



Wachter Middle School

Our mission is to educate students in a collaborative caring, and disciplined environment empowering them to be a credit to themselves and society.



SCHOOL HOURS

School starts at 8:10 a.m. and ends at 3:20 p.m. Please note that there is no supervision after 3:50 p.m. Students must leave school grounds by 3:50 p.m. unless supervised by staff member.
The main office is open from 7:45 a.m. - 4:00 p.m.

ATTENDANCE

ABSENCE

If a student is sick, has a medical appointment, or will not be in school for any reason, parents/guardian must call the attendance line at **323-4657** each day they are to be gone. It is the students' responsibility to obtain all homework assignments they have missed and to decide to make-up tests and projects.

If a call is not received your child will be unexcused and the school will call parents at home or at work. Unexcused absences are made up in after school detention.

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

- Personal illness or injury.
- Death in the immediate family.
- Emergency medical or dental care. **Medical verification is required by the doctor within five days of the appointment.** Routine appointments should be made before or after normal school hours.
- Personal or family situations for which the student's presence is deemed essential.

Except in cases of emergency, a cut slip is required in advance.

Students that have chronic absences lateness, and/or early departures, medical verification by a doctor may be required for the absence to be excused.

LEAVING THE SCHOOL DURING THE SCHOOL DAY

Permission to leave school will only be given if a parent/guardian call explaining the situation. **All students leaving the building during the school day must check out at the office and must be picked up by parents/guardian.** Anytime a student enters or leaves the building during school hours they must check in or out at the office.

TARDY

If students are late for school, they will need a pass from the office to enter their first class of the day. Excused tardiness is at the discretion of school administration. Students with excessive morning tardiness will be required to meet with the principal designee to discuss the reasons for tardiness and develop a plan for improvement.

EARLY ARRIVALS

The building is open by 7:00 a.m. and students coming before 8:00 a.m. must stay in the designated area upon arrival until 8:00 a.m. 6th grade students are required to stay in the cafetorium until 8:00 a.m. Staff supervision of students is available at 7:30 a.m.



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GRADING S&#

- \$100 - 94
- A- 93 - 92
- B 91 - 86
- B- 85 - 83
- C 82 - 77
- C- 76 - 74
- D 73 - 68
- D- 67 - 65
- F 64 or below

CAFETERIA

The cafeteria is open to all WMS students. Weekly or monthly meals can be purchased in the main office or can sign up online at <https://www.mypaymentsplus.com>.

- Breakfast is available to students between 7:20 a.m. and 8:05 a.m. Students will have a selection of both hot and cold items along with juice and milk.
- Students are not allowed to leave the school building once they have arrived.
- Noon lunch at WMS operates on the “closed campus” concept. This means that all students will remain in the building during the entire school day. All students have three options at noon: bring sack lunch, eat school lunch, or they may choose not to eat. Fast food delivery will not be permitted during school hours. Students can leave the building for lunch only for a very substantial reason and must be picked up by their parent and returned within the time frame of the lunch period. This should be coordinated with the school office.
- Students must deposit money for lunch into their account. Please deposit all money at the school office in the morning before school begins.
- Choice of Meals: Two hot lunch choices, sub sandwich, soup, or pizza.
Milk Purchase – Extra Milk and Ala Carte may be purchased by students during the lunch period. One milk is included with each full meal.

CHROMEBOOK POLICY

- To provide equitable access to educational resources and provide opportunities to build fluidity with 21st century tools, each 5th-8th grade student will be issued a Chromebook for his/her personal use during the school day.
- The student will use the same device through 8th grade.
- The Chromebook is the property of Bismarck Public Schools.
- Student responsibility for any accidental damage will be determined by the building administrator on a case-by-case basis.
- All repairs of school issued Chromebooks will be done by the school district technology department.
- Students are expected to act in compliance with BPS Policies:
 - ACDA - Responsible use of Technology
 - FFI - Student Responsible Use



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STUDENT RECORDS

Student records are open to the parents. If a parent/guardian would like to examine their child's file, please call, and make an appointment with the school counselor. The pupil records may contain the following information:

- Basic information about the student and his/her family.
- Attendance records.
- Grades or progress reports.
- Health information.
- Records of achievement in the basic skills.
- Results of intelligence, aptitude, and interest tests.
- Special individual test results on students with special needs.

VISITORS AND GUESTS

All visitors must report to the school office to receive a visitor pass.

WACHTER LIBRARY MEDIA CENTER

The Wachter Library Media Center is open from 7:30 am until 3:50 pm on school days.

There is direct access to over 10,000 books, magazines, and newspapers, and over 140 computers. Inter-library loan access of materials from the other libraries in the district is also provided.

Students are responsible for the cost to replace or repair any library materials or equipment they lose or damage.

<http://www.bismarckschools.org/wachter/library/> is the WMS Library web page. There you will find links to catalogs, databases, homework help, school library sites, and other online resources for students and staff.

BEHAVIORAL EXPECTATIONS

Text a Tip-Line: WMSTIPS@bpsapps.org

Wachter Middle School tip line is available to all students, staff, and parents/guardians who are aware of anything that will impact the safety of students and staff during the school day. The confidential tips will be sent to a special team of school administrators and office staff who will monitor and respond to the text-a-tip.

ELECTRONIC DEVICES/CELLPHONES

Students are allowed to bring electronic/cellphones devices onto school property. The device must remain in their locker and out of sight at all times until the end of the instructional day at which time use is permitted. Any student found using any unapproved electronic device or cellphones during school hours will have the device confiscated. If this becomes a repeat behavior, the student will have additional consequences assigned. Wachter Middle School is not responsible for lost or stolen electronic devices/cellphone.

TOBACCO FREE POLICY

Tobacco use is the leading cause of preventable death and disability in North Dakota. For the purposes of this policy, "tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine.

Possession and/or use of tobacco products by students, staff, and visitors on district property, in district vehicles and at school sponsored events (whether on or off district property) is always prohibited. This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.



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WEAPONS IN THE SCHOOLS

The Bismarck School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. Such weapons include but are not limited to any gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife, razor, ice pick, explosive smoke bomb, incendiary device, or any object that can reasonably be considered a weapon or dangerous instrument. Copies of weapons including guns, starter pistols, and other look-alikes are to be considered as weapons for the purpose of this policy.

Also, any object which has a school-related purpose that could be used to inflict harm on another person will be considered a weapon if the object is used in a threatening manner.

Students must know that the consequence for violation of this policy can result in expulsion from school.

SUSPENSION FROM SCHOOL

Occasionally it becomes necessary to suspend a student from school. Students may be suspended for up to ten consecutive days by the principal or assistant principal following a brief hearing in the office. Students are to follow school rules and policies the entire school day, including all school events, home/away. Students on suspension are expected to complete all assigned work. It is the responsibility of the parent to make arrangements to receive assignments for students when placed on suspension. Some of the reasons for suspensions are listed below:

- Willful violation of any school board regulation.
- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers students, staff, or school property.
- Willful violation of North Dakota law on tobacco, drugs, or alcohol. Chewing tobacco and e-cigarettes are included in the policy.
- Conduct which is disruptive, disrespectful, or substantially uncooperative.

***Students who are suspended (ISS or OSS) forfeit the privilege to participate in school events during the time of their suspension. Students who have been suspended for any reason, has had continual discipline infractions, or been involved in any discipline problems while on a field trip/class activity may not be allowed to participate in field trip/class activities.

DISPLAYING INAPPROPRIATE CONTENT

BPS recognizes the value of allowing individual student expression, protecting student health and safety, and maintaining an atmosphere conducive to education. Items approved to be worn or displayed must adhere to health and safety codes and comply with applicable law. When items on display can be reasonably forecast to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment, they **will be prohibited**.

Items (worn or displayed on school grounds or at school sponsored activities) which fall under this prohibition include, but is not limited to, attire/symbols/messages depicting, implying, or reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment.

APPROPRIATE DRESS AND APPEARANCE FOR OUR SCHOOL

Although personal grooming and dress are primarily matters of concern between the students and their parents, it becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Bismarck School Board's Drug Education Policy (IDBB) stresses prevention and a clear



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message of abstinence from any use of illegal drugs and abuse of any legal drugs or alcohol, articles of clothing or accessories that depict or promote the use of tobacco, alcohol or other drugs may not be worn at school functions or on school property. Bismarck School District's policy (JCED) also provides students with a learning environment free from any form of sexual harassment.

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

- Clothing styles that are excessively revealing, show a student's undergarments and/or bare midriff may not be worn in school.
- No, hats, hoods or bandanas can be worn.
- No clothing that contains advertising logos related to alcohol, drugs, tobacco, or sex.
- No clothing/headgear containing obscene, discriminatory, profane language or pictures, or promoting gang affiliation.
- No clothing that distracts from the educational program of the school (such as costumes, tails, leashes, etc.).
- Classes may require clothing, safety glasses, and shoe attire that conforms to OSHA safety rules.

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

BUSES

Buses are furnished for the convenience of students living a minimum of one mile from school. In the interest of safety, BPS has certain rules to be observed by all who ride the buses.

- Students must be on time for the bus both morning and evening.
- Students are under the authority of the bus driver and must promptly obey his/her directions.
- Students must remain seated while the bus is in motion.
- Students must not engage in fighting, wrestling, or boisterous activities on the bus.
- Students must not bring animals, firearms, weapons or other potential hazardous materials, or suggestive material on the bus.
- Students shall not extend their hands, arms, or head through a bus window.
- Students must not use loud or vulgar language.
- Students must help keep the bus clean and not litter.
- Students must not damage the bus.
- Students must be courteous to the driver, fellow pupils, and passers-by.

Loss of the student's bus privileges will result if they fail to follow the rules. Drivers may have additional rules that students are expected to follow. Inappropriate conduct on the bus can result in disciplinary action both at school and on the bus. Bus referrals will be issued by the drivers and the loss of the right to ride the bus may occur at any time depending on the infraction.

STUDENT MEDICATION ADMINISTRATION/HEALTH

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-



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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. District staff shall monitor all situations involving students' medications. If written, parental authorization is not on file at our school, students' medications may be confiscated, and parents notified.

Medication authorization forms are available on the district's web site at www.bismarckschools.org/district/parents/medication-administration, or at our school office. **Every medication authorization form must be resubmitted every year, prior to the student taking the medication at school.** (Parents, please note that documentation for the first two categories below is a result of a new state law. Authorization from your child's health care provider is required for your child to store and self-administer an emergency inhaler or Epi-pen.).

If a student will need an **inhaler** at school for asthma, a parent/guardian will need to complete the following document for school: BPS Student Asthma Action Plan and Authorization for Reliever Medication. If a student will be storing and self-administering his/her inhaler, state law requires that the child's health care provider must also sign this form.

If a student will need to have an **Epi-Pen** at school, the child's health care provider will need to complete and sign the form: Healthcare Provider Anaphylaxis Action Plan. Parent/guardian will need to complete the form: BPS Student Anaphylaxis Action Plan and Authorization for Epi-Pen.

If you would like staff to administer any routine prescription or non-prescription medication to your child, you will need to complete the following document for school: Medication Administration Authorization: Middle/High Schools.

All medications brought onto school grounds must be in their original packaging, with the pharmacy label (prescription) or package instructions (non-prescription) clearly intact and readable. Medications brought to school in baggies, envelopes, or other types of containers will not be accepted.

ALLERGIES

The Bismarck Public School District is aware of increasing concerns for children with life-threatening allergies. The most common allergens are peanuts and tree nuts. There is a policy (EGGB) and a handbook, Managing Severe Allergies in the School Setting available at the school office and on the district website. Accommodations for students with life-threatening allergies are made according to the student's need and developmental level. Please review the handbook for more information. Forms for the student's health care provider and parent/guardian are required and are also available on the school website. Teachers and administrators receive education and training regarding allergies.

COMMUNICABLE DISEASES

When any of the following symptoms of a communicable disease appear, please keep your child at home from school.

Chickenpox is a very contagious childhood illness. Early symptoms of chickenpox are a mild fever, runny nose, and cough. The skin rash begins as red bumps on the chest, back, underarms, neck, and face.

Head lice are tiny insects (1/8-inch length) that live on the human head and feed on human blood.

Pinkeye is the inflammation (redness, swelling) of the thin tissue covering the white part of the eye and the inside of the eyelids.

Impetigo is a skin infection caused by bacteria called streptococcus or staphylococcus.

ILLNESS GUIDELINES TO RETURN TO SCHOOL:

- Be without vomiting or diarrhea for 24 hours.



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- Be without an uncontrolled or persistent cough.
- Have an oral temperature less than 100 degrees without the use of medications.
- Feel well enough to take part in the usual school day.

IMMUNIZATIONS

Special emphasis should be placed on the need for child and adolescent immunizations due to the increasing number of cases of vaccine-preventable diseases such pertussis (whooping cough) and meningitis. Students entering middle or high school are required by state law to receive certain immunizations. The Certificate of Immunization must be completed and signed by the child’s healthcare provider or public health authority and submitted to the school office by the first day of school. State law allows the principal to exclude students who do not have the required immunizations and a current Certificate in their school record. Questions and concerns can be addressed by calling Bismarck Burleigh Public Health (appointments call 355-1540), and your healthcare provider. The schedule of required immunizations is available at <http://www.ndhealth.gov/Immunize/Schools-ChildCare/>.

****Administration reserves the right to amend any of the consequences set forth. Chronic minor infractions will result in a major infraction and an office referral will be made**

CO CURRICULAR ACTIVITIES

ACTIVITIES – GRADES 7 & 8

Basketball	Drill Teams	Swimming	Football	Cross Country	Strolling Strings
Golf	Tennis	Soccer	Jazz/Swing Bands		Choirs
Cheerleaders	Gymnastics	Track	Wrestling	Volleyball	

ACTIVITIES – GRADE 6

Basketball	Cross Country	Volleyball	Soccer	Wrestling	Track
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Wednesday is recognized as religion night in the Bismarck Public Schools. No practices are to be held after 5:30 p.m. Students are always excused from practices for religious classes on any night.

PHYSICAL EXAMS

All 6th, 7th and 8th grade students are required to have their immunizations updated.

Each 7th and 8th grade student participating in a sport is required to have a **physical exam every year** before participating in practices or games.

6th grade students **will not** be required to have a physical exam to participate.



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A physical examination must be completed on or after **April 15th** to be valid for participation the following school year.

BISMARCK PUBLIC SCHOOL ACTIVITIES FEE STRUCTURE (Subject to Change)

Senior High-\$50.00 Per Sports Season Middle School 7th & 8th Grade-\$40.00 Per Sports Season
Middle School 6th Grade-\$20.00 Per Activity

FEE LIMIT (Subject to Change)

Fee Limit Per Athlete (Middle School) \$100.00 Fee Limit Per Family \$200.00

BISMARCK PUBLIC SCHOOL SEASON TICKETS

Adult Season Ticket \$85 Student Season Ticket (K-12) \$30
Single Admission Prices \$4/Student & \$6/Adult.
Community Bowl/Events Center Events* \$5/Student & \$7/Adult

Passes include admittance to the following sporting events: baseball, boys' & girls' basketball*, *football, gymnastics, hockey, *boys' & girls' soccer, boys' & girls' swimming, *boys' & girls' track, volleyball & wrestling. Additional \$1 will be charged at the Community Bowl and Bismarck Events Center for those carrying an adult season ticket or student season ticket.

** None of the season tickets cover invitational tourneys or NDHSAA sponsored events.

CODE OF CONDUCT

Prior to participation in a school district sponsored activity, each participant and their parent/guardian must sign the Code of Conduct form. The document refers to eligibility standards set by the BPS regarding scholastic achievement, school attendance, and the use of drugs, alcohol and/or tobacco. The form **MUST** be signed by both parent/guardian and athletes in order for students to participate in extracurricular programs at Wachter Middle School.

Parents/guardians of 7th & 8th grade students must also view the films entitled "Sports & Activities: Know the Risks" and "Dying to Belong" before signing the Code of Conduct form. Parents/guardians of 6th grade students should view the "Know the Risks" video online: (<http://www.tuhsd.k12.az.us/mdn/athletics/registration/knowtherisks.htm>).

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- **Middle School:** Students in grades 6-8 must have no more than one "failing grade" to maintain eligibility. A 7th or 8th grade student participating on a high school team must be passing all classes to maintain eligibility. For eligibility purposes, reports will be run every two weeks. If the standard has been met at the conclusion of 2 calendar weeks, the student will regain eligibility. The period of ineligibility from the activity may be extended by the coach/advisor/administration. A period of ineligibility may be extended by the coach /advisor or administration due to un-excused absences or inappropriate behavior infractions.
- Ineligible students and their parents/guardian will be notified of their status.
- Eligibility rules will affect all students involved in all co-curricular school activities.
- Any student who uses or has in possession, tobacco, alcohol, or controlled substance is ineligible for six weeks on the first offense and eighteen weeks for any subsequent offenses. (NDHSAA rule) Abuse of other chemicals will result in the same penalty.
- Attendance: Students must attend all classes on the day of the activity prior to the approved departure time for said activity.
- Students may not participate on non-school teams or in non-school tournaments or meets during the school season of that sport. Violation of this regulation results in ineligibility in that sport for the remainder of the season (NDHSAA RULE).



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- Detention: Detention assigned by the administration must be made up prior to the competition/performance. If detention is not made up, the student will not participate. They may and should practice following detention.
- In School Suspension (ISS): Students who have been placed in ISS for any part of the day on the day of a competition/performance may not participate that day. If the competition/performance is out of town, the student may not travel with the team/group. They may and should practice.
- Out of School Suspension (OSS): Students with out of school suspension may not practice or compete/perform on any day they have out of school suspension.
- Out of season Penalty (includes summer): Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Section XII). Period of ineligibility will start at the time the student is notified of the violation by the administration. In addition, there will be a 2-week period of ineligibility from the first authorized date of competition/performance for the activity in which they will be participating. Participants in activities that do not have a contest/performance in the two-week window will be ineligible for their first contest/performance. It should be noted that the 2-week period of ineligibility may run concurrent with the 6 week or 18-week period of ineligibility starting from the first authorized date of competition/performance for the activity they are participating in. To satisfy the 2-week requirement, the student must remain with the program in which the period of ineligibility was served through the completion of the season.

*****Exceptions can be made at the discretion of a building administrator.**

PRESIDENT’S EDUCATION AWARDS PROGRAM -WACHTER MIDDLE SCHOOL

Each year Wachter Middle School proudly recognizes 8th grade students who have academically achieved at a high level during their middle school years. They are honored at a ceremony in May which is attended by parents, relatives, teachers, and the students. At this ceremony they receive presidential certificates and pins for their outstanding accomplishments.

There are two different awards given at this program. The first award is the **President’s Award for Educational Excellence**. The following is the criteria needed to receive this award:

- At least one MAP score of 85%tile or above in 7th grade in either math or ELA **AND**
- At least one MAP score of 85%tile or above in 8th grade in either math or ELA **AND**
- A Standards Based Grade cumulative average (grades 6, 7, and 8) of 2.8 or higher in math **OR**
a Standards Based Grade cumulative average (grades 6, 7, and 8) of 2.8 or higher in ELA.

The second award is the **President’s Award for Outstanding Achievement**. This award is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning. The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the President’s award for Educational Excellence.

PARENT ADVISORY COMMITTEE (PAC)

The Wachter Middle School Parent Advisory Committee functions as an avenue of communication between the school, parents, and community. Meetings are generally held the first Tuesday of each month (when school is in session) at 11:45 a.m. All parents are encouraged to attend. Visit <http://www.wachter.bismarckschools.org/wachter/pac/> for additional information.

I have read and understand the information in the student planner.

Student Signature



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Parent/Guardian Signature

NONDISCRIMINATION POLICY STATEMENT

“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.

For further information, call 701-355-3071.

For the hearing impaired, call the TDD Relay Service, 1-800-366-6888.

BULLYING (Policy ACEA)

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:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities.
- Places the student in actual and reasonable fear of harm.
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school.

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:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities.
- Places the student in actual and reasonable fear of harm.
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school.

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.

- 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:
 - Is not part of the district’s curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of a district program; and
 - Receives district support in multiple ways (i.e., not school facility uses alone); and
 - Sponsors of the activity have agreed to comply with this policy; and



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- The district has officially recognized through board action as a school-sanctioned activity.
- 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:

- Engage in bullying.
- Engage in reprisal or retaliation against:
 - A victim of bullying.
 - An individual who witnesses an alleged act of bullying.
 - An individual who reports an alleged act of bullying; or
 - An individual who provides information/participates in an investigation about an alleged act of bullying.
- 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 VIOLATION

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.

Reporting options for students and community members: Students and community members (including parents/guardians) may report known or suspected violations of this policy using any of the following methods:

- 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.
- 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.
- 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 OTHER FORMS OF REDRESS



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Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. 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:

- Initiate a report of an alleged violation of this policy; or
- 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 the following steps or any other investigatory steps that the administrator deems necessary:

- 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).
- 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.
- Interviews with any identified witnesses.
- A review of any mitigating or extenuating circumstances.
- 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.



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Our mission is to educate students in a collaborative caring, and disciplined environment empowering them to be a credit to themselves and society.

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:

- Require the student to attend detention.
- 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.
- 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.
- Create a behavioral adjustment plan.
- Refer the student to a school counselor.
- Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
- Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
- If applicable, contact the administrator of the website on which the bullying occurred to report it.
- 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:

- Additional education for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 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.
- Assignment of staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- Modification of schedules and other appropriate measures to minimize the perpetrator's contact with the victim.



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- 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. End of Bismarck Public School District Policy ACEA Amended:7/1/2015

Bismarck Public Schools District No. 1

Required

Descriptor Code: FFI

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.

Complementary Documents

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

End of Bismarck Public School District Policy FFI

Adopted: 7/1/2015



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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 Director/Title IX Coordinator/Section 504 Coordinator
128 Soo Line Drive, 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

IDEA Annual Notification of Child Find:

All children with disabilities residing within the boundaries of Bismarck Public Schools, including children with disabilities attending private schools, regarding 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