SIMLE MIDDLE SCHOOL

SIMLE MIDDLE SCHOOL

Working Together to Achieve Success

1218 Simle Drive
Bismarck, ND 58501
Phone: 701-323-4600
Fax: 701-323-4605

simle.bismarckschools.org

Principal: Russ Riehl
Assistant Principal: Jeremy Burgard
Assistant Principal: Randy Lamberth

6th Grade Counselor: Rachel Winckler
7th Grade Counselor: Kelsey Boyce
8th Grade Counselor: Edon Willis

BISMARCK PUBLIC SCHOOLS MISSION STATEMENT

"Empower every learner to thrive."

BISMARCK PUBLIC SCHOOLS VISION STATEMENT

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

BISMARCK PUBLIC SCHOOLS VALUES

Inclusion, Excellence, Innovation, and Leadership

FORWARD

I want to welcome all of you to another school year and I hope you all had a restful and enjoyable summer. There are many activities being offered at Simle this year and we hope all of you are able to take advantage of these throughout the school year. The three years of middle school go by very fast and in my opinion are three of the most pivotal years of your education. 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 in some way or the other. 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 Simle 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. Please do your part of letting 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.

Mr. Riehl, Principal

Teams

Apollo (6) Kreios (6) Helios (7) Sparta (7) Delta (8) Athens (8)

RULES AND POLICIES

ATTENDANCE

Showing up on time, every day is important to your success and learning.

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 attendance office* at 323-4603 or email sms_attendance@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 MARKED UNEXCUSED.***

- **PLANNED ABSENCES –** If you know in advance that you will be absent for any reason, please have your parent/guardian notify the office with the dates and/or times you will be absent. It is your responsibility to communicate with your teachers regarding absences and any homework you may miss. Complete all the make-up work before you are absent. Students are allowed two class periods for make-up work.
- **LEAVING THE SCHOOL DURING THE DAY –** A parent or guardian must contact the office if you need to leave during the school day. We can then give you a pass that can be used to leave the class at the requested time. ***STUDENTS ARE NOT ALLOWED TO CHECK THEMSELVES OUT.*** *A PARENT OR GUARDIAN MUST COME INSIDE TO SIGN YOU OUT* as close to the requested time as possible. Doing so reduces the amount of teaching interruptions and will get you to your appointment in a timely manner.
- **RETURNING TO SCHOOL (once classes have begun) –** A student who arrives or returns to school after the school day has begun must stop in the office to get a back to class pass. Students may check themselves IN when arriving after school has begun.
- **TARDINESS –** You are expected to be on time for school and in your classroom at the beginning of each class. ***School starts at 8:40***, students who are late for school must get a pass to class from the main office. Numerous tardies may result in interventions, collaboration with the parent-family liaison, or referrals to other agencies.
    - Students entering the building from 8:40-8:50 will be counted tardy.
    - Students will be counted as unexcused if they miss more than half of the allotted class time.
- **UNEXCUSED ABSENCE/TRUANCY –** Students will be counted as UNEXCUSED if they are not in class when expected or they miss more than half of the allotted class time. If a student is marked unexcused for two or more classes, an automated call will let parents know. If parents view this as an error, they should call the attendance office. Students will be counted as TRUANT if they are in school, but do not show up to class or check in with their teacher. Parents will be notified, and possible referrals will be made to appropriate agencies such as Juvenile Court, Police Youth Bureau, or Burleigh County Social Services.

ALLERGIES – The Bismarck Public School District is aware of increasing concerns for students with life-threatening allergies. The most common allergens are peanuts and tree nuts. There is a policy (FCCA) 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.

ASBESTOS – IN ACCORDANCE WITH EPA REGULATIONS, this school has been inspected for materials which contain asbestos and is asbestos free.

BACKPACKS – Backpacks are not permitted in classes or hallways during the school day. Students may bring a backpack to school, but it will remain in their locker during instructional hours. Students will develop the skills to prioritize their needs to be successful in class and utilize their locker accordingly.

BAND INSTRUMENTS – Be sure to record the serial number of your instrument and keep that number at home. An insurance rider, for a small fee to the homeowner's 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. When items are dropped off for students, they will be called down at the next class break to minimize classroom interruptions. Students will only be called out of class for emergency purposes.

BEHAVIOR EXPECTATIONS – Student Management Process – Simle Middle School
Philosophy: Students should be in class to receive instruction to improve learning. The focus on student behavior should be **teaching the appropriate behavior and rewarding/praising the behavior we want to see by providing specific feedback** to the student. When a student is behaving in a manner that is impacting the learning of others, it is important to intervene quickly and provide re-teaching.

SQR – 30 SECOND INTERVENTION – Before a formal Student Incident Report (SIR) is completed, these interventions will be attempted by staff:

- **S**TOP
- **Q**UESTION
  - Is what you're doing now okay?
  - When will you be ready to start?
  - What are you supposed to be doing?
  - What can I do to help you so you can…?
  - What's your job?
  - What is the procedure?
  - Is what you are doing helping?
  - It looks like you have a problem. How can I help you solve it?
- **R**EDIRECT

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 (SQR, time out, etc.) 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 staff member completes an SIR they should notify the student's homebase teacher that the student will be turning in a signed copy of the SIR. SIRs have three copies:

- Student is given white copy to take home for a signature and return to homebase teacher (homebase teacher puts it in team leader's mailbox)
- Team Leader is given yellow copy
- Counselor is given the pink copy

When a student has received 3 SIRs for similar behaviors in the same quarter 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. Copies of the SIRs are attached to the ILP at this time and turned into the assistant principal(s). All teachers that have this student in class are notified of the ILP. Further write-ups on these students are ODRs completed as a PowerSchool log entry.

OFFICE DISCIPLINE REPORT (ODR)

Office Discipline Reports (ODR) forms are completed by the assistant principal or principal for all major behavior infractions and paper ODR forms are submitted for data input.
ODRs have two copies:

- Grade-Level Counselor is given the white copy
- Team leader is given yellow copy

Administrators should complete an online log entry in PowerSchool for students that have committed a major infraction (including students with ILP's for repeated minor infractions).

BUILDING HOURS – The school office will be open from 7:30am-4:15pm each day. Students are to be out of the building by 4:15 pm unless engaged in supervised activities or staying after school at a teacher's request. If you wish to get special help from a teacher in the morning, get a pass from that teacher the day before. Door 11 (on the WEST side) will open at 7:00 am and students coming in before 8:15 am may stay in the cafeteria until 8:15, at which time you will be dismissed to your designated areas.

MORNING STUDENT-DESIGNATED AREAS – 8:15-8:35 am - Teams (including encore teachers) shall supervise students prior to the school day starting. Students have the option to eat breakfast and then report to their designated area starting at 8:15. Breakfast is served daily 8:00 - 9:00 am. At 8:15, students should report to their assigned areas:

- 6th grade students – report to the Cafeteria
- 7th grade students – report to the Auditorium
- 8th grade students – report to the commons area outside of the library

BULLETINS AND POSTERS – You will need to have the principal's or the assistant principal's approval to post notices, posters, or any kind of publicity on the school property. Posters for outside organizations must be submitted to the Community Relations office at HEC for posting approval.

BULLYING – Every report of bullying is investigated fully and handled on an individual basis. Please see the district policy ACEA, at the end of this handbook or on the BPS or Simle website. Bullying reports are found online, or in the offices of the assistant principal.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES (Personal property) – Cell phones/electronic communication devices will be stored in the homebase of the individual student during instructional time. Students will pick up their communication devices at the end of the day from their homebase teacher. If a student arrives late to school, they are to turn their communication device into their homebase teacher prior to going to class. If a student leaves throughout the school day, they can retrieve their communication device from their homebase and return it once they return to school. Communication devices are not permitted for use in locker rooms or restrooms at any time while on-campus. Continued defiance with this plan will result in a referral to the school administrative office. Smart watches are classified as a communication device for this policy. Further, *the school is not responsible for personal property* which includes cell phones.

COMPULSORY ATTENDANCE – According to ND state law, any person having responsibility for a child between the ages of seven and sixteen years shall ensure the child attends a public school for the duration of each school year. A student is in violation of the compulsory attendance law if they miss three consecutive school days during either the first half or the second half of a school calendar, six half days during the first half or the second half of the school calendar, or twenty-one class periods.

COMPUTER – All students are issued a Chromebook that is property of Bismarck Public Schools for education purposes only. ***Students are responsible for maintaining their issued Chromebook*** and reporting any concerns with the Chromebook and charger to the Technology Support Specialist or Library Media Specialist immediately. ***If damage occurs, the student will be responsible for any repair cost.*** Repairs are completed by the BPS Technology department and reviewed by the Administration at Simle.

CONFERENCES – Student led conferences are held during the first and third nine weeks.

COUNSELING/STUDENT SERVICES – The school counselors are located in Student Services. They are here to help students with academic, career, and personal or social issues. Counseling services are an integral part of the school system and are available to help all students reach their fullest potential. School counselors assist students with becoming successful in academic areas by examining their strengths and personal talents. Students are encouraged to examine their interests, abilities, values, and personality when exploring high school course selection, post-secondary education, and careers.

Classroom presentations, small groups, and individual counseling are methods counselors use to help meet student needs. Topics range from social skills training, conflict resolution and decision-making skills, to alcohol, tobacco, and other drug (ATOD) education.

The school counselor will also have information regarding outside agency services and community support for parents. Confidentiality is honored unless the students talk of hurting themselves or others or if they report any kind of abuse. The law requires that those three things be reported. Counselors are available to assist students for any issues affecting school performance.

DANCES – Simle Middle School sponsors school dances for Simle students only. Each dance is sponsored by a school group. Students are not allowed to come and go from the dance. Once the students enter the building they must stay in the building. If they leave, they are not allowed back into the dance. What is considered appropriate dress and appearance for school also applies at the dances. Students may be asked to leave the dance if behavior is not appropriate. Students on the ineligibility list cannot attend dances.

DELIVERIES FOR STUDENTS – Due to the reduced size of our office, we are not able to accept deliveries of flowers, balloons, gift bags/presents, etc. for students. ***FOOD DELIVERIES ARE ALSO NOT ACCEPTED***.

DETENTION – Detention time is served after school and is assigned by the administration. Whenever possible, parents will be called. Arrangements for transportation after detention must be made by the parents. Students will be expected to serve their detention time on the assigned day unless parents have contacted the assistant principal to make other arrangements prior to 2:00 pm. Students not serving their detention time will receive additional detention time and continued failure to serve will result in more severe consequences.

DRESS CODE – 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. Furthermore, good personal appearance is conducive to a positive learning environment and a strong school culture, reflective of adopted school district values.

The school board, therefore, encourages students to use sound judgment in dress and grooming, and prohibits the wearing of clothing and/or accessories that endanger the health and safety of students and staff or that result in the destruction of school property. Because the Bismarck School Board's Drug Education Policy (FFA) stresses prevention and a clear 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. Also, because it is the Bismarck School District's policy (AAC) to provide students with a learning environment free from any form of sexual harassment, clothing that displays objects, pictures, writing, designs or representations that are obscene, profane, lewd, vulgar, or sexually suggestive is prohibited.

No student shall be prevented from attending school or a school-sponsored activity because appearance, style, fashion, or taste is the sole criterion for such action. The administration will make provisions for notifying students of any dress code rules established at each school.

WHAT IS APPROPRIATE DRESS AND APPEARANCE FOR OUR SCHOOL?

At Simle Middle School we focus on respect for self and others. Jackets, coats, and purses will be left in your locker. Students are asked to wear clothing that reflects self-respect and self-discipline. Clothing which reveals undergarments such as tank tops, see-through shirts/blouses, halter tops, half-shirts that expose backs or midriffs should not be worn. Students must wear shoes at all times. Students wearing inappropriate clothing will be asked to have their parents bring them appropriate clothing or will be asked to change into clothing supplied by the office for the remainder of the school day.

EARBUDS/HEADPHONES – Earbuds and headphones are to be used for educational purposes only. Further, *the school is not responsible for personal property* which includes earbuds and headphones.

EMERGENCY DRILLS – Fire drills are required by law and are an important safety precaution. When the fire alarm sounds, everyone must follow the specific instructions and evacuate the building by the prescribed route. Designated routes and protective areas will be posted in classrooms for both fire and tornado drills.

EXPENSES YOU CAN EXPECT – You are responsible for school lunch, school pictures, school yearbook, high school activity tickets, activity fees, lab fees (art, FACS, tech ed), notebooks, paper, pencils, erasers, gym clothes, gym shoes, and any other spending money.

FIGHTING – Fighting is not allowed in the school or on school grounds. Students fighting will be referred to the office for disciplinary action. Out-of-school suspension and a citation from the Police Department are likely.

FOOD AND DRINKS – Students are encouraged to carry a water bottle and bring a healthy snack. Outside food and drinks are not permitted during the school day unless prior approval is granted by school staff. ***Food deliveries are NOT allowed!*** Students in violation of this policy will be referred to the office administration.

HALLWAY PASS SYSTEM – Students must have permission from their teacher to leave the classroom for any reason. Any student who has permission to leave the classroom while classes are in session must have a pass and carry the pass with them. The student must also sign out on the "sign-out sheet" posted in the classroom they are leaving.

HARASSMENT – All reports of harassment are investigated fully and handled on an individual basis. Please see the BPS or Simle website for board policies.

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 as 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/.

LIBRARY MEDIA CENTER -
Website: https://simle.bismarckschools.org/library/about-us
The library is a quiet place to read, study, or research on the computer.
Hours: Students may use the library before school, during homebase, during study skills, after school, during any class. When students have the time during any content area class or during homebase, all teachers are encouraged to give students a pass to use the library. Teachers will also schedule to bring classes to the library for reading for enjoyment and for research.
Circulation: Return all books promptly; others may be waiting for them. If a book you need is not available, you may place an interlibrary loan.
Computer Online Databases: The library purchases information for you in electronic format as well as in print. These databases are available from the library website. The databases are accessible from your home computer with a password which is available from any library staff member.
Passes: Every student who individually uses the library during class periods must bring a planner and a colored pass signed by a teacher. A student entering the library will sign in by placing the pass in the container on the circulation counter. Each student must have the pass signed when leaving the library for any reason.

Please ask: Ask a library staff member for help with any question you have about assignments, computer instruction, or finding a good book to read.

LOCKS AND LOCKERS – The locker and lock assigned to you for your use is the property of the Bismarck Public School District. Students are to use only their assigned lock and locker. Your combination should be kept confidential for security reasons. You must not give your combination to any other student. School administrators reserve the right to search the lockers when it is reasonable to assume that the locker contains items or articles which may constitute a hazard to students. The use of drug sniffing dogs may also be employed on a random basis when deemed appropriate by administrators. Such searches may be made with the assistance of School Resource Officers and law enforcement agencies.

LOST AND FOUND – Lost or found articles are placed in the bin/on the table by the band room. Physical education teachers also have a lost and found near the locker rooms. When you lose something in school, check in the lost and found bins.

LUNCH – Our school operates on the "closed campus" concept. This means that all students will remain in the building or on school property during the entire day. Students can either bring a sack lunch or eat school lunch. ***No outside food will be allowed. Food delivery is not permitted***. If a student requires a special meal or has other dietary needs, arrangements must be made with the dietician through the Child Nutrition office.

Conduct During Lunch - Students are to remain at their tables until dismissed by the lunch supervisor. No food leaves the cafeteria and no food may be eaten off another student's tray. Students may be asked to pick up garbage which is placed in the cans provided. 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.

Working Lunch - If a student does not have their assignment completed on the date it is due, the teacher will assign that student working lunch. A student may choose to go to a working lunch to finish an assignment. When assigned working lunch, a student will complete a form in the class where the work is incomplete. On the day of working lunch, students are released early to go to the cafeteria to get their lunch then report to the working lunch classroom they are assigned. There they will have the opportunity to complete their assignment and eat lunch.

MEDICAL/PHYSICAL CONDITIONS – If a student has any health problems or physical conditions that may affect progress in school, please notify the office. Bismarck Public Schools does not provide insurance for injuries sustained at school or during extracurricular activities.

MEDICATION – Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit written authorization. As part of the written authorization, parents decide whether they want their children to self-administer, or have trained staff administer the medication. Medication authorization forms are available on the district's website at: Health Services Website, or at our school office. Parent Instructions for Students Taking Medications

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 be kept in the office but not administered. A parent will be notified. District staff shall monitor all situations involving student medication. Medications carried by students will be confiscated and parents will be notified if proper authorization is not on file.

1. 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.
2. 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. A parent/guardian will need to complete the form: BPS Student Anaphylaxis Action Plan and Authorization for Epi-Pen.
3. 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.

NURSE – Simle Middle School has a part time school nurse. The office hours are Monday and Thursday mornings, and Tuesday afternoons. There is staff available that is trained in first aid when the nurse is not available, and we can take temperatures. It is up to the parent/guardian to determine if the student needs to go home or to the doctor.

PASSING TO CLASSES – You will have no trouble getting to class on time if you follow these simple rules:

1. Keep to the right at corners and on the stairs.
2. Walk at a steady pace. Do not run.
3. Keep lockers clean and keep the locker assigned by your homebase teacher.
4. Plan your day's work and be on time. Have your books and materials with you.
5. Do not disturb classes already in session.
6. You may use your lockers in the morning, during locker breaks, and after school dismissal.

PERSONAL BELONGINGS – You are responsible for your books and personal belongings. School lockers and gym lockers are provided to keep your possessions safe. Use them and keep them securely locked. *The school is not responsible for personal items*.

PHONES – There is a phone in the office for students who must make emergency calls. Students will not be called out of their classes except for an emergency. A phone is available for student use after school. Students should make arrangements for rides and after school activities prior to the beginning of the school day. Calls are limited to no more than 5 minutes in length, and phone etiquette rules do apply.

POSSESSION OR UNDER THE INFLUENCE OF TOBACCO/ALCOHOL/CONTROLLED SUBSTANCE – Simle Administration will call a parent/guardian and notify police. The student will be detained until proper authority arrives and/or the student is released by the police. Suspension will result if in possession or using these products.

PRIVATE PROPERTY – The houses, yards, and apartments near the school are private property. Students are expected to honor this privacy.

SCHEDULE CHANGE POLICY – A change in a student's schedule must be accompanied by a Schedule Change Request form available from Student Services. Schedule change requests will be accepted five days from the start of the term the class begins. All Schedule Change Request forms must include parent and teacher signatures. Teams reserve the right to change student schedules to provide the best learning environment for all students.

STUDENT RECORDS – Student records are open to the parents. If you would like to examine your student's file, please call and make an appointment with a school counselor. The student's records may contain the following information: basic family information, attendance records, historical grades, health information, and achievement, intelligence, aptitude, and interest tests.

SUSPENSION FROM SCHOOL – Students are under school regulations the entire school day from arrival until departure and all school events, no matter where located. Occasionally it becomes necessary to suspend a student from school. Students may be suspended one to ten days by the principal or assistant principal following a brief hearing in the office. Some reasons for suspension are listed below:

1. Willful violation of any school board regulation.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers students, staff, or school property.
4. Willful violation of North Dakota law on tobacco (chewing tobacco included), drugs or alcohol.

TARDY POLICY – You are expected to be on time for school. School starts at 8:40, students who are late for school must get a pass to class from the main office. Numerous tardies may result in interventions, collaboration with the parent-family liaison, or referrals to other agencies.

- Students entering the building from 8:40-8:50 will be counted tardy, as will students missing up to 10 minutes of a class period.
- Students will be counted as unexcused if they miss more than half of the allotted class time.

TEAMING – Simle Middle School is organized into interdisciplinary teams, which provide students with a sense of belonging and allow the teachers to know their students better. Students will be assigned to a team. Each team of teachers meet together during one period a day. Parents are encouraged to check student progress by calling the team leader to facilitate a meeting during that time.

TEXT-A-TIP – This is a way for students to report information to administration anonymously. Students are encouraged to text information regarding bullying, a rumored fight or any other information that relates to student safety. If there is an emergency, do not text a tip but go directly to the office. This is not a 24-hour hotline and is not checked on evenings or weekends. Text tips to **smstips@bpsapps.org**

TEXTBOOKS

1. Textbooks are furnished by the school district.
2. Write your name in the book in the appropriate place.
3. Let teachers know upon receipt of the book if there is any damage to the book.
4. Repair tears on your own as the books will last longer.
5. Do not use a book to keep things in. This may break the binding.
6. Expect to pay for a lost or damaged book.

THEFT – After school detention or suspension will result if theft takes place, and parents will be notified. Referrals will be made to the Police Youth Bureau or Police Department. Restitution must be made. If you believe something you own has been stolen, you need to report it ASAP.

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

Stacey Geiger, Human Resource Manager/Title IX Coordinator/Section 504 Coordinator
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.

UNEXCUSED ABSENCE/TRUANCY – Students will make up the time missed in detention. Parents will be notified, and possible referrals will be made to appropriate agencies such as Juvenile Court, Police Youth Bureau, or Burleigh County Social Services.

VISITORS AND GUESTS – All visitors must report to the office to check in and receive a visitor's pass.

WEAPON POLICY – 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 is prohibited. Possession of a weapon will result in an immediate out-of-school suspension and a referral through school board policy FFD for possible expulsion from school.

WEATHER RELATED SCHOOL CLOSING – When school is going to be closed due to weather, all efforts will be made to announce the closing by 6:00 am. If the weather is questionable, parents may always choose to keep their children home. Once the decision is made to hold school, it will remain in session until the end of the school day. ***Please notify the office if your phone number changes*** as this is the number the district uses for its automated district alerts and announcements.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

1. 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 unexcused absences or inappropriate behavior infractions.

2. 7th grade or 8th grade students participating on a high school team must pass all subjects to be eligible for high school participation (NDHSAA rule).

3. Ineligible students and their parents/guardians will be notified of their status.

4. Eligibility rules will affect all students involved in all co-curricular school activities.

5. 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.

6. Attendance: ***Students must attend all classes on the day of the activity prior to the approved departure time for said activity.***

7. 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).

8. 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.

9. 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.

10. 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.

11. 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.

CODE OF CONDUCT – Prior to participation in a school district sponsored activity, each participant and their parent or guardian must sign the Code of Conduct form found at the back of this handbook. This document refers to eligibility standards set by the PBS in regard to scholastic achievement, school attendance, and the use of drugs and/or alcohol. This form MUST be signed by both parents and athletes in order for students to participate in extracurricular programs at Simle Middle School. Parents and students must also view the films entitled "Sports & Activities: Know the Risks" and "Dying to Belong" before signing the Code of Conduct form.

PHYSICAL EXAMS – Student athletes participating in NDHSAA sanctioned sports programs will be required to upload a pre-participation health history screening and physical exam prior to their participation on a yearly basis. The Athletic Pre-Participation Health History Screening and Physical Examination is valid for one school year. A physical examination must be completed on or after April 15 to be valid for participation the following school year. *The office does not accept or maintain any paper copies.*

BISMARCK PUBLIC SCHOOL ACTIVITIES FEE STRUCTURE (Subject to Change)

Senior High	$50.00	Per Sports Season
Middle School (7/8)	$40.00	Per Sports Season
Middle School (6)	$20.00	Per Sports Season

SPECIAL CONSIDERATIONS

Fee Limit Per Athlete: (Subject to Change)

Middle School	$100.00
High School (9th Grade)	$125.00
Fee Limit Per Family	$200.00

Fees are based on a "per sports season" basis. For the few students who participate in more than one sport; e.g. cross country and girls' volleyball - in one season, the fee will remain at $50.00 for high school and $40.00 for middle school.

ADMINISTRATION OF USERS' FEES

1. Payments shall be made in the office of the school where the student participates or via MyPaymentsPlus.
2. Receipts will be provided upon payment of each activity. It will be the parent's responsibility to show proof of the individual limits of $100.00/middle school, $125.00/senior high, and the family limit of $200.00.
3. Students unable to pay the fee will not be denied the right to participate. Building principals will make decisions in this area.
4. In all athletic activities where a student tries out for a team, they will not be expected to pay until final cuts for the squad have been made. In all other sports, students will be expected to pay the fee prior to participation in the first game.
5. Refunds will be made because of injury, illness, or moving out of the district according to the following schedule:
    a. Full refund if less than one half of the activity season is completed.
    b. No refund if more than one half of the activity season is completed.
6. Students who voluntarily drop out of an activity will forfeit their fee.
7. Student managers, statisticians and student trainers will not be expected to pay a fee.
8. All athletes from grades 7, 8, and 9, who participate on a senior high team must pay the senior high fee.

STUDENT-ATHLETE/PARTICIPANT RESPONSIBILITIES

The activity programs here at Simle Middle School provide you with the opportunity to have fun with your classmates, improve your skills in an activity, and develop a passion for the activity in which you are participating. It is a privilege to be involved in the activity programs here at Simle. Along with the privilege to participate are a few responsibilities. As a representative of our school, participants have a responsibility to the school, their coach or advisor, team members, and the community. Participants should at all times:

1. Show appropriate behavior in classrooms, the cafeteria, hallways, etc. Detention time can result in your dismissal from an activity
2. Maintain a high level of good sportsmanship.
3. Participate within the rules and laws of the game/performance.
4. Display self-control and never use foul or abusive language at any time—before, during, or after a game/performance or practice.
5. Respect and obey the decisions of game/contest officials. Harassment or abuse of game officials will not be tolerated.
6. Show respect for opponents.
7. Participate to the best of your ability in all games/performances and practices.
8. Have a positive attitude and try to encourage others to do the same.
9. Be on time for games/performances and practices. Be prepared to participate when you arrive

IMPORTANT: If a ride is needed by a student after a practice or game, parents must make the appropriate arrangements to have their son or daughter picked up immediately following their practice or game. Students will not be allowed to remain in the building unsupervised. Coaches and advisors must remain in the building for a reasonable amount of time following an activity to ensure that each student has been picked up. However, it would not be prudent to ask them to remain in the school for longer than approximately 15-20 minutes following an activity. Please make transportation arrangements in advance as well since a phone is not always readily available. We very much appreciate your cooperation in this matter!

SPORTSMANSHIP – The Bismarck Public School District and Simle Middle School believe that promoting sportsmanship, ethics, and integrity in extra-curricular activities should be part of the challenge to compete and excel. Participants should:

- Control anger, emotions, and actions.
- Be respectful to opponents, officials, and fans.
- Never gloat over winning or attempt to "run up the score".
- Never hang their head or place blame on someone else for losing.

WINNING IS FOR A DAY. SPORTSMANSHIP AND ETHICS ARE FOR A LIFETIME!

STUDENT-ATHLETE/ PARTICIPANT ATTENDANCE – Not only is it important for participants to be on time for games/performances and practices, it is imperative that they do not miss a game/performance or practice. As a member of a team or group, your fellow participants and coach/advisor are counting on your presence so that you are able to perform to the best of your ability and help your team or group do the same. Your coach/advisor will provide a game/performance and practice schedule for you.

Please encourage your parents to schedule appointments with doctors, dentists, hair stylists, etc. at times that will not interfere with games/performances or practices. It is understandable that from time to time, a participant may need to miss a game/performance or practice for reasons that are out of their control. Examples of this may be illness, an appointment scheduled far in advance, a family vacation or outing that has been planned, church activities, or a sudden tragic event. These situations are excused absences and will be treated as such by your coach/advisor. *If you must miss a game/performance or practice, your parent must contact the coach/advisor by phone or e-mail to inform them of your absence. If no contact is made, the absence will be considered unexcused.* Our policy on unexcused absences is as follows:

1. The first unexcused absence will result in a warning from the coach/advisor.
2. The second unexcused absence will result in a game/performance suspension from the coach/advisor.
3. The third unexcused absence will result in dismissal from the team/group.

IMPORTANT — games/performances and practices missed due to detention will count as unexcused absences

Bismarck Public Schools

Parent & School Visitor Code of Conduct

Bismarck Public Schools is proud and fortunate to have supportive and friendly parents/guardians along with other adults who help model appropriate behavior so all children can be successful at school and in the community. It is important that students see people who can work together as this is a life skill we want them to develop to be healthy, productive citizens. Education of our children is a partnership with parents and others in our community.

We, as caring adults, believe we should:

- Respect school staff and what they are doing to help our children learn;
- Ask the school for help if we don't understand something happening at school or want more detail;
- Respect teaching time by not disrupting class or areas of the school during school hours;
- Set a good example by displaying appropriate behavior, respectful language, a moderate tone, and an even temper;
- Work to resolve school issues and conflicts in a constructive manner with open dialogue;
- Ask the school for their view of any incidents to determine if it is the same as the child's view before taking matters further *(ask before you act—see chain of command below);*
- Follow the proper "chain of command" when addressing a school issue. Reports of concerns would normally be made directly to the teacher. If the response is not satisfactory or it's not a classroom issue, the chain of command moves to the Assistant Principal or Principal, then the Assistant Superintendent of Elementary or Secondary Schools, then the Superintendent, and finally the School Board;
- Refrain from questioning decisions made by the school in front of children or other parents or school visitors as these are private matters;
- Refrain from criticizing or demeaning a child or parent about something that may have happened with another child;
- Refrain from criticizing the school, staff, students, other parents, etc. on the school premises or on school or personal social networking sites like Facebook or Twitter.

School staff, parents, visitors and students can work together to provide a safe, respectful school environment.

PLEASE NOTE: Bodily harm or the threat of bodily harm to a staff member, student, parent or other school visitor will not be tolerated and is against the law. This includes abusive or threatening communications such as phone calls, texts, emails or social media posts. Use of tobacco, alcohol or illegal drugs while on school grounds or at a school event are illegal and will be prosecuted.

Parents or other school visitors who do not respect this Code of Conduct for appropriate school-related behavior may be banned from school grounds, buildings, and/or events. Authorities will be contacted if needed. Legal advice will be sought if disparaging or demeaning remarks are made or written about a school or staff member, student, etc. that could jeopardize the reputation of that person, the school or the district

Bullying

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.
    1. "Bullying" means:
        a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
            i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
            ii. Places the student in actual and reasonable fear of harm;
            iii. Places the student in actual and reasonable fear of damage to property of the student; or
            iv. Substantially disrupts the orderly operation of the public school; or

        b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
            i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
            ii. Places the student in actual and reasonable fear of harm;
            iii. Places the student in actual and reasonable fear of damage to property of the student; or
            iv. Substantially disrupts the orderly operation of the public school.

        c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
            i. Places the student in actual and reasonable fear of:
                a) Harm; or
                b) Damage to property of the student; and
            ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student’s educational opportunities or substantially disrupts the orderly operation of the public school.

    2. Conduct includes the use of technology or other electronic media.

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

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school sanctioned activity.

- *School-sanctioned activity* is defined as an activity that:
  1. Is not part of the district's curricular or extracurricular program; and
  2. Is established by a sponsor to serve in the absence of a district program; and
  3. Receives district support in multiple ways (i.e., not school facility use alone); and
  4. Sponsors of the activity have agreed to comply with this policy; and
  5. The District has officially recognized through board action as a school-sanctioned activity.
  6. Examples would include, but are not limited to, BLAST Programs, Youthworks.

- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

- *School staff* include all employees of the Bismarck Public Schools, school volunteers, and sponsors of school-sanctioned activities.

- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

1. Engage in bullying;

2. Engage in reprisal or retaliation against:

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

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

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

Reporting Procedures for Alleged Policy Violations

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

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

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

   b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.

   c. File an oral report with any school staff member.

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

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

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

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

2. Receive a report of an alleged violation of this policy.

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

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

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

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

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

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;

3. Interviews with any identified witnesses;

4. A review of any mitigating or extenuating circumstances;

5. Final analysis and issuance of findings in writing to the parents/guardians of both the victim and alleged bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary and Corrective Measures

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

1. Require the student to attend detention;

2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;

3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;

4. Create a behavioral adjustment plan;

5. Refer the student to a school counselor;

6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;

7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;

8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

9. Referral to Law Enforcement

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

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

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

Victim Protection Strategies

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

1. Additional education for all students and applicable staff on implementation of this policy and/or bullying prevention.

2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.

3. Assignment of staff to monitor, more frequently, areas in the school where bullying has occurred.

4. Referral to counseling services for the victim and perpetrator.

5. Modification of schedules and other appropriate measures to minimize the perpetrator's contact with the victim.

6. Modification to schedules, alternative placement, and appropriate measures will first be applied to the perpetrator.

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

End of Bismarck Public School District Administrative Policy ACEA

Amended: 7/1/2015
Revised: 11/13/2019

Weapons on School Property

Definitions

- *Firearm* means, as defined in 18 U.S.C. 921, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver any such weapon; any firearm muffler or firearm silencer, or any destructive device. The term does not include an antique firearm.
- *Dangerous weapon* means, as defined in 18 U.S.C. 930(g)(2), a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

Prohibitions

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

Disciplinary Consequences

1. Weapon Other than a Firearm Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Knowingly bringing a weapon other than a firearm to school will require that **proceedings** for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the District's suspension and expulsion policy. Decisions regarding the duration of the suspension/expulsion shall be based on the following criteria:
    a. Whether the student knowingly violated the policy.
    b. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
    c. The age, grade level, and disciplinary record of the student. As part of this assessment, administration shall also consider the student's ability to anticipate how the safety of others could have been impacted by the presence of the weapon.
2. Firearm
    Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved. If the student is found to have had a firearm on campus, the student shall be expelled for a minimum of one calendar year in accordance with the District's suspension and expulsion policy. The Superintendent may modify the length of a firearms - related expulsion on a case-by-case basis based on the following criteria:
    a. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
    b. The age and grade level of the student.

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

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

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

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

Complementary Documents
- FFK, Suspension and Expulsion •
- FFK-AR, Suspension and Expulsion •
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing •
- FFK-E2, Suspension and Expulsion for Special Education Students

End of Bismarck Public School District Policy FFD

Adopted: 7/1/2015
Revised: 4/30/2024

STUDENT NAME: _____
SCHOOL: _____
GRADE: _____

BISMARCK PUBLIC SCHOOL CODE OF CONDUCT

CO-CURRICULAR ACTIVITIES

The co-curricular programs in the Bismarck Public Schools exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people. Parents are encouraged to be positive and supportive in their relationships with advisors and coaches. It is the prerogative of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged and the regulations of the North Dakota High School Activities Association are met. A team effort by parents, school officials, and the participants is needed. Our co-curricular programs are voluntary and are a privilege to participate in rather than a right.

ELIGIBILITY

Scholastic: Students (grades 9-12) shall be doing passing work in at least twenty-five hours per week in order to maintain eligibility. For eligibility purposes, grades are the cumulative average grade from the beginning of a semester and will be computed at the following reporting periods: midterms, quarters, and semesters. Students not meeting said standard will be ineligible for a period of 2 calendar weeks. If the standard has been met at the conclusion of 2 calendar weeks, the student will regain eligibility. If the student has not regained eligibility after 2 weeks, they will remain ineligible until the next reporting period.

Summer School: Summer school can be used to regain eligibility if a student did not pass the minimum of twenty-five hours per week in the previous semester. The summer school course used to regain eligibility must be the same course as the failed course which led to loss of eligibility in the previous semester. If the like course is not offered in summer school, a core summer school class can replace a failed elective class with approval of the building activities director.

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 unexcused absences or inappropriate behavior infractions.

Attendance: Participants must be in attendance for all academic and required activities designated by the school in order to be eligible to participate in co-curricular activities on any given day.

Suspension or Expulsion: Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school. Period of ineligibility from the activity may be extended by the coach/advisor.

Tobacco, Alcohol or Controlled Substance Violations: The use or possession of tobacco, e-cigarettes, electronic delivery device, alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any student who is in violation of the foregoing shall be declared ineligible from participation in

interscholastic contests or activities for a minimum period of six consecutive weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of ineligibility shall begin from the date and time notification is given to the student by the school administration (NDHSAA Constitution and By Laws).

"Mere Presence": Being in attendance at a function, in a vehicle or at a party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so is a violation. When a student recognizes this situation, he/she must leave immediately or is in violation of the Bismarck Public Schools tobacco, alcohol or any controlled substance rule.

In-season Penalty: 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.

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. Ex. Student has alcohol violation in October but does not participate in any activity until track. The student serves the 6 or 18 week period of ineligibility starting October 4 which is the time the school is notified and then serves the two week period of ineligibility from the first authorized date of competition for track. 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.

SPECIFIC STANDARDS

A participant in any BPS co-curricular activity will be declared ineligible for engaging in any act that would be grounds for arrest or citation in the court system (excluding minor offenses such as traffic or hunting/fishing violations). Ineligibility can occur without a formal citation, arrest, conviction, or adjudication. All ineligibility appeals must be directed to the Bismarck Public School Assistant Superintendent for Secondary Schools. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others is grounds for ineligibility from co-curricular activities. Such conduct could include group conduct. This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the good conduct rule which includes, but is not limited to, the above referenced behaviors.

Accumulation of consequence for ineligibility is active for one calendar year. The last day of school for students (as defined by the district calendar) will be the conclusion date of all violations for that academic year and the start for the upcoming academic year. An exception to this would be a student who is deemed ineligible and their activity extends beyond the ending date of school. They would remain ineligible until the conclusion of their activity or their period of ineligibility expires.

BISMARCK PUBLIC SCHOOLS GENERAL CODE OF CONDUCT STANDARDS

Respect for Others: Respect should be displayed toward officials, opponents, teammates, others in the community & towards oneself.

Dress and Grooming: Students who participate in co-curricular activities are expected to dress appropriately for out-of-town trips. Coaches/Advisors may establish and post appropriate standards with each individual group.

Travel: Students are to travel to and from away events with the squad. No other means of transportation is to be arranged unless approval has been granted by the coach or advisor and that release will only be a visual release to the student's parent/guardian.

Citizenship: The conduct and behavior of participants is a direct reflection of themselves, their parents, the school, the organization, and the coach/advisor. Participants shall be courteous and show respect for people and property. All varsity students must participate in a team community project (minimum of two hours).

My signature below indicates that I have reviewed, understand, and agree to adhere to the regulations, expectations, and penalties contained within the Bismarck Public School District's Code of Conduct for co-curricular activities. It is also an acknowledgement that I have been properly advised, cautioned, and warned by the proper administrative coaching personnel of the Bismarck Public School District that by participating in sports one exposes themselves to the risk of serious injury including, but not limited to, the risk of concussion, paralysis; or even death. I have viewed the film entitled **"Sports & Activities: Know the Risks"** and understand the message it conveys. (https://www.youtube.com/watch?v=K25IgZvgoCA) I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating in sport(s). Having been so cautioned and warned, it is still my desire and my choice to participate.

I also understand that hazing of any kind is not allowed in the Bismarck School District. This includes written, verbal and physical acts. My signature is an acknowledgement that I have read the Bismarck Public Schools Hazing Policy – ACEB.
(https://www.bismarckschools.org/cms/lib/ND02203833/Centricity/Domain/199/ACEB%20Hazing.pdf)

_____	_____	_____
(Student Signature)	(Parent/Guardian Signature)	(Date)

Rev06/21/17