

Student Handbook

2026-2027



Bismarck High School
Demons



Bismarck High School

800 N. Eighth Street
701-323-4800 - Administration
701-323-4803 - Attendance
701-323-4802 - Student Services

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David Wisthoff

ASSISTANT PRINCIPALS

Lynette Johnson
Ryan Johnson
Mark Lardy

COUNSELORS

Julie Berg
MiKayla Brown
Kalli Swenson
Karmen Wahl

**BISMARCK PUBLIC SCHOOL DISTRICT #1
ADMINISTRATION OFFICE
128 Soo Line Dr.
701-323-4000**

**Dr. Jeff Fastnacht, Superintendent
Dr. Ben Johnson, Assistant Superintendent**

Section 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.

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.

Equal Employment and Educational Opportunities (Non-Discrimination Notice)

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: (701) 323-4070.

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•BISMARCK HIGH SCHOOL MISSION STATEMENT•

The mission of Bismarck High School is to foster a tradition of excellence by empowering students to become responsible citizens who make sound personal choices and decisions.

•BISMARCK HIGH SCHOOL PHILOSOPHY•

- We foster an awareness of and sensitivity to a diversity of cultures, points of view and individual differences.
- We promote goal setting and decision-making skills.
- We offer an atmosphere for personal growth through a wide range of experiences.
- We encourage a positive attitude in academics, personal life and career development.

•PHILOSOPHY OF BISMARCK PUBLIC SCHOOLS•

We, the Bismarck Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We Believe:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Through the study of basic subject matter, history, culture, fine arts, and co-curricular programs, students will be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular and co-curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.

Parents / guardians and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

Policies contained within this handbook can be found on the following web sites:

BPS policies: <https://sites.google.com/a/bismarckschools.org/schoolboard/>

BHS information: <http://www.bhs.bismarckschools.org/>

•STUDENT RIGHTS•

1. Even though the age of majority is 18 years, students 18 years of age or older and living at home will need parental excuses for absences. (Exception: An emancipated student no longer living at home).
2. School policy and the law require confidentiality of a student's school records.
3. Students may offer suggestions on school policy, preferably through Student Council. However, final legal authority for such policy rests with the School Board.
4. Participation in commencement exercises is not required. Students may have their names and/or pictures omitted from honor rolls, school publications and graduation list by informing the BHS administration office.
5. Mode of dress and hairstyle is limited only by the potential for class disruption or as a hazard to health and safety. (See page 23)
6. Students have a right to freedom of expression within the limits of the Constitution.
7. Release time for religious instruction is a student's right. The School Board has the right to establish student release time.
8. Rights of students are not diminished by reason of marriage or pregnancy, race, creed, color, sex, or personal handicap.

•STUDENT RESPONSIBILITIES•

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

•ATTENDANCE POLICIES/CODES•

ATTENDANCE PROCEDURES

The North Dakota Century Code requires compulsory attendance in a public school for each child under age sixteen. Students are expected to be regular and prompt in their attendance. The high schools have implemented a semester and attendance incentive policy for attendance.

ABSENCE REPORTING PROCEDURE

To ensure that an absence is excused, the parent/guardian must make a verification call to the Attendance Office at 323-4803 on THE DAY OF THE ABSENCE between 7:00 a.m. - 3:30 p.m. NOTE: If a verification phone call is not received the day of the absence, the absence will be unexcused. If a parent/guardian is unable to call, it is the student's responsibility to call the Attendance Office between 7:00 a.m. - 3:30 p.m. to explain the absence and the reason that his/her parent/guardian is unable to call. Arrangements will then be made to clear the absence, but the absence will remain unexcused until a parent/guardian clears the absence. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the attendance office at the time of the return. **An assistant principal will make the final determination whether the absence is excused or unexcused.**

TYPES OF ABSENCES

All absences from school fall into one of two categories: **excused** or **unexcused**. Both types of absences accrue on a per period basis.

Assuming the attendance office receives a verification call from a parent or guardian, an **excused** absence will be given for:

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

An **unexcused** absence is an absence that cannot be classified in any of the above categories. Unexcused absences accrue on a per period basis. They include truancy, oversleeping, routine errands, absences of a nonessential nature (i.e., car trouble after student's first class, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, work, and undeclared absences such as "personal"). **Because bus transportation is provided to the Tech Center/Career Academy, students who are tardy or absent because of failure of their own or a friend's transportation (flat tires, car accidents, car problems, traffic violations, etc.) will be unexcused. Because lunch options are available at Bismarck High School, transportation failures occurring over the lunch period will also result in an unexcused tardy or absence.**

UNEXCUSED ABSENCES AND TARDINESS

Infractions that will result in detention are as follows:

(1) Unexcused absences-

The attendance office will exercise the following procedures for dealing with unexcused absences:

- 1st unexcused absence in any class period – Warning
- 2nd unexcused absence in any class period –Lunch detention
- Additional unexcused absences will result in lunch detention or more severe consequences.
- Administration reserves the right to proceed directly to lunch detention for any unexcused absences.

(2) **Tardiness –**

Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the bell rings. If tardy, the student should report directly to the classroom. An exception to this is when a student comes to school after having missed one or more previous classes that day. Under those circumstances, the student should first check in at the attendance office before reporting to the classroom. Individual teachers will handle tardiness. Each teacher will determine when a student with excessive tardies will be referred to the assistant principals for disciplinary action. Consequences from excessive tardiness may include lunch detention or in-school suspension.

NOTE: If a student is assigned detention for excessive tardiness in a class, test exemption is forfeited in all classes.

****Consequences for absences during the last week of the first semester will be applied at the beginning of the second semester. ****

ATTENDANCE INCENTIVE POLICY

Purpose: The purpose of the attendance incentive policy is to encourage integrity amongst academic behaviors. The behaviors include active engagement, perseverance to task, commitment to time and timelines, academic success, and adherence to school behavioral expectations. Each semester, all students are expected to take all of their final exams. The final exam schedule each semester is part of the regular school calendar and should not be viewed as vacation days. Through the course of an individual semester, a student may earn an exemption from each final exam based on the following criteria:

1. No more than 3 assignments which are late or not turned in (per class)
2. No instances of academic dishonesty (plagiarism, cheating)
3. No instances of refusal to participate in teacher requested tutorial sessions.
4. No instances of detention or suspension
5. No more than 2 (two) tardies or 2 (two) tardies per block period (per class)
6. No unexcused absences (per class)
7. No more than 2 (two) parent requested personal days.
 - a. Ex.: Typically, comes into play when a parent requests days of absence for personal related reasons (i.e. taking an additional day either side of a long weekend, a several day vacation, leaving a day early to go to attend a family function out of town, etc.).
8. If a student earns an A in the course and has exceeded the number of parent-requested personal day absences in criteria #7, they will not be required to take the final in that class. However, if they have lost exemption for any other criteria (#1 through #6), they will still be required to take that final.
9. If students have any outstanding fees, i.e., book bills, parking tickets, Chromebook repairs, class fees, library fines, etc., they will be required to take finals if the fee is not paid. In the case of a financial hardship, please contact BHS administration.

In addition, other excused absences will not impact test exemption status. Here are a few examples: Parent Confirmed Illness, Medical (provider documented) Absence, Covid Related Absence, College Visit, and Funerals.

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

Beyond the qualification criteria listed above, the following may apply to some/all of your classes:

- An exempt student may elect to take the semester test. In this scenario, results of the exam will be figured into the final grade only if it improves the final grade. As a school district, we encourage and support parents/guardians to develop a plan prior to the beginning of each semester that would include taking several final exams.
- Advanced Placement (AP) and Honors teachers may require a final test provided they notify students during the first week of the semester.

- The BPS test exemption policy does not apply to Dual Credit courses. Exams for Dual Credit courses will follow the college expectation of a final.
- Students who are currently failing a course are required to meet with their teachers to determine potential impact of the final exam. If a student does not have the reasonable ability to achieve an overall passing grade with the final exam they will be excused from the final exam.

COLLEGE VISIT

Students will be granted **2** college visit days during the junior or senior year which will not affect credit loss or test status. The student must provide written documentation of this visit from the college for verification purposes.

CLASS RELEASE APPLICATION (“CUT SLIP”)

Students are asked to obtain a “cut slip” from the Attendance Office at least two days prior to known absences (i.e. funerals, weddings, family trips, religious observances). The attendance office will verify the absence with a parent and issue the cut slip. The student is responsible for obtaining teacher signatures and returning the slip to the attendance office prior to the absence. Students are responsible for all work assigned during their absence. **Cut slips will not be approved for students who have excessive absences.** (see Credit Loss below).

CREDIT LOSS

Students must be in attendance in a class for a specific number of days per school semester in order to earn credit. As a result, the number of absences per semester is limited to 10 per class. As a matter of procedure, the attendance office will notify parents by letter when a student has accumulated 5 or more non-school-sponsored absences in a class. **Thereafter, it is the student's responsibility to monitor his/her attendance to avoid credit loss.** When the number of absences in a class exceeds 10, the course grade will be recorded as an FC (failing grade due to credit loss) which grants no credit for the class and counts as an F in the student's GPA. When a student is notified of credit loss, he/she must see a counselor immediately. If the class is the seventh subject for a sophomore or junior, or the sixth subject for a senior, the student may be withdrawn from that class at the discretion of an administrator. **However, the student will be required to continue to attend the class if it is the sixth subject for a sophomore or junior or the fifth subject for a senior.**

The only exceptions to the above absence limit standard are medical absences with a signed doctor's excuse stating the specific time that the student could not be in school, school-sponsored activities, in-school detention absences and out-of-school suspensions. Unusual situations or exceptions will be considered by the administration.

SCHOOL-SPONSORED ABSENCES

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. **Any student participating in any BHS activity (athletic competitions, music performances, club events, etc.) must attend all classes on the day of the activity. An absence in any class will cause the student to be ineligible for participation on that day.**

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school-sponsored absence.

Any student wishing to receive a school-sponsored absence for being a spectator at a regional or state competition must remain in good academic standing in their classes. **Students will not be granted a school sponsored absence if they are failing any classes.**

LEAVING THE BUILDING/RETURNING TO THE BUILDING (once classes have begun)

Students must **check out** at the attendance office when they leave the school building for an appointment or for illness. Failure to do so will result in a written warning from administration for the first offense. Subsequent violations will result in the absence remaining unexcused. A student who arrives at school after the beginning of their school day for any reason must **check in** at the attendance office.

MAKE-UP WORK

The responsibility for making up missed lessons rests with the student, not the teacher. Missed lessons from both excused and unexcused absences may be made up. Students are generally allowed **one make-up day** for each day a class is missed. Exceptions, such as an absence beyond the end of a term, or absence of more than five days, will be handled through the Administrative Office. If a student misses an arranged make-up test other than for an excused absence for illness, the test could be forfeited, and the grade become a zero.

MEDICAL APPOINTMENTS

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is not possible, a parent should contact the BHS attendance office (701-323-4803) to excuse the student for the appointment. The student must check out for the appointment at the attendance office and, upon returning to school, present a signed medical/dental excuse to the attendance office from the doctor's office, in order to medically excuse the absence. The clinic or office personnel may also fax the medical excuse to the attendance office at 701-323-4805. The medical excuse must be completed by the doctor's office and returned to the attendance office **within 2 weeks of the absence** in order for the absence to be medically excused. The appointment slip must specify the times and dates of the appointments and include specific information regarding the length of time the student will be medically excused from school (examples: "All day due to illness"; "3-5 days due to illness") **Note: Forging a physician's signature on a medical excuse or altering a medical excuse is a class C felony; doing so could result in prosecution by the physician or clinic involved.**

ATTENDANCE CODES

<u>Code</u>	<u>Description</u>		Excused or Unexcused
I	Illness	Granted when a student is unable to attend due to illness.	Excused
M	Medical	Granted when the school receives documentation indicating a student had a medical appointment or received medical recommendation to be absent from school.	Excused
R	Parent Request	Granted when a student has a personal or family situation for which their presence is deemed essential.	Excused
S	School Sponsored	Granted when a student is involved in a school/district based co-curricular or extracurricular activity and the activity has received absence approval to participate.	Excused
C	Circumstantial	Granted when an absence is deemed to be out of the control of the student/family (i.e., death in the immediate family, family funeral, etc.). This includes weather as determined by the district.	Excused
CV	College Visit	Granted when a student in their junior and/or senior year participates in on-campus college visits. The student must bring documentation of this visit from the college for verification purposes.	Excused
U	Unexcused	Absence not supported by the verbal or written communication supplied by the student's parent, teacher, or school administrator.	Unexcused
T	Tardy	Used when students are not in the class when it begins and there is no valid reason for tardiness.	Unexcused
X	Excess Tardies	Used when tardies have become excessive. An <i>X</i> counts the same as a <i>U</i> for all policies which tally attendance.	Unexcused
G	Group/Support	Issued when a student is in the building with building staff, but not in the scheduled class (i.e., is involved with a meeting, individual counseling session, group services, etc).	Present
H	Hospital or Homebound	Issued when a student is physically or medically unable to attend in-person learning.	Present
DIS	Detention	Issued when a student has a rules infraction which necessitates detention. If this is issued during school hours, it is only issued during a time the student does not have a regularly scheduled class.	Present
ISS	In School Suspension	Issued when a student has a rules infraction which necessitates an in-school suspension. The duration of this suspension will take place in a specified location on the school campus. During this time, students are expected to complete all assignments they receive from their teachers.	Present
OSS	Out of School Suspension	Issued when a student has a rules infraction which necessitates an out-of-school suspension. The duration of this suspension will take place at home or at an alternate off-campus location as determined by school administration or designee. During this time, students are expected to complete all assignments they receive from their teachers.	Present

•GENERAL INFORMATION•

ACCIDENTS AND INSURANCE

The Bismarck School District does not carry accident/injury coverage for students. Therefore, parents are responsible for all costs associated with a school-related injury. In the event of a school-related accident or injury, it is the responsibility of the injured student to report to the teacher or coach in charge and to the Administration Office.

ADMINISTRATION OFFICE

Hours - Monday through Friday - 7:30 a.m. - 4:00 p.m.

Telephone - BHS (701) 323-4800

Some Administration Office services are:

1. **Athletic Pass** - High school students may purchase an athletic pass for all home high school athletic contests. The pass is honored at home athletic events hosted by Bismarck High School teams. The pass is **not** valid for tournaments or for individually ticketed events such as band or choir concerts or drama events.
2. **Transcripts**
 - a. Academic records are compiled and filed in the administration office, and transcripts are sent as requested by the student in accordance with Public Law #93-380.
 - b. Release of student records/transcripts - A student's educational history cannot and will not be released to any agencies (including scholarship applications and insurance forms), other than educational institutions to which the student is transferring, unless permission is granted. A request form, "Release of Information", must be completed and authorized by the student's parent/guardian if the student requesting a release of information has not attained his/her 18th birthday.
 - c. A \$2.00 Transcript Fee must be paid for each transcript before any information can be released unless the transcript is for a scholarship.
3. **Lunch Accounts** - A parent or student may deposit money into a student food service account in the administration office. Students can then access this account with a student ID number while going through the lunch line. Note: No student personal checks will be cashed by the Administration Office.

***Bismarck High School will now accept credit card payments for many of the financial transactions which are typically made with the school.** Such items include.

- Lunch account deposits (LINQ)
- Activity fees / Activity passes / Planners / Parking permits (MPP)

MyPaymentsPlus (MPP) is used for all financial transactions, except lunch accounts. If you have not registered for a MPP account, you will need to register with (www.MyPaymentsPlus.com) in order to access the setup for your child/children. In order to register, you will need to know your child's student number. Once you create an account, you will be able to see all the options available to your child.

LINQ is used for the lunch accounts <https://linqconnect.com/>

INSTRUCTIONAL MATERIALS

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

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

CAFETERIA/COMMONS AREA

This area is available to students throughout the school day. All meals must be eaten in the cafeteria. Meals and drinks from competitive, commercial eating establishments will not be allowed in school cafeterias for consumption or sale. This means that students may not bring back food from any restaurants to eat in school.

Trays and leftovers must be discarded in proper areas. Students may pay cash as they go through the lunch line or deposit money into a food service account in the administration office. This account can be accessed with a student ID number as the student goes through the lunch line. Unacceptable behavior in the lunchroom will result in withdrawal of cafeteria privileges for a specified time - to be determined by lunchroom supervisors and the assistant principal. **The commons area is closed at 4:00 p.m. each day.**

NOTE: Students will not be allowed to loiter in the hallways during free periods. During free time students are to be in the cafeteria/commons and/or in the library. **Snacks are to be consumed in the cafeteria/commons, not in the hallways, classrooms or parking lots.**

CHANGE OF ADDRESS

Any student moving to a new address within or outside the school district is asked to report such a change of address immediately to the Bismarck Public Schools District office at 701-323-4110 or through PowerSchool.

WEDNESDAY NIGHT/SUNDAYS

Because Wednesday evenings have traditionally been considered religious nights in the Bismarck community, scheduling school activities after 7 p.m. on Wednesday is avoided. Generally, no activities are to be scheduled on Sundays without permission from the Superintendent.

COMMENCEMENT

Students must complete the required course of study for graduation in order to participate in commencement exercises. Also, all students who participate must wear appropriate cap and gown. Graduation exercises are held each year in the spring for both early graduates and regular term students. Seniors who participate will comply with the school's procedures and regulations pertaining to commencement exercises. Seniors not wishing to participate must inform the Principal.

Participation in the graduation ceremony is a privilege not a right. Students who violate student conduct policies/regulations may be denied the privilege of participation in the ceremony at the principal's or superintendent's discretion.

Graduating seniors will be ranked based on their grade-point average for all classes taken in the 9th grade, 10th grade, 11th grade and the first semester of the 12th grade. Students who have earned all A's will be assigned a class rank of "1". Students who have a combined GPA of 3.75 or higher will be recognized as graduating with highest distinction.

COUNSELING DEPARTMENT—STUDENT SERVICES

The Counseling Department/Student Services is staffed by qualified counselors. The purpose of the counseling program is to help each student achieve his/her highest growth mentally, emotionally, and socially. Counseling services include the following:

- (1) **Individual Counseling** - Students may consult with the counselors before, during, and after school. Appointments are not necessary.
- (2) **New Student Orientation** - Counselors will assist new students as they adapt to a new school.
- (3) **Homebound Program** - In some cases when students are confined to the hospital or at home for a lengthy period, the school system provides visiting teacher assistance. Arrangements must be made by the counselors. A doctor's statement on inability to attend classes is required for this program.
- (4) **Testing Services** - Information and application forms for the ACT Testing Program or SAT program are available in the Student Services Office. Other tests and services are available.

- (5) **Career Information** - Representatives from colleges, technical and private schools and the armed forces visit the school on a continuing basis. Scholarships, financial assistance, and college applications are also available in the Counseling Office. The CHOICES program is also available for career exploration and information.
- (6) **Referrals** - Counselors are available to help students when referrals are necessary for health and community services, social services, vocational rehabilitation, speech therapy, post high school education, and occupational information.
- (7) **Parent-Teacher Conferences** - These may be arranged by the counselor upon the request of either the parent or the teacher.
- (8) **Social Worker**— The social worker may be contacted through the Counseling Office. The school social worker has a responsibility to help students who are experiencing some difficulty adjusting to school or are having problems at home which may also affect the student's ability to get along either academically or socially in school.

DAILY BULLETIN AND ANNOUNCEMENTS

The daily bulletin contains all official announcements, and students are held responsible for having read all notices or regulations that appear on it. Failure to read the bulletin, listen to announcements, or read the electronic message center is not accepted as an excuse for lack of information about school activities. The daily bulletin is posted every day in conspicuous places throughout the building, on TVs in the commons, and on the school website. Items for the daily bulletin must be approved by an advisor and be in the Principal's Office no later than 12:30 p.m. of the school day preceding the date of the announcement. Announcements over the public address system are made at the discretion of the Assistant Principals in the Attendance Office.

DAILY SCHEDULE REQUIREMENTS—STUDENT CLASS LOAD

Freshmen must carry a minimum of seven (7) hours of classes each semester, of which two (2) can be music. Sophomores and juniors must carry a minimum of six (6) hours of classes each semester, of which two (2) can be music. Seniors are required to carry a minimum of five (5) hours of classes each semester, of which two (2) can be music. Students cannot apply more than four (4) units of music credit toward the minimum graduation requirement. Students enrolled in the cooperative work experience courses must carry six (6) hours (sophomores and juniors) or five (5) hours (seniors) of class work in addition to this course. Mid-term graduates will not be allowed to leave BHS, CHS, or LHS prior to the completion of first semester to enroll elsewhere. They are welcome to enroll in another institution but must make known to proper personnel that they will not start classes until the first semester ends at BHS, CHS, or LHS. To be classified as a sophomore, a student must have earned at least five (5) credits by the end of the freshman year. To be classified as a junior, a student must have earned at least ten (10) credits by the end of the sophomore year. To be classified as a senior, a student must have earned at least seventeen (17) credits by the end of the junior year. To graduate from BHS, a student must earn twenty-four (24) credits.

DANCES

Bismarck High School dances are not open to the public. BHS students will be required to present their current student ID or PowerSchool student account via an electronic device to gain admittance to the dance. A BHS student may bring one non-BHS student as a guest and must accompany this guest. Students who do not attend BHS may attend only as a guest of a BHS student and will be required to present one of the following at the entrance: a current school-issued student ID w/ photo, PowerSchool student account via an electronic device, or a photo ID that includes a birth date. Middle school students in grades 6-8 and persons age 21 or older may not attend BHS dances. All guests will need to have a "guest form" completed and turned in to the office prior to the dance as outlined by administration.

Note: Once students have been admitted to the dance they are expected to stay until the dance ends; upon leaving the building, the students forfeit their right to return to the dance. Breathalyzers may be used to maintain an alcohol-free environment. Students with an unexcused absence the day of a dance will not be permitted to attend.

EMERGENCY DRILLS

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

EMERGENCY NUMBERS

FIRE (Also Rescue)	911	CIVIL DEFENSE	701-222-6727
POLICE	701-223-1212	NAT.WEATHER SERVICE	701-250-4224

FIELD TRIPS OR OTHER SCHOOL-SPONSORED ACTIVITIES

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

HOMEcoming

Homecoming activities take place during football season. Homecoming royalty will be elected prior to the Homecoming game. Only seniors may be sponsored by school approved organizations as royalty candidates.

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 (ND Century Code 23-07-17.1) requires that students who have not received required immunizations or have not begun the catch-up schedule must be excluded from school. To avoid exclusion or to re-enroll at a school the child must meet one of the following requirements:

1. Provide proof of required immunizations by submitting a ND Certificate of Immunization that has been completed and signed by a health provider or public health authority. If you are claiming history of disease of chickenpox, the date of illness must be indicated in the "history of disease" portion of the certificate. The certificate may be obtained from your healthcare provider, Bismarck Burleigh Public Health (701-355-1540) and at the following website:
<http://www.ndhealth.gov/Immunize/Documents/Providers/Forms/COI05-2012.pdf> or <http://goo.gl/bY1iLZ>
2. Claim an exemption by completing the ND Certificate of Immunization indicating the exemption. Exemptions that may be claimed include philosophical, moral, religious or medical. If claiming an exemption, the form must be signed by a healthcare provider.

To schedule an appointment or if you have questions or concerns contact Bismarck Burleigh Public Health at (701) 355-1540) or contact your healthcare provider. The schedule of required immunizations is available at <http://www.ndhealth.gov/Immunize/Schools-ChildCare/>

LIBRARY MEDIA SERVICES

The library is located on the second floor and is open every day from 7:00 a.m. to 4:00 p.m. Students and staff have access to an extensive general collection, magazines, newspapers, and online resources for academic and leisure purposes. Professional books, equipment and videos are available for staff checkout. Immediately report to the library any malfunctioning technology or equipment checked out from the library. Classes may be scheduled into the library as needed. Sign up for the library or lab space through the Outlook calendar. Equipment can be reserved via the Google Document link or via email correspondence to a library staff member. Students sent to the library by a teacher during class time must have a pass. Upon arrival, students will be expected to sign in and out at the front desk with a member of the library staff.

LIBRARY –DISTRICT-WIDE RESOURCES

Students and staff may request books from other Bismarck Public School libraries through the online catalog. The “District Library” link on the BHS Library web page <http://www.bhs.bismarckschools.org/bhs/library/> links you to the Library Media Office. The Library Media Office (LMO) offers many items, including lesson kits, audio visuals, and professional books for curriculum support. Please return borrowed items promptly so others may use them.

LOCKERS

Freshmen will be assigned a locker in which to keep books and belongings. Sophomores, juniors and seniors may request a locker at the attendance office, and because locker numbers are limited, all requests will be filled on a first come, first serve basis. **Please make certain your locker (or gym locker) is locked at all times. THE BISMARCK PUBLIC SCHOOL DISTRICT ACCEPTS NO RESPONSIBILITY FOR ARTICLES LOST OR STOLEN FROM ANY SCHOOL LOCKER.**

All lockers are school property, and therefore, subject to inspection by the Principal or Assistant Principals when deemed necessary.

LOST AND FOUND

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

MEDIA INTERVIEWS

During the school year there may be opportunities to talk to members of the local media. Students are reminded that they may talk to the media but are not required to participate in any interviews.

SCHOOL MEDICATION PROGRAM

Under normal circumstances prescription and non-prescription medication should be administered to students before and/or after school hours under parental or medical supervision. If a student must receive or take prescription or non-prescription medication while on school grounds or during district-sponsored activities, the District, students, and parents must comply with the following policy.

The Bismarck Public School District has established a program for providing medication to students during the school day and when students are otherwise under the district’s direct supervision (e.g., participating in a school activity, on a school-sponsored trip). This program is only available to students when the applicable requirements under this policy have been satisfied.

Qualifications for Eligible School Medication Providers

In order to be eligible to provide medication under this policy, an individual must meet the following criteria and receive approval from the building principal:

1. Received appropriate education and training in medication administration.
2. Provided the building principal with verification that the above training and education is complete.
3. Undergone a criminal history record check through the District and received satisfactory adjudication;
4. Agreed to perform the duty of providing medication.
5. Received written consent of the student's parent or guardian.
6. Agreed to comply with this policy and any additional district rules on providing medication.

The District shall pay the cost of all district-authorized education and training for school medication providers.

Types of Medication Provided

The District may provide both prescription and over-the-counter medication to students covered by this policy so long as they are legal under state law and:

1. Recognized as drugs in the official U.S. Pharmacopoeia and national formulary, or
2. Recognized as drugs in the official Homeopathic Pharmacopoeia of the U.S., or
3. Recognized as drugs in any supplementary publication to the above references, and
4. Are authorized to be provided to the student by his/her parent/guardian and, when applicable, healthcare provider in accordance with this policy.

The District is not responsible for verifying the authenticity of the drug based on the above criteria but may consult a qualified healthcare provider (e.g., pharmacist) to determine if the above, applicable criteria have been met. The District shall maintain the student's confidentiality when making such an inquiry unless the student's parent/guardian has waived confidentiality rights.

The District and all school employees and volunteers are prohibited from purchasing over-the-counter medications to provide to students. This includes items taken orally, topical application, etc.

Routes of Medication Provided

Eligible school medication providers may provide oral and non-oral, noninvasive medication (i.e., medication provided by non-parenteral routes) to students covered by this policy. Eligible school medication providers shall not provide medication through parenteral routes unless they have the proper authority under state law, including certification or licensure, to perform such functions. The District shall retain verification of such authorization, certification, or licensure.

Except as otherwise delineated below, if a student's medication requires administration through the parenteral route, the District may deny a parent's/guardian's request to provide such medication or may require the parents/guardians to reimburse the District for the expense of hiring a healthcare provider who has authority under state law to administer such medication, if the District does not have a medically qualified and eligible school medication provider on staff who is willing to administer the medication.

For students whose Individual Education Program (IEP) or 504 Plan requires medication via a parenteral route, the District shall attempt to reasonably accommodate the student.

If a medically qualified and eligible school medication provider is requested to perform any invasive medication administration, the District first should contact its insurer to determine if additional liability coverage is necessary if the District has not previously made this inquiry.

Student Self-Administration

Students are authorized to self-administer medication when receiving appropriate consent as described by administrative regulations, or, for emergency medication, in accordance with law (NDCC 15.1-19-16). Students are authorized to possess/carry medication when permitted by law and in accordance with authorization procedures in administrative regulations beginning in middle school or when the medication is prescribed for life-threatening conditions, typically emergencies.

Additional Prohibitions, Restrictions, and Requirements for Students

All students are required to comply with the district's policy on drug and alcohol-free schools, which contains prohibitions on illegal activities associated with prescription and over-the-counter medication. Students who violate the Drug and Alcohol-Free Schools policy by engaging in a prohibited activity with medication originally authorized by this policy may be subject to disciplinary action. In addition, the District may refuse to provide medication to the violating student and/or may prohibit the violating student from self-administering medication as long as:

1. The student's condition and treatment is **not** covered by an IEP or 504 Plan under which the District provides medication.
2. The medication is **not** covered by an emergency provision in law or needed on an emergency basis as determined by administration in consultation with the student's healthcare provider (i.e., an inhaler, epi-pen, or insulin).

Parents/guardians of violating students not subject to an exception above will be required to make arrangements to provide medication to their children during the school day.

Students who are covered by this policy and taking medication at school must agree to report any known sign or symptom of a side effect, adverse medication reaction, or allergic reaction to a school official when the student is in school or otherwise under the school's supervision. Students authorized to carry medication must agree not to leave the medication unattended or unsecured and accessible to other students.

Policy Implementation

The Superintendent, in consultation with other district administrators and medical staff, is responsible for creating regulations governing parental authorization to provide medication, medication check-in requirements, and other necessary rules governing the operation of the medication program.

Medication Off-Campus When Student is Under District Supervision

Parents/guardians must make arrangements with the building principal for students who will require medication off-campus while under the district's supervision prior to the activity or event (e.g., students who participate in extracurricular events or field trips). At a minimum, parents/guardians making such a request shall be required to comply with the applicable authorization requirements contained in this policy. The District shall develop, on a case-by-case basis, check-in and storage requirements for all medication provided or self-administered in this context. The District may consult the student's healthcare provider(s) when developing these rules.

Liability Disclaimer

It is not the intent of the District to expand or modify the district's potential liability exposure through the development of this medication program. The district's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing and providing medication under a school medication program. This protection extends to all eligible school medication providers, the District, and the Board so long as each party is acting in good faith.

The District is not responsible for determining the qualifications of healthcare providers whose signatures appear on prescriptions and other medical documentation submitted to the District by parents/guardians. The District assumes that by signing such documentation, the healthcare provider is attesting to the validity of his/her qualifications and credentials. The District will comply with healthcare providers' orders but assumes no liability for their content.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since their beginnings in 1921 and 1929.

To be considered for membership in the National Honor Society, sophomores, juniors, and seniors must maintain a 3.5 cumulative GPA, perform a minimum of 15 hours of community service, be in at least one activity (a job counts), and exhibit outstanding character as defined in the chapter bylaws. For more information about the requirements and the selection process, please see advisers Mrs. McCormick or Mr. Just.

OPEN CAMPUS

Bismarck High School allows an open-campus environment for **grades 10-12**. This means that while students must attend all classes listed on their class schedules, they have the option of studying in the library or commons area or may leave campus during unassigned periods. **Students are not allowed to spend their unassigned class period(s) in the BHS parking lot or in the neighborhoods surrounding BHS.**

The commons area serves as a lunchroom, study area, and social area; however, the commons area is not a recreational area. Students who are unable to adapt to the advantages of the open-campus environment will have their open-campus privileges revoked.

PARKING REGULATIONS

Students who wish to park in designated student parking are required to complete a BHS parking permit application and read/sign a BHS student parking agreement, purchase a BHS parking permit (\$5.00), and display the permit from the rear-view mirror of their vehicle. Purchase of a parking permit does not guarantee a parking spot. Due to the limited number of student parking spots students are expected to park in a responsible manner. Failure to do so will result in a parking ticket. Students are prohibited from parking in areas designated for visitors or school staff for any reason. A student who parks in these areas will be fined \$10. A second such violation may result in an administrator assigning detention, which will result in a loss of test exemption. Subsequent parking violations may result in loss of parking privileges and/or the car being towed. In addition, students with unpaid parking tickets will forfeit test exemption until the tickets have been paid. Parking permits are available for purchase throughout the school year in the attendance office. **The School District accepts no responsibility for articles lost or stolen from cars or for vandalism/damage to cars parked in student parking lots.**

Note: Students are prohibited from loitering in the parking lot. This includes eating lunch in your car or sitting in your car alone or with friends during lunch or free periods.

PEP ASSEMBLIES

Pep assemblies are held in conjunction with academic, music or athletic events. Students and organizations are urged to participate in the preparation of the entertainment for these programs, thus encouraging good school spirit. Discourtesy on the part of one or several students will not be tolerated because it reflects discredit on the entire student body. Attendance to pep assemblies is mandatory for all students who are at Bismarck High during the assembly. Students who choose to attend a pep assembly during a regularly scheduled Career Academy or Tech Center class are required to check in prior to the pep assembly and check in again after the pep assembly with designated school personnel in the BHS commons. All students are responsible to attend their next class when dismissed from the pep assembly.

POSTERS AND NOTICES

Any poster or notice placed on a bulletin board or in other school areas must be approved and initialed by an administrator prior to being displayed. Posters or notices must be removed after the event.

PRESIDENT'S EDUCATION AWARD PROGRAM

Members of the President's Education Award Program are graduating seniors who have maintained a 3.5 or higher grade point average and have scored in the 85th percentile or higher in reading or math on a standardized achievement test such as ACT or SAT.

PROM

All juniors and seniors may attend Prom. Sophomores and early graduates may attend only if invited by a BHS junior or senior. Freshmen, middle school students (grades 6-8), and anyone age 21 or older may not attend the BHS prom. BHS students will be required to present their current student ID or PowerSchool student account via an electronic device to gain admittance to the prom. Non-BHS students are required to present one of the following at the entrance: a current school-issued student ID w/ photo, PowerSchool student account via an electronic device, or a photo ID that includes a birth date. Appropriate formal attire is required for this event.

NOTE: The Grand March is considered a public performance and is subject to the same eligibility requirements of all co-curricular activities. Any school obligation must be taken care of before going through Grand March. (Ex: detention, parking tickets, school fees, etc.)

PUBLIC PHONES

Bismarck High School maintains one public phone inside the building, and it is located in the Attendance Office and Administration Office. This phone is available for local calls and emergency situations only.

RELEASE OF NAMES AND ADDRESSES OF STUDENTS

Bismarck Public School policy allows the Superintendent of Schools to release the names and addresses of high school students to educational and military organizations that wish to inform students of career, educational, or scholarship and award information. The parent(s) and/or student may have the student's name removed from the lists by completing the BHS Student Information Opt-out form located at <https://www.bismarckschools.org/uploads/.../opt-out-form-2013.pdf>. Please return the completed form to the BHS administration office before school begins in the fall or as soon as possible once school begins.

REPEATING A SUBJECT

If a student repeats a class, both grades will stay on the transcript, with the higher grade being computed in the student's cumulative GPA.

SCHEDULE ADJUSTMENTS

Students will have their schedules mailed to them during the summer. Specific dates and important information concerning schedule adjustments will be included with the schedule. Due to the increasing size of our school and increased credit requirements, schedule adjustments will not be made to accommodate requests for teachers, lunch times, or free periods. Schedule adjustments will not be made after the start of the semester except for situations caused by computer input error, a missing core class, or a lack of the appropriate pre-requisite.

SCHEDULING SCHOOL EVENTS

All activities must be planned through each activity's advisor and must be scheduled on the master calendar located in the BHS Administration Office. All official school events must be supervised by at least one faculty member. There are no exceptions to this policy.

SCHOOL STREET CROSSINGS

As student safety is always a concern, we remind students that the streets near BHS are high traffic areas. Students should exercise extreme caution when crossing any street. Students should use the pedestrian signals at Avenue C and 7th or 9th Street, Avenue E and 7th or 9th Street, and at Avenue D and 7th or 9th Street.

STUDENT COUNCIL

Student Council is the name of the student representative body. It has charge of, election of class officers, Homecoming, social calendar, assists with pep assemblies and many other activities. Each class elects officers at large. Meetings are held as deemed necessary.

STUDENT FEES

See the curriculum guide for fees which pertain to individual courses. See page 37 of this handbook for activity fees.

STUDENT PROGRESS REPORTS

1. **REPORT CARDS** - Report cards are issued every nine-week period.
2. **ONLINE** – Students and parents can access current grades and attendance through PowerSchool® -- <https://bismarck.ps.state.nd.us/public/>. Login information can be obtained from the attendance office.
3. Parents may obtain a student progress report by calling the Counseling Office. Allow two (2) days after calling before picking up the progress report.
4. If you would like to contact a teacher, counselor, or administrator directly, please visit <http://www.bismarckschools.org/district/employees/staff-directory/>.

SUMMER SCHOOL

When there is enough demand for summer courses, they are taught at Bismarck High School, Century High School and/or Legacy High School for two twelve-day periods. The administration reserves the right to limit the total number of students wishing to enroll in summer school courses.

TEXT-A-TIP

Text-A-Tip Hotline: bhstips@bpsapps.org This hotline 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 team of school administrators and the BHS student resource officer who will respond appropriately during regular school attendance days.

TUTORING

Bismarck High School offers tutoring assistance for all students every morning from 7:40 a.m. until 8:20 a.m. Students who are behind in their work or students who have a failing grade are contacted by their teacher to make a specific appointment for tutoring time. If a student fails to attend two scheduled appointments, the teacher will call the parent to discuss missing work, a failing grade or the missed opportunities for tutoring. Nonattendance to tutoring is a violation of the attendance incentive policy.

WINTER STORMS

The School District expects parents to exercise good judgment about permitting their students to travel to school during adverse weather conditions. It is the responsibility of the parent to inform the school of a weather-related absence on the day of the absence.

WITHDRAWAL FROM SCHOOL

Students who transfer to another school or who leave for other reasons, and who do not anticipate completing the present school year, must withdraw through the Attendance Office and the Student Services Office. Students under the age of 18 must have parent permission and parent signature in order to withdraw from school.

Procedure as follows:

1. Notify the Attendance Office at once.
2. Set up a conference with a counselor for an exit interview. Unless the student is an emancipated 18-year-old, a parent must attend the conference and sign the withdrawal form.
3. Return all school textbooks, library books, and any other school property to the proper school authority before completing the withdrawal.

If a student wishes to visit a school from which he/she has withdrawn, he/she must follow the Visitor's Policy (KAAA) which states that all visitors to schools during the school day must sign in at the office, follow individual school procedures for escorts, sign out requirements, etc., and wear a visitor's badge throughout the visit.

WITHDRAWAL GRADES

If a student withdraws from a class **prior** to the end of the twelfth week of a semester, the grade will be recorded as a W (withdrawal, no grade, no credit). If the student withdraws **after** the twelfth week the grade will be recorded as a WF (withdrawal fail, no credit, counted as an "F" and will be included in the student's GPA). During the first 10 days of a semester, any class that is dropped would not show up on the transcript.

NOTE: Any student contemplating withdrawal from a class must meet with a counselor prior to the withdrawal. Withdrawal is not allowed if a student's class schedule would be decreased below the required class load of 5 classes per semester for seniors, 6 classes for juniors and sophomores, and 7 classes for freshmen.

•STUDENT ISSUES•

ANTI-GANG POLICY

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

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

CLASSROOM REGULATIONS

Teachers are expected to maintain an orderly learning atmosphere in the classroom. Disruptive behavior will not be permitted and will be dealt with appropriately. **STUDENTS ARE ACCOUNTABLE TO ANY TEACHER OR SCHOOL OFFICIAL FOR THEIR ACTIONS IN SCHOOL OR AT SCHOOL FUNCTIONS.**

DETENTION/SUSPENSION/EXPULSION

A suspension may be either an in-school or an out-of-school consequence at the discretion of the administration. Students assigned to in-school detention will be supervised by a staff member from 8:35 through 3:38. **Students who are assigned out-of-school suspension are restricted from the school campus during the time of the suspension and may not attend any school-sponsored events over the course of their suspension (i.e. athletic event, dances, etc.). Students assigned to detention, in-school detention, or suspension will forfeit their test exemption status in all classes. Infractions of school rules and regulations may result in either a detention or suspension.**

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Violations of policy ACE (Violent and Threatening Behavior), including causing or attempting to cause physical injury to another person except in self-defense and threats of violence, bomb threats, or threats of injury to individuals or property;
4. Violations of policy FFD (Weapons on School Property);
5. Violations of ABBA and FFA (Tobacco and Student Alcohol and Other Drug Use/Abuse) including, but not limited to, possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

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

6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other student including, but not limited to, violations of policy AAC and ACEA (Nondiscrimination and Anti Harassment policy and Bullying);

8. Truancy as defined in regulation FFB-AR (Attendance and Absence Regulations);
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

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

It is a class B misdemeanor for any person to:

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

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than ten days, and the parents of the student are to be notified promptly by the school principal that suspension has been issued. The decision to exceed ten days rests with the principal or assistant principal and can be exercised after the student is given:

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

For suspension of longer duration than ten days, and for expulsions, please refer to the complete listing of the policy in the Bismarck Schools Policy Manual.

DRESS CODE / PERSONAL APPEARANCE

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

- Lab classes may require clothing, safety glasses, and shoe attire that conforms to OSHA safety rules.
- Clothing styles that are excessively revealing or show a student's undergarments may not be worn in school.
- No clothing that contains advertising logos related to alcohol, drugs, tobacco, or sex.
- No clothing containing obscene, discriminatory or profane language or pictures.
- No clothing or bandanas associated with gangs.
- No clothing that distracts from the educational program of the school (such as costumes).

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

BPS recognizes the value of allowing individual student expression, protecting student health and safety, and maintaining an atmosphere conducive to education. Items approved to be worn or displayed must adhere to health and safety codes and comply with applicable law. When items on display can be reasonably forecast to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment, **they will be prohibited**. Items (worn or displayed on school grounds or at school sponsored activities) which fall under this prohibition include, but is not limited to, attire/symbols/messages depicting, implying, or reasonably perceived as promoting intolerance, hatred, and/or a hostile education environment.

RESPONSIBLE USE OF TECHNOLOGY / CELLPHONES (Policy ACDA and FFI)

The Bismarck Public Schools is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices.

- **First violation** – The device is confiscated and turned into the attendance office. Return to student at the end of day after re-teach/conversation with administrator.
- **Second violation** – The device is confiscated and turned into the attendance office. Required in-person parent meeting with AP or designee prior to returning device to parent at the end of the school day. The device will not be returned until a parent meeting has been completed. *Loss of test exemption.*
- **Third violation** – The device is confiscated and turned into the attendance office. Required in-person parent meeting with AP or designee prior to returning device to parent at the end of the school day. The device will not be returned until a parent meeting has been completed. *Students will be required to turn the device in to office daily for 10 school days.*
- **Fourth violation** – The device is confiscated and turned into the attendance office. Required in-person parent meeting with AP or designee prior to returning device to parent at the end of the school day. The device will not be returned until a parent meeting has been completed. *Student required to turn the device in to office for remainder of school year.*

Detention and/or suspension could be added due to associated disciplinary action such as insubordination that are linked to the event involving cell phone/device violations.

If a student's cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies or as required by an individual education program.

NOTE: The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school.
TO ENSURE CONFIDENTIALITY AND PRIVACY, THE ELECTRONIC RECORDING (VOICE/VIDEO) OF BHS STAFF AND STUDENTS IS NOT PERMITTED WITHOUT CONSENT.

INTERNET GUIDELINES

Students using technology tools, including school district networks and devices, are responsible for using this technology appropriately. Failure to do so may result in disciplinary action, including termination of network privileges for the user. Complete details can be found in the following board policies:

Student access to community libraries

Staff and Student Acceptable Use of Technology

Copies of the complete policy are on file in the administrative offices at BHS.

*These rules are also contracts which students, teachers, and parents are required to sign in order to access and use the library resources, Chromebooks, and other electronic devices in a *responsible* and *acceptable* manner.

FREEDOM OF SPEECH

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

DRESS: Students are not allowed to wear clothing (see "Dress Code") that may disrupt the educational process, or that is pervasively vulgar or that is harmful to self or others. This covers but is not limited to attire that is sexually explicit or that contains sexual innuendos or advertises alcoholic beverages, drugs or tobacco, or for some reason causes a disruption to the educational process.

STUDENT HARASSMENT POLICY (AAC)

It is the policy of the Bismarck School District that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. Harassment of students in the school district is prohibited.

Harassment defined: Harassment occurs when a series of intentionally cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions on one or more persons create an intimidating, hostile, or offensive learning environment for an individual or small group of individuals. Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation, intimidation, or bullying.

Complaints (JCEF-E): 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. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment. Corrective action for prohibited harassment will be taken as warranted after a complete review of all relevant facts.

Penalties for Harassment: Consequences may include any or all of the following:

- Approved disciplinary practices and procedures at the building level.
- Notifying parents, guardians, or legal custodian
- Notifying law enforcement officials
- Prosecution under state statute such as 15-49-08 (Willful disturbance)
- Suspension from school
- Recommendation for expulsion

DISCRIMINATORY HARASSMENT POLICY (AAC)

It is the policy of the school district that all students have a right to learn in an environment free from discriminatory harassment. 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. Discriminatory harassment of students in the Bismarck School District is prohibited. Discriminatory harassment includes speech or other expression that: 1) is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, color, or national or ethnic origin; 2) makes use of insulting words or nonverbal symbols commonly understood to convey direct hatred or contempt; 3) creates an intimidating, hostile or offensive learning environment for the individual or small group of individuals; 4) includes threats of violence intended to intimidate an individual or a small number of individuals on the basis of their race, color, religion, sex, age, disability (physical or mental), national or ethnic origin, and status with regard to marriage or public assistance. Any student who violates this policy, by engaging in conduct defined above that directly or indirectly causes intimidation, harassment, or physical harm to another student or staff member, will be subject to disciplinary action, which may include suspension. Students who believe that they or any other student have been the subject of harassment/discriminatory behavior should report the incident immediately to the building administrator.

Copies of the complete policy, which is in accordance with the regulations of Title VI, Title IX, The Americans with Disabilities Act, Section 504, are on file and available in the administrative offices at BHS. Questions regarding this policy should be directed to the district 504/ADA Coordinator and Title IX Coordinator (Human Resources Director), 806 N Washington, Bismarck ND 58501 (323-4071) or U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

SEXUAL HARASSMENT POLICY (AAC)

It is the policy of the school district that all students have a right to learn in an environment free of any type of discrimination, including freedom from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and offensive written, verbal, or physical conduct of a sexual nature.

Behavior which constitutes sexual harassment includes the following:

1. verbal abuse of a sexual nature
2. inappropriate touching
3. repetitive use of words describing genitals, sexual acts, and sexual preferences.
4. displays in school of sexually suggestive objects, pictures, writing, or representations.
5. retaliation against students for complaining about sexually harassing behavior.

Any student, who violates this policy, by engaging in conduct defined above that directly or indirectly causes intimidation, harassment, or harm to another student or staff member, will be subject to disciplinary action which may include suspension. Students who believe that they or any other student have been the subject of harassment/discriminatory behavior should report the incident immediately to the building administrator. Copies of the complete policy, which is in accordance with the regulations of Title VI, Title IX, The Americans with Disabilities Act, Section 504, are on file and available in the administrative offices at BHS. Questions regarding this policy should be directed to the district 504/ADA Coordinator and Title IX Coordinator (Lisa Kudelka), 806 N Washington, Bismarck ND 58501 (323-4071) or U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

BULLYING POLICY (ACEA)

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.
 - b. "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 (i.e. cyber bullying), 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.

CONFLICT

A disagreement or a difference of opinion or interests being equals. The people involved in a conflict may disagree vehemently and emotions may run high. When conflict is badly managed, it may result in aggression. In a conflict, both parties have power to influence the situation. Conflict is an inevitable part of group dynamics.

HAZING POLICY

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on (and off) school property and at school-sponsored events. The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

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

GENERAL STATEMENT OF POLICY

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

DEFINITIONS

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

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

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

REPORTING PROCEDURE

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school district official. Generally, the building principal is the person responsible for receiving reports of hazing at the building level. School employees are considered mandatory reporters.

2. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.
3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

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

REPRISAL

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

PLAGIARISM/CHEATING

Academic integrity is important. Academic dishonesty may be handled as a behavioral consequence. Most often results in In-School Suspension (ISS), Detention, and loss of semester test exemption. Students may receive a zero or have to redo the assignment in honest manner. Plagiarism (copying others' work without proper citation) or unauthorized use of AI (artificial intelligence) is considered cheating and will result in the above-mentioned consequences.

SEARCH AND SEIZURE POLICY (FGCB and FGCA)

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

SPORTSMANSHIP (Spectator Suspension)

Students who attend any extracurricular activity or event are expected to display good sportsmanship and act in an appropriate manner. Any student who uses profane language or cheers, displays inappropriate signs, makes inappropriate remarks to the officials or opposing team, or interferes in any way with the activity or event could be removed from the event and will receive a suspension from activities and will not be allowed to attend any events during that suspension.

STUDENT ASSISTANCE POLICY -ALCOHOL/DRUG OFFENSES

The Bismarck Public School District has initiated a Student Assistance policy for dealing with alcohol and drug-related offenses. Under the policy, education and identification of potential addiction are stressed. If any student is suspected of an alcohol violation, he/she may be asked to take a Breathalyzer test. The following is a summary of this policy (a complete copy of the policy is on file in each school in the district):

If the violation is the first offense, the student is given an out-of-school suspension for the remainder of the day and additional days as determined by the administration. If the violation is a repeat offense, the student is given an out-of-school suspension for three or more days as determined by the administration.

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

STUDENT ID

All BHS students will be issued a no-cost student picture ID card when student photos are taken by Jostens photography in the fall. **The student ID is one option a student can use to gain entry to any dance or prom.**

WEAPONS POLICY (FFD)

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. Therefore, carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. Such weapons include but are not limited to any gun (including pellet guns), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife, razor, ice pick, explosive smoke bomb, incendiary device; or any object that can reasonably be considered a weapon or dangerous instrument. Copies of weapons including guns, starter pistols, and other look-alikes are to be considered as weapons for the purpose of this policy. (Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal.) Also, any object that could be used to inflict harm on another person will be considered a weapon if used in a threatening manner. Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Violation of this policy will also require that proceedings for the suspension and/or expulsion be initiated immediately by the principal. A student will be suspended immediately in accord with Administrative Rule JDD/JDE-R if the building administrator or designee determines:

1. The student knowingly violated the weapons policy, and/or
2. The safety of others or the educational environment was adversely affected by the student's conduct, and/or
3. The student had the ability to anticipate that the safety of others or the educational environment would be adversely affected by the student's conduct. In making this determination, the building administrator or designee may consider the age, intelligence, and behavioral history of the student.

Proper due process proceedings are defined in Policy JDD/JDE-R (Suspension and expulsion will be observed in all suspensions and expulsions under this policy.)

Copies of school board policies are also available at the following web site:

<https://sites.google.com/a/bismarckschools.org/schoolboard/>

•ACTIVITIES•

ELIGIBILITY

Scholastic:

Students (grades 7-12) shall be doing passing work in at least twenty-five hours per week in order to maintain eligibility. For eligibility purposes, grades will be computed at the following reporting periods: midterms, quarters, and semesters. Students not meeting said standard will be ineligible for a period of two (2) calendar weeks. If the standard has been met at the conclusion of two (2) calendar weeks, the student will regain eligibility.

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.

Attendance:

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

NDHSAA Regulations: You are NOT ELIGIBLE:

- If you have not been in classes as many days as you have missed from the opening of the semester.
- If you entered school later than 10 days after the opening of the semester.
- If you have competed for four years as a high school student.
- If you compete in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension.
- If you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.
- If you have graduated from a 4-year high school or equivalent.
- If you have accepted awards other than those having symbolic value and costing more than seventy-five dollars.
- If you are twenty years of age or older.
- If you are not an amateur or if you have competed under an assumed name. If you have transferred from another school without corresponding change of residence by your parents.
- If you are in your ninth semester of attendance and have reached your eighteenth birthday.
- If you are in your eighth semester and your seventh and eighth semesters are not consecutive.
- If you do not have a doctor or nurse practitioner's certificate of physical fitness issued since May 20th of the current school year.
- If you use or have in your possession tobacco, alcohol, or illegal drugs.
- If you abuse legal substances, i.e. inhalants and over-the-counter and/or prescription drugs.

SUSPENSION/EXPLUSION FROM ACTIVITIES

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. Suspension from the activity may be extended by the coach/advisor.

Tobacco, Alcohol, or Controlled Substance Violations:

The use or possession of tobacco, including e-cigarettes, alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any student who is in violation of the aforementioned 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 begin when school administrators are notified of the violation. Student will not be allowed to represent BHS at any co-curricular event at this time.

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 begin when school administrators are notified of the violation. In addition, there will be a two-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 two-week period of ineligibility may run concurrent with the six-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 two-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 (verbal abuse 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.**

EXTRACURRICULAR ACTIVITY BEHAVIOR

Students who attend any extracurricular activities or events are expected to display good sportsmanship and act in an appropriate manner. Any student who uses profane language or cheers, displays inappropriate signs, makes inappropriate remarks to the officials or opposing team, or interferes in any way with the activity or event will not be able to attend any activities for a minimum of three weeks. If there is a second occurrence, students will not be able to attend any activities or events for the remainder of the school year.

NDHSAA BEHAVIOR EXPECTATIONS FOR REGULAR AND POSTSEASON COMPETITIONS:

- Respect the American flag and the National Anthem.
- Contesting schools shall each have an authorized faculty representative present who shall be responsible for his/her school's participants, students, and fans throughout the contest.
- Spectators must wear appropriate clothing. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the facility if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name-calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators. Any discriminatory slur will result in immediate removal from the facility.
- Any attendee ejected from a NDHSAA regular season or tournament contest will incur a minimum three (3) game/event suspension.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.

- Handheld signs and flags, which do not obstruct the view of others, are permitted provided they are in good taste. Signs or other similar items contest/tournament officials deem to be in poor taste will be removed. Message or “white” boards are prohibited. The carrying of flags around the playing surface is NOT allowed.
- Artificial noisemakers of any kind (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed at any indoor events, including outdoor sports played at indoor venues. Exception – Megaphones appropriately used by cheerleaders are permitted if allowed by contest officials.
- Laser lights or any other lights deemed distracting to participants are strictly prohibited.
- The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited at all contests.

Revised: 8/14/2024

ACTIVITY POLICY

The Student Council charts all clubs. If a club becomes inactive, the Student Council revokes its charter. All groups using the school buildings for practices or meetings must clear the date, time and space in the BHS administration office. The reservation must be written in the “building use” book located in the administration office.

All activity groups must have a faculty member present at all meetings and practice sessions. The advisor is to be the last one leaving the building and is responsible for the discipline, safety, and actions of the groups. If the group is of such size that one person cannot provide supervision, more than one faculty member or advisor must be present. Activity group participants or team members are responsible for all school property they use. Prompt return of equipment to its proper place is expected. Property borrowed from persons outside the school must be returned. Any fee charged by an organization must be cleared through administration office. Any unfavorable behavior by a student is cause for the student to be excluded from the activity. All groups or clubs planning a moneymaking project must receive approval from the administration to avoid overlapping projects.

ATHLETIC LETTERS

Any student who participates in a sport is eligible to earn an athletic letter. It is at the discretion of the head coach as to whether an individual has met the minimum requirements for the letter.

BHS SCHOOL ACTIVITIES/ORGANIZATIONS

INSTRUMENTAL MUSIC	VOCAL MUSIC
Band	New Generation Jazz Choir
Jazz/Swing Band	Genesis Jazz Choir
Orchestra	

ATHLETICS	
Baseball	Hockey
Basketball	Soccer
Cheerleading	Softball
Cross Country	Swimming/Diving
Demonettes	Tennis
Figure Skating	Track
Football	Volleyball
Golf	Wrestling
Gymnastics	Inclusive Sports

SPEECH/WRITING
Debate
Drama
Student Congress
Young Writers Club

SCHOOL PUBLICATIONS	
BHS Newspaper	BHS Yearbook
Hi Herald	Prairie Breezes
Student Writers	
Pen Soul	

<u>SCHOOL CLUBS</u>		
Anime Club	German Club	Spanish Club
Art Club	Key Club	Skills USA
DECA	Latin Club	Student Council
Envirothon	Photography Club	TSA
Environmental Club	SADD	Young Writer's Club
French Club	Science Bowl	Chess Club
FBLA	Science Olympiad	Gay/Straight Alliance (GSA)
FCCLA	Sources of Strength	
FFA	HOSA	

Additional activities may be organized as interest dictates.

ACTIVITY FEES

The Bismarck School District has initiated a fee structure for students participating in activities that do not carry a unit of credit or for courses that are not part of the required core curriculum. Whenever a district paid advisor is required for an activity, the activity will be assigned to a major or minor category and a fee will be charged to the student or family.

Fees for major events will be \$50.00 for senior high students (including all middle school students who compete at BHS) and \$40.00 for middle school students competing at the middle school level. The maximum for any one family regardless of the number of children or the number of activities participated in during the school year is \$200.00. The maximum for any one participant regardless of the number of events at the senior high is \$125.00 and \$100.00 at the junior high. However, if a junior high student participates in any senior high activity, the maximum becomes \$125.00.

Major Activities

Baseball	Hockey
Basketball	Soccer
Cheerleading	Softball
Cross Country	Strolling Strings
Demonettes	Swimming
Figure Skating	Tennis
Football	Track
Golf	Volleyball
Gymnastics	Wrestling

Additional fees outside of the activity/event structure are:

Choir Robe user fee.....	\$20.00
Band uniform user fee.....	\$60.00
Band instrument rental/percussion fee.....	\$120.00/year
Orchestra instrument rental/percussion fee.....	\$120.00/year

Should a student damage a school-owned instrument, it will be the responsibility of the student to repair the instrument.

•BISMARCK HIGH SCHOOL - PEP SONG•

B-I-S-M-A-R-C-K, Bismarck, Bismarck High
We're with you, for you, shouting away,
Bismarck, the Demon's cry, rah, rah, rah,
Bismarck, Bismarck, maroon and white
Fight for victory.
Fight, fight, team, team
Fight for all your might
And crown all Bismarck with glory.

(Original music by L.C. Sorlien, 1925)

•Bismarck High School School Colors•

Maroon and White

•School Mascot•

Demon