

# HORIZON MIDDLE SCHOOL

## 2024-2025

### Student Handbook and Planner



[www.bismarckschools.org/HMS](http://www.bismarckschools.org/HMS)

500 Ash Coulee Drive  
Bismarck, ND 58503  
Attendance: 701-323-4557  
Office: 701-323-4550  
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Principal: Dr. Shawn Oban  
Assistant Principal: Doug Vanderpan  
Assistant Principal: Jacob Knodel

Counselor: \_\_\_\_\_

#### **BISMARCK PUBLIC SCHOOLS MISSION STATEMENT**

"Empower every learner to thrive."

#### **VISION STATEMENT**

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

I want to welcome all of you back for another school year! I am thrilled for our year together as we all continue to grow as people and a school. The three years of middle school go by very fast!

I encourage all of you to make good choices and surround yourself with good people. I also encourage all of you to get involved in your school. Whether you are involved in the arts, athletics, or some other type of activity, we want you to get involved in your school.

We have many talented staff members at Horizon who are here to help you. Our staff is not only here to help you with your course work, but also to listen and to be an advocate for you.

Finally, this is our school and I ask your help in keeping it safe and clean. Be kind and considerate to your classmates and teachers as we all do our part to make Horizon the best place in town! Please let an adult know if you see something that does not look right. Our students and staff have so much to be proud of and we want to keep it that way.

Have a great school year and do not hesitate to stop by my office and introduce yourself. I would like to get to know as many of you as possible.

Dr. Shawn Oban  
Principal

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Horizon Middle School reports on important behavioral information using the framework of [Career-Ready Practices](#). This helps us to monitor learner transitions to Middle School environments; measure and support building-wide expectations and identify skills gaps to support important behaviors that impact academic achievement. These scores are visible through the visual progress report on the PowerSchool student & parent portal.

**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 students with disabilities. For information regarding parent/guardian and student rights, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact Stacey Geiger, Section 504 Coordinator, at 701-323-4070 or [Stacey\\_Geiger@bismarckschools.org](mailto:Stacey_Geiger@bismarckschools.org)

**IDEA Annual Notification of Child Find:**

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

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## HORIZON RULES AND POLICIES

**ABSENCES** - If you are sick, have a medical appointment, or will not be in school for any reason, your parent or guardian needs to call the school office at 323-4557 or email [horizon\\_secretary@bismarckschools.org](mailto:horizon_secretary@bismarckschools.org). We have a 24 hour answering system making it possible to leave a message at any time. All students that are not in class when expected will be unexcused.

**AFTER SCHOOL PROCEDURES**- Students who do not participate in afterschool activities are to be off school grounds by 3:50pm as we do not have supervision beyond that time and the main doors will be locked. Students will be required to wait outside of the building for their rides after school, so please be sure to dress appropriately for the weather. In extremely cold or wet conditions, you may be able to wait inside. Bus students go to the cafetorium to wait until their bus number is announced.

If you are involved in afterschool activities, you will need to be picked up at either door 7 (east side) or door 15 (north side of the building) as there will not be access to the main doors after 3:50pm.

**ANNOUNCEMENTS** - School announcements will be read over the intercom at the beginning of Homebase. Students should also check the school monitors for more information about school happenings. If students are needed in the Office, Student Services, or the Library, their name will be added to the monitors.

**BACKPACKS/BOOK BAG/ OTHER BAGS** – As a matter of space and safety, backpacks, book bags, and other bags are to remain in your locker during the school day.

**BAND INSTRUMENTS** – Be sure to list the serial number of your instrument and keep that number at home. The school has no insurance to cover lost or stolen instruments. A rider, for a small fee to the homeowners policy, is encouraged to cover any loss.

**BE PREPARED**- Students are expected to come prepared for class every day. However, things do get left at home or forgotten. If items are dropped off for students, their name will be placed on the school monitors to go to the office. Students will only be called out of class for emergency purposes.

**BREAKFAST** - Breakfast is served beginning at 7:15. Once you are done eating breakfast, you will go to your designated area to wait until release times.

**BULLETIN BOARDS AND POSTERS** – You will need to have administrative approval to post notices, posters, or any kind of publicity on school property. Cork boards are above all the drinking fountains throughout the school to view the information.

### **BULLYING OF STUDENTS - School Board Policy: (JCDAB)**

#### **Definitions**

For the purposes of this policy:

1. Bullying is defined as conduct prescribed in NDCC 15.1-19-17.
  - a. "Bullying" means:
    - 1) 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:
      - a) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      - b) Places the student in actual and reasonable fear of harm;
      - c) Places the student in actual and reasonable fear of damage to property of the student; or
      - d) Substantially disrupts the orderly operation of the public school; or

- 2) 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:
  - a) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - b) Places the student in actual and reasonable fear of harm;
  - c) Places the student in actual and reasonable fear of damage to property of the student; or
  - d) Substantially disrupts the orderly operation of the public school.
  - e) "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.

2. 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.
3. 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.
4. School-sanctioned activity is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
  - f. Examples would include, but are not limited to, BLAST Programs, Youthworks.
5. 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.
6. School staff includes all employees of the Bismarck Public Schools, school volunteers, and sponsors of school-sanctioned activities.
7. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of 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) may 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 & 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 & 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 & 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 & Professional Development Activities** In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

**BUSSING**-If you ride the bus after school, you must report to the cafetorium and wait there until your bus arrives. If you need to be enrolled in bussing, contact the Transportation Department 323-4500 for assistance. You qualify for bussing if you live further than one mile from school.

**CHEATING/PLAGIARISM** - The consequences for cheating/plagiarism will range from re-doing the assignment or being asked to do a similar assignment. In addition it may include receiving a lesser grade. The behavior will be logged in to PowerSchool and the student will be expected to re-do the work/project.

**CHROMEBOOKS** - In order to provide equitable access to educational resources and provide opportunities to build fluidity with 21st Century tools, each 6th-8th grade student will be issued a Chromebook for his/her educational use during the school day.

- The student will use the same device through 8th grade.
- The Chromebook is the property of Bismarck Public Schools.
- Students are responsible for damage that happens with the Chromebook.
- 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 (found on page 3 of Responsible Use of Technology)

**CONFERENCES** – Conferences will be held October 14 & 15 and March 10 & 11.

**DELIVERIES** - Flowers and other non-essential items will have to wait to be picked up until after school. No fast food or restaurant deliveries for students will be accepted.

**DRESS CODE POLICY** - Like the School Board, Horizon Middle School encourages students to use sound judgment in dress and grooming and recognizes that personal attire and grooming are primarily matters of concern between students and their parents / guardians. No student shall be prevented from attending school or school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action. Student attire becomes a concern of the school when grooming and / or attire create or pose to create a substantial disruption, endanger the health and safety of the student, or result in the destruction of school property.

Prohibitions:

The District prohibits the following articles of attire on school property and / or at school sponsored functions. Attire that:

1. Is reasonably likely to substantially disrupt the educational environment, including attire associated with gang affiliation, attire associated with use of tobacco, alcohol, or other drugs, and attire that is discriminatory, obscene, profane, lewd, vulgar, or sexually suggestive;
2. Poses a health or safety risk;
3. Is destructive to school property and / or causes excessive maintenance issues.

**At Horizon Middle School we ask that students dress appropriately.** Clothing styles that are excessively revealing or show a student's undergarments may not be worn in school. Hats of hoodies/sweatshirts will be kept down. Hats and caps are to be left in one's locker. Finally, no clothing that distracts from the educational program of the school will be allowed (such as costumes).

Administration will make reasonable efforts to notify students of these rules. Horizon Middle School building administration has developed procedures for teaching students about this policy and for handling issues that develop when students are in violation of these rules.

**EARBUDS/AIRPODS/HEADPHONES-**These are not to be worn outside of the classroom and are to be kept in your locker when not being used for classroom work. **The school is not responsible if these items are lost or stolen.**

**EARLY ARRIVALS** – If you must get extra help from a teacher in the morning, you have to have a pass from that teacher and show it to the Office staff. The building is open by 7:15 am.

**ELECTRONIC DEVICES/CELL PHONES/SMARTWATCHES** – All electronic devices are to be stored in your locker and turned off during school hours. If Smartwatches become a problem, they will need to be kept at home or in your locker. If students choose to bring these electronic devices to school, **the school will not be held responsible for lost, damaged, or stolen items.**

If a student has a cell phone or other prohibited electronic device visible, they will be asked to put it away (locker, backpack, or pocket). A student not willing to follow this policy will receive an **SIR** (Student Incident Report). Continued defiance with this plan, three or more SIRs, will result in a referral to the school administrative office.

**EXCUSE FROM PHYSICAL EDUCATION CLASS** – If you need to be excused from physical education, a note to your teacher from a parent or guardian is required. If you need to be excused from physical education class for more than 3 days, a written note from a physician is required.

#### **EXTRACURRICULAR ACTIVITIES-ELIGIBILITY POLICY**

1. Academic eligibility will be determined every two weeks.
1. A student will be declared ineligible due to low grades; to be determined.
2. Once a student is declared ineligible, that student will remain so until the next determining period.
3. A 7<sup>th</sup> or 8<sup>th</sup> grade student participating on a high school team must pass all subjects to be eligible for high school participation (NDHSAA rules).
4. Ineligible students will be notified via homebase teacher; parents will be contacted through phone call.
5. Eligibility rules will affect all students involved in all extracurricular school activities. These activities include, but are not only: Art Club, Drama Club, Library Book Club, Photo Club, Yearbook Club, Husky Singers, Adajios, Jazz Band, Music Festivals/Competitions, Student Council, School Newspaper, Cheerleaders, Volleyball, Basketball, Cross Country, Swimming, Football, Baseball, Hockey, Golf, Wrestling, Gymnastics, Track, Soccer, Tennis, school dances, and any other extracurricular activities in which a student has the opportunity to be involved.

6. Any student who uses or has in possession tobacco, alcohol, vape, or illegal drugs is ineligible for six weeks on the first offense and eighteen weeks on the second offense (NDHSAA rules).
7. Attendance: **Students shall attend all classes on the day of the activity prior to the approved departure time for said activity. If the activity is on Saturday, students shall be in full attendance on Friday.** Exceptions can be made at the discretion of a building administrator.

**FOOD AND DRINKS**– No energy drinks, coffees, or specialty drinks are allowed in school. Students should have a water bottle every day and bring a healthy snack from home. Nutritious snacks will be a team and/or teacher policy. Healthy snacks are a good part of a student’s day and necessary for many students to help them through the day.

**GUM**-Gum is not allowed in school.

**HALLWAY PASS SYSTEM**– Students must have permission from their teacher to leave the classroom and are required to sign out and back in every time for any reason. Lanyards will be used as bathroom and other destination passes.

**HARASSMENT** – All forms of harassment, teasing, taunting, hazing and verbal assault are inappropriate. Any of these forms of behavior will not be tolerated and will receive immediate and stringent consequences.

**HOMEBASE** - Students are engaged in a variety of activities that were developed by teacher teams. The activities are implemented by teachers to support students academically, socially, and emotionally. The activities may vary by grade level and teams to ensure that the needs of our students are met. The academic focus will help students grasp core concepts in each subject area with tutoring and assist students with developing study habits and organizational skills. Teachers and advisers will be involved in activities that build school spirit, involve community service, and review school policies. Through these kinds of activities, the social elements of homebase will be addressed. The homebase program at Horizon Middle School allows all students to be well known by their teachers who are advocates and advisors for the students. Students will develop a sense of belonging and interpersonal skills. Parents will be informed on the academic, social, and emotional needs of their children.

**ILLNESS** - If you get sick while in school, go to Student Services. When a student must leave due to an illness, a call must be made from Student Services.

**IMMUNIZATIONS**- ND Century Code 23-07-17.1 entitled “Inoculation Required before Admission to School” mandates that all students through grade 12 meet a minimum number of immunizations. Students will need to receive the required immunizations and provide proof to the school by October 1 or 30 days after enrollment or they will be excluded from school until they have received the required immunizations (North Dakota Administrative Code section 33-06-05-01).

Please contact your primary care provider or **Bismarck Burleigh Public Health at 355-1540** to schedule your child’s immunizations.

Information on immunizations can be found at [www.cdc.gov/vaccine](http://www.cdc.gov/vaccine) and <http://www.vaccineinformation.org>.

**LATE START/WEATHER DELAYS** – When school is going to be closed because of weather, all efforts will be made to announce the closing by 6:00 am. If the weather is questionable and the decision is to hold school, parents can always choose to keep their children home. The district will also contact parents once the decision is made to hold school.

**LEAVING SCHOOL DURING THE DAY** - A parent/guardian needs to submit a note or email with the reason to leave early to the Front Office before 1<sup>st</sup> period the day of the request, or call 323-4557. A “Cut-Slip” will be given to the student excusing them from class at the noted time. If the student is leaving with someone other than the parent or guardian, that must be also noted. **Students will not be able to check themselves out.** **Parents need to enter the building and sign out their student** as close to the time noted as possible. When the student returns to school, they must check in in the office to get a slip back to class.

**LIBRARY** - The Horizon Library is a gateway to knowledge and culture. The resources and services the library offers create opportunities for learning, support literacy and education, and help shape ideas and perspectives that foster a creative, inclusive and innovative society.

**Hours:** Monday-Thursday 7:45-3:50, Friday & Holidays 7:45-3:30.

- BEFORE coming to the library, get a library lanyard (aka pass) from your classroom teacher.
- Library staff's primary role is to support the patron's needs. If we don't know, we know how to ask questions to find out!
- **Circulation:**
  - You can check out 3 books at a time.
  - Graphic Novels and Manga are on loan for 2 weeks. When 2 weeks are up, if you are not done reading the book, bring the book to the library to renew it. All other books (fiction and nonfiction) are on loan for 28 days. When 28 days are up, if you are not done reading the book, bring the book to the library to renew it.
  - When you are done reading a book, or if you abandon (quit reading) a book, please return it ASAP because someone may be waiting to read it.
  - If the library does not have a book you desire, you may place a hold on that book from another BPS school.
  - The HMS library needs parent permission for any high school book placed on hold.
- [HMS Library](#) web page is one of the places you will find links to Destiny, databases, Chromebook information, and Common Sense Media resources.

**LOCKS AND LOCKERS** – Each student is assigned a locker and will use their assigned lockers only. Keep your locker clean; this will allow you to find your books and supplies in an efficient way. For Physical Education, you will be assigned a locker. Do **NOT** change lockers and do **NOT** give your combinations to anyone else. School administrators reserve the right to search the lockers, but only when it is reasonable to assume that the lockers contain items or articles that are illegal or may constitute a hazard to people in our building. A search for contraband may be conducted by school officials and/or law enforcement. Crime dogs may be used periodically.

**LOST AND FOUND** – Lost and found articles may be found in your team area or in a cabinet behind the cafetorium hall. If you find something, turn it into the office. When you lose something in school, check your locker first, then your team area, and then check the office. Make your inquiries before or after school. Lost and found items will be placed on tables during conferences. Items not claimed by the end of the first and second semester will be donated to a charitable organization or discarded.

**LUNCH** – All students must remain in school during the entire day. Since we are a closed campus, this includes lunch-time as well as between classes. Students have two options at lunch-time: eat school lunch or bring cold lunch from home.

**No fast food or restaurant deliveries for students will be accepted.** As there are only 30 minutes allotted for lunch, parents should not make a lunch date outside of school with their children. If your child is out of school during their lunch time, have your child eat before returning to school; no outside food is allowed in class.

**Conduct during lunch**-Students are to remain at their seats until dismissed by the lunch supervisors. You are not allowed to save seats or take food out of the cafetorium, and no food may be eaten off another student's tray. Students are expected to pick up after themselves and clean up their eating area before they are excused. Good eating habits and table manners make lunch period more enjoyable for all of us. Other lunchroom and outside policies will be discussed by the supervisors.

**MEDICATION POLICY**– INSTRUCTIONS FOR STUDENTS TAKING MEDICATIONS AT SCHOOL:

1. Medication should be taken at home if at all possible. Medications not required during school hours may be declined for administration at school.
2. Medications that a child has never taken before must be started at home before requesting the school to administer

them.

3. Medications needing to be given at school are to be brought to and from school by a parent/guardian.
4. All medications (prescription or non) must be in their original container with a current unaltered label. The medication must be unexpired and prescription labels must be dated within the past 12 months.
5. Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing them to school.
6. Parents should provide the dosing utensils (e.g. cup/spoon) where needed.
7. Limit amount of prescription medication brought to school to the amount needed for 2 weeks or less. **Limit the amount of non-prescription medication to 10 doses or less. Please do not bring large quantity sizes.**
8. Medication authorization forms must be completed and signed by the parent/guardian before medication is given. Forms are available online and at the school office.
9. Students who carry and self-administer inhalers or EpiPens require physician approval and signature on specific BPS forms, which are also available online and at the school office.
10. Medications will be kept in a secured office area and will be administered by designated trained staff or a school nurse. Emergency medications will be stored in the office area and/or other locations allowed by the student's Individual Health Plan.
11. Parents should encourage their child to report to the office on time if they receive a daily medication. School staff will call the child's classroom if they do not come on their own.
12. Timely refill of the prescription is very important and is the responsibility of the parent/guardian.
13. Expired medications will not be administered.
14. Parents are responsible for their child's medication. Parents must pick up all unused (expired or current) medication when the school requests, and/or by the last day of school.

**OFFICE DISCIPLINE REFERRALS (ODR)**- A student may receive an ODR if 3 or more SIRs are received within a semester or a major behavior occurs. Forms are completed by the assistant principal or principal for all major behavior infractions and paper ODR forms are submitted for data input. In addition to an ODR, an individual behavior plan will occur.

**PASSING TO CLASSES** – Students have ample amount of time to pass between classes. You will have no trouble getting to class on time if you follow these simple rules:

1. Voice level 1
2. Tight to the right
3. Hands and feet to self
4. **Walk directly to your destination**

**PERSONAL BELONGINGS** – You are responsible for your books and personal belongings. School lockers and gym lockers are provided to keep these possessions safe.

**PUBLIC DISPLAY OF AFFECTION**- Public display of affection is not allowed at school.

**REPORT CARDS** – Report cards will not be printed. Parents can access student grades on PowerSchool anytime. Final report cards will be emailed.

**SCHOOL HOURS**- School begins at 8:05am and ends at 3:22pm. Students must leave school grounds by **3:50**, unless supervised by a staff member. Please note that there is no supervision after **3:50**. The office is open from 7:30am-4:00pm.

### **SCHOOL OWNED BOOKS**

1. Let teachers know upon receiving a book if there is anything wrong with the book, torn pages, writing, etc., so you won't be blamed.
2. Repair tears on your own – the books will last much longer.
3. Don't use a book to keep things in because this may break the binding.
4. If you lose or damage a book, expect to pay for it.

**SEXUAL HARASSMENT OF STUDENTS - School Board Policy: (JCED)** -It is the policy of the school district that all students have a right to learn in an environment free from any type of discrimination, including freedom from sexual harassment. The school district intends to extend all of its best efforts to accomplish this goal and expects all of its employees and students to do the same. Sexual 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 sexual harassment.

**Sexual Harassment Defined:** Sexual harassment is unwelcome sexual advances, requests for sexual favors, and offensive written, verbal or physical conduct of a sexual nature by employees or students. Unwelcome sexual advances include, but are not limited to unwelcome sexual flirtations, propositions, offensive touching, or commenting on a person's physical characteristics.

**Harassment** – All forms of harassment, teasing, taunting, hazing and verbal assault are inappropriate. Any of these forms of behavior will not be tolerated and will receive immediate and stringent consequences.

**Hazing** – An abusive, often humiliating form of initiation into a group or affiliation with a group.

**STUDENT CONDUCT POLICY** - Student conduct should reflect respect for themselves, respect for others, and being responsible for all their own actions.

Consequences for inappropriate behavior will be reviewed via Student Incident Report and will involve a conference with teachers, grade-level counselor, and/or administrator. This may include in-school suspension, after-school intervention, or out-of-school suspension.

**Suspension from School** – Occasionally it becomes necessary to suspend a student from school. Students may be suspended from one to ten days by the principal or assistant principal following a brief conference in the office. Some of the reasons for suspension are listed below:

1. Violation of any school board regulation.
2. Conduct which materially and substantially disrupt the rights of others to an education.
3. Conduct that endangers students, staff, or school property.
4. Violation of North Dakota laws on tobacco, drugs or alcohol.
5. Students are under school regulations the entire school day from their arrival until their departure, and all school events no matter where the events take place.

**STUDENT EXPECTATIONS** - Huskies always store their backpacks in their locker; keep their cell phones off and in their locker; remove hats, caps, and hoods, and always use appropriate language.

**STUDENT HARASSMENT School Board Policy: (JCEF)** - It is the policy of the school district that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. The school district intends to extend its best efforts to accomplish this goal and expects all of its employees and students to do the same.

Harassment of students in the Bismarck School District is prohibited. It is the Bismarck School District's policy to provide students an environment free from any form of harassment and to maintain a safe, supportive, nurturing, non-punitive school environment highly conducive to learning.

**Harassment Defined:** Harassment occurs when a series of intentionally cruel incidents that are deliberately hostile and aggressive are directed toward a person. A person is being harassed when he or she is exposed to negative actions on the part of one or more persons. Harassment also occurs when actions of one or more persons create an intimidating, hostile or offensive learning environment for an individual or a small group of individuals.

Harassment encompasses a wide range of hurtful behaviors:

- Physical: action-oriented harm to another person's body or property such as pushing, kicking, hitting, pinching, unwanted physical contact, and any other forms of violence.

- Verbal: using words to hurt or humiliate another person such as name-calling, hurtful sarcasm, persistent teasing, spreading rumors, taunting, and any other verbal threats.
- Intimidation: arousing fear in an individual by emotional tormenting, threatening gestures, ridicule, putdowns, exclusion from a group, humiliation and any other frightening behaviors. Intimidation by virtue of the display of gang colors, gang paraphernalia, gang signing, gang gestures, and other gang-related actions is also prohibited.
- Bullying: deliberate hostility, intentional cruelty, or aggression toward a victim that is weaker and less powerful than the bully with an outcome that is painful, distressing, or intimidating for the victim. Bullying can take the form of physically injurious actions as well as verbal forms of harassment. With bullying there is always a power imbalance that makes the ill treatment of a victim possible.
- Racial, Cultural and Sexual: See policies JCED (Sexual harassment) and JCEE (Discriminatory harassment).

**Complaints:** Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building administrator or designee.

The school district encourages informal, deliberate, and prompt resolution of concerns about prohibited harassment. If the complaint is not resolved informally, the facts surrounding the incident(s) should be submitted to the building principal in writing and signed by the complaining student or his/her parent or guardian.

Complaints of harassment shall be promptly and thoroughly investigated by the appropriate personnel. Corrective action for prohibited harassment will be taken as warranted after a complete review of all relevant facts.

**Penalties for Harassment:** The school administration will determine appropriate consequences for violating this policy. Consequences may include any or all of the following:

- Administering approved disciplinary practices and procedures at school.
- Notifying the principal, superintendent, or other designee.
- Notifying parents, guardians, or legal custodians.
- Notifying law enforcement officials.
- Prosecution under state statute 15-49-08 (Penalty for willful disturbance of school).
- Suspension from school.
- Recommendation for expulsion.

**Fighting** - All forms of physical assault and fighting are inappropriate. Students who fight may receive one or more days out of school suspension, and/or be cited by the Bismarck Police Department. Anyone involved in more than one fight may receive up to three days out of school suspension and be cited by the Bismarck Police Department, and referred to the Police Youth Bureau or Juvenile Court.

**STUDENT INCIDENT REPORT (SIR)-** Student Incident Reports (SIRs) are completed by staff and given to students who are not following the expected behavior expectations in some way and do not respond to teacher/staff managed strategies to correct behavior. SIRs are given to students as part of the teacher's normal behavioral management process and assist the process by providing a written record of a teacher's corrective consequence/intervention with a student. Staff can write a SIR for any student, whether they teach them or not.

When a student has received 3 SIRs for similar behaviors in the same semester, the team completes an Individual Learning Plan (ILP) and completes a PowerSchool log entry for the student titled: Individual Learning Plan. The BPS Behavior Individual Learning Plan is completed for the student by the team/counselor/etc.

**SUBSTANCE ABUSE POLICY** – Students in possession, consuming, or under the influence of alcohol/illicit drugs will be cited by the Bismarck Police Department.

**FIRST OFFENSE:** If the violation is the first offense, the following consequences apply:

- a. Out-of-school suspension for the remainder of the day plus one full day in the parent or guardian's custody, and completion of recommendations as determined by the building administrator/referral agency.

- b. Student is suspended, from the day of implementation, from all extra-curricular activities as determined by the rules of the North Dakota High School Activities Association.

**SUBSEQUENT OFFENSES:** If violation is a repeated offense:

The student will serve a three day out-of-school suspension in the custody of the parent or guardian, attendance at appropriate chemical health classes and a chemical evaluation at no cost to the school district made by an appropriate community agency. Should the student miss any of the chemical health classes assigned by the building administrator or the scheduled chemical evaluation, a five-day out-of-school suspension would go into effect.

The substance abuse policy applies to students who are in the building, on the school grounds, or across the street. It also includes students who are in attendance at any school-related activity in school or on school grounds. These same restrictions apply to students who are in violation of our tobacco policy.

**Tobacco and Vaping Policy** – All students who are found to be in possession of tobacco or vaping/electronic cigarettes will be referred to our School Resource Officer and have two days suspension. Any second and subsequent offenses of tobacco or vape will result in a citation by the police and three days out of school suspension. Students involved in any act governed by the NDHSA will be subjected to the guidelines listed in the next section.

**TARDY PROCEDURES** - If students are late for school, parents need to call the school and they will need to check in at the office and get a pass before they go to class. The student will remain unexcused, along with the time they checked in, until a parent calls the school. *This procedure is meant to improve students' prompt arrival to class. You are expected to be at school and in class on time. Numerous tardies may result in interventions and communication with parent or guardian.*

**TECHNOLOGY-RESPONSIBLE USE-** Use the school Chromebooks and Internet connection for learning. The rules below will help us to be fair to others and keep everyone safe:

- I will ask permission before entering any website, unless my teacher has already approved that site.
  - Email or any other computer communication may not be used by me without permission from a teacher.
  - I will not use social networking sites of any kind without permission.
  - The school may check my computer files and may monitor the sites I visit.
  - My use of the school computers will be positive and appropriate and I will not harm others in any way.
- I understand that if I break these rules, I could be stopped from using the internet and computers, and my parents will be informed.**

For more information, please see the Bismarck Public School District's "Staff and Student Acceptable Use of Technology" Policy:

<chrome-extension://oemmndcbldboiebfnladdacbfmadadm/https://www.bismarckschools.org/cms/lib/ND02203833/Centricity/domain/199/board%20administrative%20policies/a%20-%20school%20board/ACDA%20Responsible%20Use.pdf>

**TEXT-A-TIP--**Students may use Text-a-Tip at [hmstips@bpsapps.org](mailto:hmstips@bpsapps.org) to report suspicious or illegal activities. This 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 the Student Resource Officer who will respond appropriately during regular school.

**THROWING** or projecting anything at anyone or at anyone's property is forbidden. This includes in the building, during lunch, or on your way to or from school. Doing so will result in a Student Incident Report.



**UNEXCUSED ABSENCE/TRUANCY** – For excessive absences, parents will be contacted by Social Services or referred to City Court and may be fined. If a student is truant for more than 24 periods, he/she may be given a citation for truancy.

**VISITORS AND GUESTS** – All visitors must report to the office and sign in. Students wishing to bring a guest must okay the guest with all teachers and make arrangements with the principal or assistant principal at least one day in advance.

**WEAPONS IN THE SCHOOLS-SCHOOL BOARD POLICY** - 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.

No student will possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Any object which could be used to injure another person and which has no school-related purpose for being in school, on school grounds, or at any school-sponsored activity, may be considered a weapon for purposes of this policy. Also, any object which has a school-related purpose will be considered a weapon if the object is used in a threatening manner and has the potential of inflicting bodily harm. Copies of weapons including guns, starter pistols, toy guns, and other look-alikes are to be considered as weapons for the purpose of this policy.

Following a meeting in which the student has the opportunity to appear and respond, if the principal has determined that a student was knowingly in possession of a weapon and had the ability to anticipate that the safety, welfare, and/or educational environment has been placed at risk, that student shall be suspended immediately and proceedings for the expulsion of the student involved shall be initiated immediately by the principal.



## **HORIZON PEP SONG**

**Here we are the Husky Fans.  
Show them we'll win this game.  
See the green and white  
Come charging  
Down the floor again.  
Rah! Rah! Rah!  
Move right out and  
Give them a fight,  
Victory's ours,  
So show them your might,  
Cheer! Cheer!  
Our spirit's here,  
So Huskies let's  
FIGHT! FIGHT! FIGHT!  
(TAKE THE BIG H!)  
H-H-HUS, S-S-SKI, I-I-IES  
HUSKIES GO GET 'EM!**