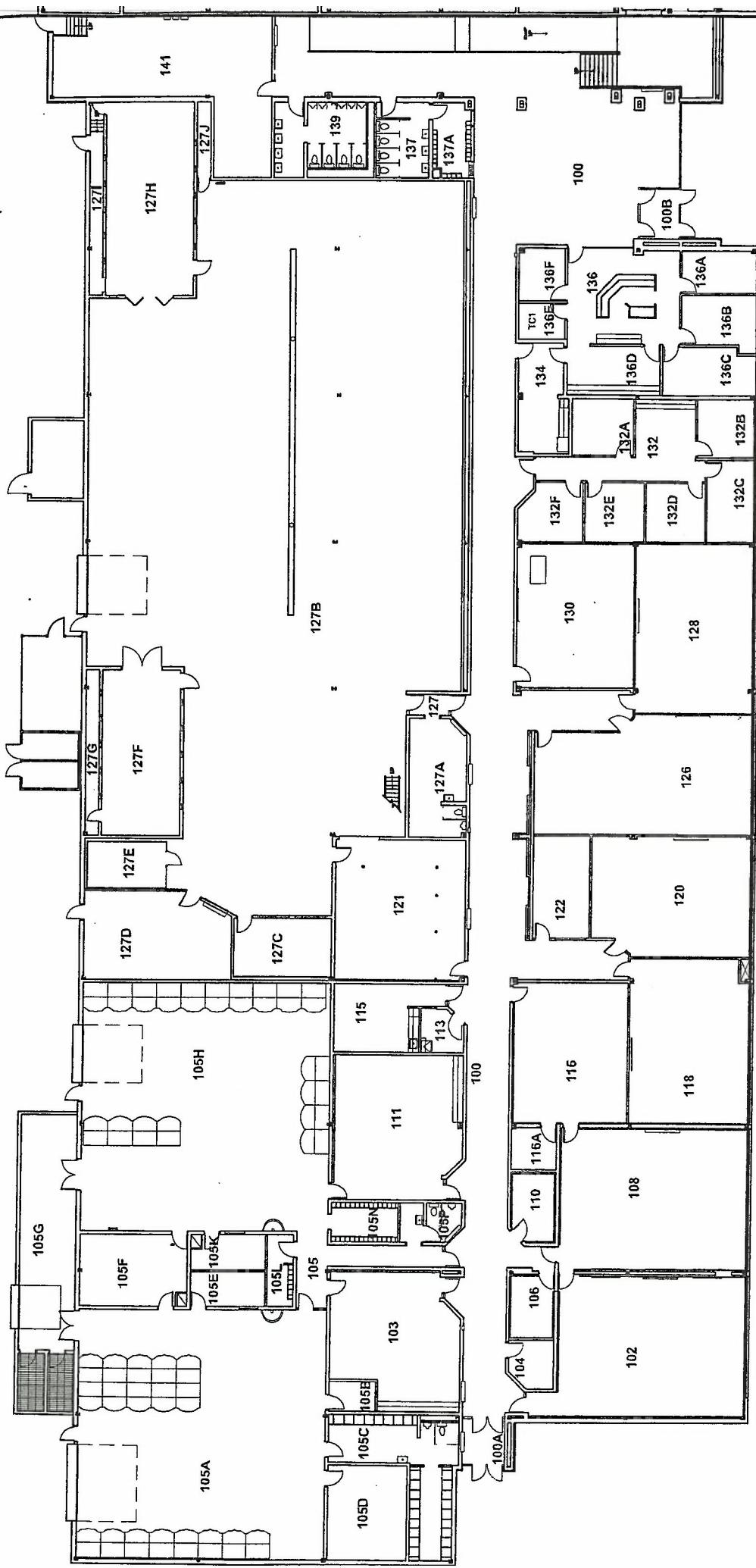


### Lower Level

100-101	Custodial/Maintenance
104 & 108	BSC Agriculture Classrooms
110	Agriculture Shop
114	BSC Agriculture Classroom
116 & 118	Horticulture Classrooms
120-120A	Greenhouse & Prep room
122	BSC Agriculture Classroom







## Tech Center West End

### LEGEND

ROOM	CLASS
103	BSC Welding Classroom
105A	Welding Lab
105H	Welding Lab
111	BPS Welding Classroom
121	Auto Collision Classroom
127B	Auto Collision Shop
136	Main Office
102-130	BSC Business & Office Tech

# Tech Center East End

## LEGEND

ROOM	CLASS
202-220	Adult Learning Center
205	Auto Technology Lab
221	Auto Technology Lab
223	BPS Auto Technology Classroom
231	BPS Auto Technology Classroom
239	Heating & Air
250	Agriculture Classroom
251	Carpentry Department
238-246	IVN rooms
254	Career Advisors

