2026
2027
updated
8/12/26



STUDENT HANDBOOK

"Enriching Lives & Building Futures"

LEGACY HIGH SCHOOL
3400 East Calgary Avenue
Bismarck, ND 58503
701.323.4850
https://www.bismarckschools.org/LHS
@LegacySabers

LEGACY HIGH SCHOOL

LEGACY HIGH SCHOOL

3400 East Calgary Avenue
Bismarck, ND 58503
701.323.4850

Tom Schmidt, Principal
John Heinrich, Assistant Principal Last Names A-G
Ryan Riehl, Assistant Principal Last Names H-N
Jennifer Berry, Assistant Principal Last Names O-Z
Brett Mitchell, Activities Director

Counselors
Tyler Kurtz, Last Names A-E
Liz Kappel, Last Names F-I
Jennifer Grandalen, Last Names J-Me
Cassie Kisse, Last Names Mf-Sb
Kelsi Isaacs, Last Names Sc-Z

Trevor Schmidt, School Resource Officer

Bismarck Public School District #1
Administration Office
128 Soo Line Drive
701.323.4000

Dr. Jeff Fastnacht, Superintendent of Schools
Dr. Ben Johnson, Assistant Superintendent of Schools

Section 504 (Child Find Notice)

BPS does not discriminate on the basis of disability in admission or access to its programs and activities. Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, locate, refer, evaluate and if eligible, provide a free appropriate public education (FAPE) to students with disabilities. BPS administrative policy AACA (Section 504) and regulation AACA-AR (Section 504 Evaluation Standards and Procedures) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. For information regarding parent/guardian and student rights, or for answers to any questions you might have about identification, location, 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 under with the Individuals with Disabilities Education Act (IDEA), regardless of the severity of their disability. This includes children with disabilities attending private schools. BPS administrative policy FDE (Education of Students with Disabilities) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. 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, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

TABLE OF CONTENTS

LHS Mission & Vision Statements **4**
LHS School Pep Song **4**
Philosophy of Bismarck Public Schools **5**
District Calendar **6**
Legacy Calendar of Events **7**
LHS Mod Schedule/Grade Scale **8**
Career Academy Bus Schedule **9**
LHS Administration/Counseling Contacts **11**
Student Rights and Responsibilities **12**
Academics 13
Books & Computers 13
Class Rank/Commencement Policy 13
Classroom Regulations 13
Counseling Department/Student Services 13
Field Trips 14
Grade Classifications 14
Learning Commons 14
National Honor Society 15
Plagiarism/Cheating 15
President's Education Award Program 15
Repeat a Subject 15
Schedule Adjustments 15
Schedules 15
Student Errands 15
Student Fees 16
Student Progress Reports 16
Summer School 16
Withdrawal from School 16
Withdrawal and Credit Loss Grades 16
Attendance 17
Types of Absences 17
Excessive and Unauthorized Absences 18
Student Absence Reporting 18
Leaving/Returning to the Building 19
Make-up Work 19
Medical Appointment Policy 19
College Visits 19
Tardiness 19
Attendance Incentive Policy 19
Learning Opportunity 20
School Sponsored Absences 21
Credit Loss after Excessive Absences 21
Behavior Expectations/Choices/Consequences 22
Student Discipline 22
LHS Detention 22
Suspension & Expulsion Policy 22
Anti-Gang Policy 24
Bullying 24
Closed/Open Campus 25
Dress Code 25
Responsible Use of Technology 25
Extra-Curricular Activity Behavior 26
Internet Guidelines 27
Freedom of Speech 27
Harassment 27
Hazing 30
Law Enforcement 31
Public Display of Affection 31
Preventative Measures 31
Safety 31
Search & Seizure 31
Text a Tip 32
Tobacco/Vapes/E-Cigarettes/Illegal Drug 32
Weapon Possession 33
Marketplace **34**
Lockers 34
Lost and found 34
Media Interviews 34
Medical Procedures/Concerns 35
Allergies 35
Communicable Diseases/Conditions 35
Illness & Injuries 35
Immunizations 35
Insurance 35
Medication Administration 36
Additional Prohibitions, Restrictions & Requirements 36
Saber Centers **37**
Student Activities **37**
Activity Fees 37
Activity Policy 37
Athletic Letters 37
Co-Curricular Participation Guide 37
Eligibility 38
Family Church Night 40
Pep Assemblies 40
Sportsmanship 40
Suspension from Activities 42
Leadership Role 43
Recognition 43
Student Functions Out of School 43
LHS Dances 43
Miscellaneous 43
Backpacks 43
Wednesday Night/Sundays 43
Computer/Internet Use 43
Daily Announcements 43
Emergency Drills 44
Homecoming 44
Locker Room Privacy 44
LHS Administration Office 44
Lost & Found 44
Parking regulations 44
Postings/Hall Signs 45
Prom 45
Property 45
Release of Names/Address of Students 45
Surveillance Cameras 45
Transportation 45
Winter Storms 45
Reassessment 46



LHS Mission Statement:

"Enriching lives and building futures"

LHS Vision Statement:

"LHS will graduate lifelong learners who will make valuable contributions to the global community. By recognizing achievement, building positive connections and providing equal access to meaningful experiences, our students will be academically, socially, personally, emotionally, and mentally prepared for the demands of the 21st century."

School Mascot

Saber

School Colors

Black, Vegas Gold, and White

LHS Pep Song:

Hail to the Sabers, Black and Gold
Show Your Pride Loud and Bold
We're Going to Fight, and We're Going to Win
On to Victory!
We're the Sabers, Hear us Roar
Standing Strong and Fighting On
Wave the Banner Black and Gold
Hail to Legacy!
L - E - G - A - C – Y
Legacy, Legacy, Legacy High

Philosophy of Bismarck Public Schools

(Policy AAA) Adopted 7/1/2015

We, the Bismarck Public Schools Board, present this statement of our basic beliefs concerning eduation 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 laws.

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 individulas are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is commited 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 lesiure 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.

School Board Information and Policies can be found on the following website: some policies are still pending board approval. District Administrative Policies

BISMARCK PUBLIC SCHOOLS

2026-2027 CALENDAR

Aug. 2026 (8 Days)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	◇14	15
16	○17	○18	○19	□20	21	22
23/30	24/31	25	26	27	28	29

Sept. 2026 (20 Days)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	■7	8	9	10	11	12
13	14	15	16	17	18	19
20	○21	22	23	24	25	26
27	28	29	30			

Oct. 2026 (20 Days)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	■22	■23	24
25	26	27	28	29	30	31

Nov. 2026 (18 Days)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	■11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	■26	■27	28
29	30					

Dec. 2026 (14 Days)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	■21	■22	■23	■24	■25	■26
■27	■28	■29	■30	■31		

Jan. 2027 (18 Days)

S	M	T	W	Th	F	S
					■1	■2
■3	○4	5	6	7	8	9
10	11	12	13	14	15	16
17	■18	19	20	21	22	23
24/31	25	26	27	28	29	30

Feb. 2027 (18 Days)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	■15	○16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027 (19 Days)

S	M	T	W	Th	F	S
	1	2	3	■4	■5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	■26	27
28	■29	30	31			

April 2027 (21 Days)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	■23	24
25	26	27	28	29	30	

May 2027 (18 Days)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	□26	◇27	28	29

June 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

S	M	T	W	Th	F	S
				1	2	■3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2026

Aug. 14 — Teacher Work Day
Aug. 17, 18, 19 —Staff Development Days
Aug. 20 —First day of school

Sept. 7 —Labor Day, no school
Sept. 21 —Staff Development Day, no school

Oct. 22-23 —Admin Convention Days, no school

Nov. 11 —Veterans Day, no school
Nov. 26—Thanksgiving Day, no school
Nov. 27—Thanksgiving Break, no school

Dec. 21 — Teacher Conference Day, no school
Dec. 22 — Winter Break begins, no school
Dec. 24 — Christmas Eve, no school
Dec. 25 —Christmas Day, no school
Dec. 31 — New Year's Eve, no school

2027

Jan. 1 — New Year's Day, no school
Jan. 4 — Staff Development Day, no school
Jan. 18 — Martin Luther King Day, no school

Feb. 15 — Presidents' Day, no school
Feb. 16 — Staff Development Day, no school

Mar. 4 — Storm Make-Up, no school
Mar. 5 — Parent-Teacher Conference Day, no school
Mar. 26 — Good Friday, no school
Mar. 29 — Easter Break, no school

April 23 — Storm Make-up, no school

May 26 — Last Day of School
May 26 — ALC & SCHS Graduation, Schedule posted online
May 27 —Teacher Work Day
May 30 — High School Graduations, Schedule posted online
May 31 — Memorial Day

June 1—24 (Mon-Thurs) — Middle School Summer School
June 1—16 — HS Summer School Session 1
June 17—July 1 — HS Summer School Session 2
Camp Ed Dates — TBD

□ First & Last Day of School
■ No School For All Students
◇ Teacher Work Day
○ Staff Development Day
**March 4 and April 23 – Storm Make-Up Days*

Grades K-5

Nov. 13, 2026	End of 1st Trimester
Feb. 19, 2027	End of 2nd Trimester
May 27, 2027	End of 3rd Trimester

Grades 6-12

Oct. 21, 2026	End of 1st Quarter
Jan. 15, 2027	End of 2nd Quarter
Mar. 19, 2027	End of 3rd Quarter
May 26, 2027	End of 4th Quarter

2 Teacher Work Days	BPS
6 Staff Development Days	2 ND, 4 BPS
3 Paid Teacher Holidays	ND/BPS
2 Parent/Teacher Conferences	ND
2 Storm Make-Up Days	ND
174 Classroom Instruction Days	ND

Bismarck Public Schools | 128 Soo Line Drive, Bismarck, ND 58501 | (701) 323-4000 | bismarckschoools.org

Legacy 2026-2027 Dates (subject to change)

August 11, 2026	Schedule Changes 11th & 12th grade 8a to 11:30 am 9th & 10th grade 12pm to 3:30 pm. BSC will be here for dual credit classes.
August 13, 2026	Freshmen & New Student Orientation 6pm
August 14, 2026	Freshmen & New Student Orientation 12pm
August 17, 2026	**Legacy Open House 2pmn**
August 20, 2026	First Day of School
August 24, 2026	BSC will be at Legacy for dual credit classes
September 3, 2026	BSC will be at Legacy for dual credit classes
September 7, 2026	No School (Labor Day)
September 9, 2926	School Picture Day 7:30 am to 3 pm
September 21, 2026	No School (Staff Development Day)
September 22-25, 2026	Homecoming Week
September 25, 2026	Homecoming Pep Rally (8:50 am to 10:50 am), Tailgate (4:30 pm) Football Game (6:30 pm) Homecoming Dance (9 pm to 12 am)
October 7, 2026	College Application Day
October 19 & 20, 2026	Parent Teacher Conferences 4:15 pm to 8 pm
October 20, 2026	School Picture Retake Day
October 21, 2026	End of Quarter 1
October 22 & 23, 2026	No School (Convention Days)
October 27, 2026	Financial Aid Seminar at Career Academy 5:30 pm to 7 pm
November 11, 2026	No School (Veteran's Day)
November 19, 2026	Financial Aid Seminar at the Career Academy 5:30 pm to 7 pm
November 26 & 27, 2026	No School Thanksgiving Break
December 18, 2026	Last Day of School for 2026
January 5, 2027	First Day of Schoof for 2027
January 15, 2027	End of Quarter 2
January 18, 2027	No School (Martin Luther King Day)
January 23, 2027	End of Quarter 2
January 19, 2027	No School (Martin Luther King Day)
January 24, 2027	Snowball Dance 8pm to 11 pm
February 15 & 16, 2027	No School (Presidents' Day & Staff Development)
March 4 & 5, 2027	No School
March 19, 2027	End of Quarter 3
March 22 & 23, 2027	Parent/Teacher Conferences 4:15 pm to 8 pm
March 26 & 29, 2027	No School
April 3, 2027	Prom
April 14, 2027	National Honor Society Ceremony 2 pm to 3:30 pm
April 23, 2027	No School
May 3, 2027	Senior Banquet
May 27, 2027	Last Day of School
May 30, 2027	LHS Graduation at the Event Center 1 pm
June 1, 2027 -June 16, 2027	Summer School Session 1
June 17, 2027-July 1, 2027	Summer School Session 2

LHS DAILY MOD SCHEDULE

Daily Mod Schedule			
Mod	**Time**	**Mod**	**Time**
Mod 1	8:30-8:50	Mod 12	12:10-12:30
Mod 2	8:50-9:10	Mod 13	12:30-12:50
Mod 3	9:10-9:30	Mod 14	12:50-1:10
Mod 4	9:30-9:50	Mod 15	1:10-1:30
Mod 5	9:50-10:10	Mod 16	1:30-1:50
Mod 6	10:10-10:30	Mod 17	1:50-2:10
Mod 7	10:30-10:50	Mod 18	2:10-2:30
Mod 8	10:50-11:10	Mod 19	2:30-2:50
Mod 9	11:10-11:30	Mod 20	2:50-3:10
Mod 10	11:30-11:50	Mod 21	3:10-3:30
Mod 11	11:50-12:10	Mod 22	3:30-3:50

BPS GRADE SCALE

A	**92 - 100**
B	**83 - 91**
C	**74 - 82**
D	**65 - 73**
F	**64 and below**

Legacy High School Shuttle Schedule

Career Academy & Hughes

LHS <-> CATC & HEC

Block / Time	Bus	Depart LHS	Arrive CATC	Arrive HEC	Depart HEC	Depart CATC	Arrive LHS
Block A 7:25 - 8:55	3	7:10	7:22	7:27	8:57	9:05	9:17
Block B (M-T) 9:40 - 11:25	3	9:30	9:42	9:47	11:20	11:25	11:37
Block B (W-F) 9:55 - 11:35	3	9:47	9:52	9:59	11:35	11:40	11:52
Block C 11:55 - 1:25	3	11:38	11:50	11:55	1:25	1:30	1:42
Block D 1:55 - 3:25	3	1:44	1:56	2:01	3:25	3:30	3:42

Block B: Use the M-T or W-F row for the applicable day.

Legacy High School Shuttle Schedule

Silver Ranch

LHS <-> Silver Ranch

Block / Time	Bus	Depart LHS	Arrive SR	Depart SR	Arrive LHS
Block A 7:25 - 8:55	6	7:11	7:21	9:00	9:10
Block B (M-T) 9:40 - 11:25	6	9:34	9:44	11:25	11:35
Block B (W-F) 9:55 - 11:35	6	9:45	9:55	11:40	11:50
Block C 11:55 - 1:25	6	11:41	11:51	1:28	1:38
Block D 1:55 - 3:25	6	1:41	1:51	3:28	3:38

Block B: Use the M-T or W-F row for the applicable day.

LHS Administration Information

Office Hours 7:30-4:00 Phone 701-323-4850

Mr. Schmidt, Principal
tom_schmidt@bismarckschools.org

Mr. Riehl, Assistant Principal
ryan_riehl@bismarckschools.org

Mr. Heinrich, Assistant Principal
john_heinrich@bismarckschools.org

Mrs. Jennifer Berry, Assistant Principal
jennifer_berry@bismarckschools.org

Mr. Mitchell, Athletic Director
brett_mitchell@bismarckschools.org

LHS Administrative Assistants

Misti Boese, Secretary to the Principal
701-323-4850 Ext: 6271

Misty Dockter, Secretary/Assistant Principal Mr. Heinrich
701-323-4850 Ext: 6250

Allison Bower, Bookkeeper/Assistant Principal Mr. Riehl
701-323-4850 Ext: 6257

Kathy, Attendance Secretary/Assistant Principal Mrs. Berry
701-323-4856 Ext. 6256

Alyssa Reich, Student Services Secretary
701-323-4862 Ext. 6262

LHS Counseling Information

Mr. Kurtz, Counselor
last names that begin with the letters **A-E**
tyler_kurtz@bismarckschools.org
701-323-4850 Ext: 6255

Ms. Kappel, Counselor
last names that begin with the letters **F- I**
liz_kappel@bismarckschools.org
701-323-4850 Ext: 6263

Mrs. Grandalen, Counselor
last names that begin with the letters **J-Me**
jennifer_grandalen @bismarckschools.org
701-323-4850 Ext: 6266

Mrs Kisse, Counselor
Cassie Kisse last names that begin with the letters **Mf-Sb**
cassandra_kisse@bismarckschools.org
701-323-4850 Ext: 6253

Mrs. Isaacs, Counselor
last names that begin with the letters **Sc-Z**
kelsi_isaacs@bismarckschools.org
701-323-4850 Ext: 6264

Mr. Rubke, Career Advisor
pete_rubke@bismarckschools.org
701-323-4850 Ext: 6270

STUDENT RIGHTS & RESPONSIBLITIES

Policy FG

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statues. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.

3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights. The standard for search and seizures in school is reasonable and particularized suspicion of a policy violation. For an expulsion, due process requires a full hearing. For most other matters, it is notice of the charges to the student and providing him/her an opportunity to respond.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

HONOR THE CODE

S – Sacrifice – Sacrifice for others and yourself

A – Attitude – No matter the circumstances

B – Belief – Believe in all possibilities

E – Effort – Put forth 100% effort in all that you do

R – Respect – Respect yourself, others, and the world we live in
Make it a great day to be a Saber!

ACADEMICS

We want ALL students to be successful at Legacy High School. Positive grades, attendance, and behaviors are all indicators of students reaching their goal of high school graduation. Teachers and other support staff at LHS will monitor grades, attendance, and behavior weekly. If a student is not passing a class(es), being at risk for credit loss due to attendance concerns and having repeated disciplinary action; interventions will be made to the students' schedule that are deemed necessary in order to improve the students' opportunity for success. Such interventions may be (but are not limited to): assistance from a tutor while in class, intervention skill building class, mandatory Saber Centers, removal from open campus/lunch, restricted learning environment, more appropriate leveled class, etc. The Saber Assistance Team will review the above data to problem solve interventions that are most appropriate for each individual student need.

Books and Computers

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 books and computers (beyond reasonable wear) will be charged to parents at replacement cost.
Students who are issued textbooks and or 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. For more specific information regarding student use of Chromebooks see Chromebook Policy and Procedures on the BPS website.
Chromebook Agreements

Class Rank/Commencement Policy

Students who have completed all district graduation requirements shall participate in the ceremony. In extraordinary situations, the Superintendent may approve exceptions, on a case-by-case basis. Students allowed to participate in graduation because of one of these exceptions shall not be issued a diploma unless the student has met district graduation standards and is attending district schools.
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**. All student fees must be paid in full to participate in the commencement ceremony.** All students who participate must wear appropriate cap and gown. Seniors not wishing to participate must inform their counselor. Graduating seniors will be ranked for each high school upon the basis of grade-point averages for all classes taken in the 9th grade, 10th grade, 11th grade and the first semester of the 12th grade. All students who have all A's will be assigned a class rank of "1". All students who have a combined GPA of 3.75 or higher will be recognized as graduating with highest distinction.

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.**

Counseling Department/Student Services

Qualified school counselors staff the Counseling Department/Student Services. The purpose of the counseling program is to help each student achieve his/her highest growth academically, personally, socially, and receive career guidance. Counseling services include the following:

- **Individual Counseling** - Students may consult with the counselors before school, during Saber Time, and after school. Appointments can be setup through the secretary in Student Services to meet individually with students.
- **New Student Orientation** - Counselors will assist new students as they adapt to a new school.
- **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.
- **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.
- **Career Center** - 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 Career Advisor helps in "preparing today's students for tomorrow's challenges." Students may access information on scholarships, financial aid, colleges, universities, trade and technical schools, ACT and SAT college entrance exam registrations, careers, summer opportunities, part-time employment, job search techniques, resume and cover letter writing, interviewing techniques, etc.
- **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.
- **Parent-Teacher Conferences** - the counselor upon the request of either the parent or the teacher may arrange these.
- **Facilitate Groups**
- **Guidance –** School wide classroom and personal guidance lessons provided to all students in the areas of academic planning, healthy social development, and future career planning.

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.

Grade Classification

- To be classified as a sophomore, a student must have earned at least five credits at the end of freshmen year.
- To be classified as a junior, a student must have earned at least ten credits at the end of the sophomore year.
- To be classified as a senior, a student must have earned at least seventeen credits at the end of their junior year.

Learning Commons (Library)

- Students and staff are welcome in the learning commons at any time during the day. Students are encouraged to use the learning commons as a place to read, research, study, and collaborate during their flexible learning time.
- Available Services
  The learning commons has a variety of services for students and staff to utilize. Some of these include print books, eBooks, databases, Follow Me printing, desktop computing, technology help, and 3D printing. Some educational materials are available either for free or at a small cost. These include but are not limited to poster board, laminating, makers, and glue.
  Technology equipment checkout is available for staff and students (with teacher approval for class use). This includes projectors, video and still cameras, microphones, dongles, and document cameras.
  For a full list of available services and equipment, please ask the learning commons staff. They are here to assist you!
- Policies & Procedures
  While in the learning commons, students and staff are expected to respect others, respect learning commons property, work and visit quietly, and use computers and other equipment for educational purposes only. Students who do not follow these rules will be given a warning. If inappropriate behavior continues, the

student(s) will be asked to leave/return to class. If warranted, students may be denied learning commons privileges for an extended period.

- Overdue Policy
  All learning commons materials must be returned at the end of each semester. Students are responsible to pay replacement costs for damaged or lost materials. Students with outstanding materials or fees may lose test exemption privileges.
  Only those seniors who have paid all their fees and returned or paid for all their learning commons materials will be allowed to attend the graduation ceremony.

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 the advisor and visit the Bismarck Public School's NHS website. NHS Information

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 use of AI (artificial intelligence) is considered cheating and will result in the above-mentioned consequences.

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 an approved standardized achievement test such as ACT or SAT.

Repeat a Subject for a Higher Grade

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

Schedule Adjustments

Schedule adjustments will not be made to accommodate requests for teachers, lunch times, or free mods. Schedule adjustments will not be made after the assigned schedule change date, except for situations caused by computer input error, an elective for the ND State Scholarship, a missing core class, or a lack of the appropriate pre-requisite.

Schedules

Students should check their Infinite Campus for the most up to date schedules. We recommend doing the following to remember your schedule:

- Utilize the schedule in Infinite Campus using your Chromebook.
- Print your schedule.

Student Errands

Students will not be excused during their class times unless it is deemed an emergency, and a parent or guardian has been contacted and has granted permission to do so. The school assumes no liability for the student on the errand.

Student Fees

The Bismarck Public School District will provide a free public education to its resident students. The district, however, encourages student participation in and parental support of activities that enhance the educational experience beyond those items essential to the educational system. To support these enhanced activities, students may be required to contribute to the support of or furnish items for enhanced activities in a manner consistent with state law and administrative rules. The district will seek to make funds available to provide activities for which a fee is authorized when parents and/or students are unable to pay the fees. Parents and students shall be notified of this waiver of fees policy. The district will not deny participation in a curricular program due to a student's or parent's inability to pay a fee authorized in this policy. Any student that owes any fee will not be allowed to walk through the graduation ceremony. See the Registration Guide for fees, which pertain to individual courses.

Student Progress Reports

- Report Cards – Reports Cards are issued every nine-week period by email to parents.
- Midterm Reports – Parents and students have access to their grades at any time by using the Infinite Campus.
- Parents may obtain a printed copy of a student progress report by calling Student Services 323-4862.

Summer School

When there is enough demand for summer courses, they are taught at LHS, BHS, and/or CHS for 12 days and 24 days. The administration reserves the right to limit the total number of students wishing to enroll in summer school courses. The Learning Commons is open during summer school.

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 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:

- Notify Student Services at once.
- 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.
- Return all school textbooks, library books, Chromebook, and any other school property to the proper school authority before completing the withdrawal. Pay any fines or lunch money owed.

Withdrawal and Credit Loss Grades

If a student withdraws from a class prior to the end of the twelve weeks of a semester, the grade will be recorded as a W (withdrawal, no grade, no credit). If the student withdraws after the twelve weeks the grade will be recorded as a WF (withdrawal fail, no credit, counted as an "F" and will count on the student's GPA). During the first 10 days of a semester, any class that is dropped would not show up on the transcript. If a student loses credit in a class due to excessive absences, the grade will be recorded as an FC (failing grade due to credit loss, no credit, counted as an "F" and will count on the student's GPA).

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 6 credits for seniors and juniors, and 7 credits for sophomores and freshmen.

ATTENDANCE

Attendance Policy: Board Policy FFB and **FFB-AR3**

Bismarck Public Schools believes that regular school attendance is the joint responsibility of the student and their parent(s)/guardian(s), and it is essential for student success in school. The district shall abide by compulsory attendance requirements in state law for all enrolled students grades K-12. This policy is established for purposes of complying with and enforcing these requirements. Absences, even with the approval of the parent(s)/guardian(s), which are excessive and/or interfere with the student's educational program, may be interpreted as educational neglect and Child Protection Services may be notified. In addition, district teachers and administrators will comply with compulsory attendance reporting requirements under law (NDCC Ch. 15.1-20).

The district recognizes two categories of absences for high school students:

- Excused absences
- Unexcused absences

Excused Absences

Defined as an absence from school, if that absence is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator; and articulates the type of documentation that may be requested to verify a student's absence.

Unexcused Absences

Any absence not supported by the verbal or written communication supplied by the student's parent, teacher, or school administrator required for an excused absence.

Code	Description		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.) and 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. Any arrival to class after 10 minutes is considered an unexcused absence.	Unexcused
T	Tardy	Used when students are not in the class when it begins and there is no valid reason for tardiness. At Legacy, students who arrive within the first 10	Unexcused

		minutes of class are marked tardy. Any arrival after 10 minutes is considered an unexcused absence.	
X	Excess Tardies	Used when tardies have become excessive. An *X* counts the same as a *U* 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

Excessive and Unauthorized Absences

Absences, even with the approval of the parent(s)/guardian(s), which are deemed excessive and/or interfere with the student's educational program, will be interpreted as educational neglect and Child Protection Services may be notified. In addition, district teachers and administrators will comply with compulsory attendance reporting requirements under law (NDCC Ch. 15.1-20).

Beyond defined school consequences for unexcused absences, if a student is unexcused in excess of 21 class periods and out of compliance with the compulsory attendance law, a truancy referral (CHINS) will be made to the Burleigh County Human Service Zone (BCHSZ).

Students whose excessive absences have caused a notable deficiency in learning may be required to participate in additional programming (i.e., before or after school intervention, summer school, or other appropriate interventions) and/or considered for possible retention (Policy GCAA Grade Promotion, Acceleration, and Retention).

Student Absence Reporting Procedure

To ensure that an absence is excused, the parent/guardian must make a verification call to the Attendance Office at 323-4856 **NO LATER THAN 4:00 p.m. ON THE DAY OF THE ABSENCE**. NOTE: If a verification phone call is not received by 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 7:30 am-4:00 pm 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. If 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.

We will be using the Infinite Campus automated system. **The administration will make the final determination whether the absence is excused or unexcused.**

Leaving the Building

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.

Returning to the Building (once classes have begun)

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. Work from both excused and unexcused absences may be made up. However, penalties may be imposed for unexcused absences. Students are generally allowed one make-up day for each day a class is missed. Exceptions, such as absence beyond the end of a term, or absence of more than five days, will be handled through the Assistant Principals.

Medical Appointment Policy

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is not possible, students must check out at the Attendance Office and, upon returning to school, present a signed medical/dental excuse from the doctor's office. **The medical excuse must be filled out 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").**

College Visits

Juniors and seniors will be granted two college visit days during their 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.

Tardiness

- Students are expected to be in their classrooms at the beginning of each class.
- Students will be counted as absent for class if they miss more than half of the allotted class time.
- A third tardy in any class will result in an unexcused absence and a loss of test exemption for that class.
- **The administration will make the final determination whether the tardy is excused or unexcused based on individual situations.**

Attendance Incentive Policy (Semester Test Exemption 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 their final exams. The final exam schedules 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:

- No more than 3 assignments which are late or not turned in (per class)
- No instances of academic dishonesty (plagiarism, cheating)
- No instances of refusal to participate in teacher requested tutorial sessions
- No instances of detention or suspension

- No more than 1 personal communication device violation
- No more than 2 (two) tardies or 2 (two) tardies per block period (per class)
- No unexcused absences (per class)
- No more than 2 (two) parent requested days
- 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.
- 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 LHS administration.

In addition, other excused absences will not impact test exemption status. Here are a few examples: Parent Confirmed illness, Medical (provider documented) Absence, confirmed 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.

Learning Opportunity

Learning Opportunity outside the parameters of the school: Legacy High School recognizes that learning opportunities can and do occur outside of the school. At times students are given an opportunity to participate in an event that involves time away from school. Legacy High School encourages students to embrace such opportunities. If the event ties into one of the 12 Career Ready Practices, then the following protocol must take place to have the event not count against absences for the semester Test Incentive Policy:

- Student is allowed up to 2 days for a Career Ready Practice opportunity.
- Student must make an appointment with the Assistant Principal a minimum of two weeks prior to the event/absence.
- The Assistant Principal will determine if the event is compatible to one of the 12 Career Ready Practices. If the event qualifies, a contract will be drawn between the administrator, student, and parent/guardian. Specifics of the agreement entail:
    - Absence will be coded as excused until the student submits a typed narrative of the event and how the experience linked to the Career Ready Practice Rubrics. Proper grammar, punctuation, etc. is an expectation of the paper.
    - The paper must be submitted to the Assistant Principal no later than 10 school days upon the arrival back to school. Once the narrative is approved the students excused absence will be coded in a manner that will qualify them for the Test Incentive Policy.
- Students can qualify for this opportunity no more than one semester per school year and students must be passing all classes. Administration will make the final decision to accept or deny the request for a Learning Opportunity.

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 LHS 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. The student will not be granted a school sponsored absence if they are failing any classes.

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.

Credit Loss After Excessive Absences

Students must be in attendance in class for a specific number of days per school semester to earn credit. As a result, the number of absences per SEMESTER is limited to 10 per class. A **CREDIT LOSS WARNING** letter will be sent home via email, (a hard copy letter will be mailed home if there is no email on file for a parent/guardian), when a student reaches 5 absences in any given class. 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 per semester, a **CREDIT LOSS** letter is sent home via email or regular mail, 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. 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. Under discretion of a building administrator, students will be permitted to earn back credit time during the school year. A student will meet with their Assistant Principal near the end of the semester to arrange credit buy back.

BEHAVIOR

Expectations, Choices & Consequences

The goal of Legacy High School for student behavior is to create and maintain a safe, supportive, learning environment, promote positive life skills, and reduce negative behaviors so that all students can succeed in school. LHS, with parent support, will guide behavior so students are set up for success in the real world. LHS will focus on both individual behavior and environmental factors that lead to positive behaviors rather than punitive discipline strategies as much as possible. Preventive measures will address issues such as bullying prevention, positive social skills development, resiliency building, and discipline strategies. Swearing, vulgar language, and any unsafe behaviors in the hallways and/or classrooms is inappropriate for school. LHS believes in student choice and consequences for their choices (both positive and negative). Through teaching, guidance, and staff relationship all LHS staff strive to help students understand their individual power of choice and the individual and societal consequences of those choices. Students who are disciplined for making poor choices that violate behavioral expectations will be required to review their choice and its consequence, and then look at some alternative choices they could have made with more positive outcomes. Our students will have to accept personal responsibility for their own actions and the results of those actions throughout their lives; this idea of student choice and consequences helps students understand personal accountability and empowers them to achieve more desirable results by encouraging them to think about the consequences before choosing to engage in any action. The teachers, counselors, and administrators are all available to support students in making wise choices that have desirable consequences. **A positive and strong partnership between the home and school in teaching and enforcing individual choices and consequences lends to a much more successful outcome for all students.**

Student Discipline

Teaching and learning occur most efficiently in a climate of order. Courteous, considerate behavior is always required of all students on the school grounds, not only for their benefit, but for the benefit and safety of all LHS students. The administration and teaching staff at Legacy will use the necessary means to ensure that an environment conducive to learning and safety is maintained. Disciplinary action will be taken towards those behaviors that disrupt the school or break school rules. Possible action includes restitution, restorative justice, school restrictions, detention, in-school suspension, out-of-school suspension, and alternative school placement.

LHS Detention

Detention will be assigned for minor offences. When a student receives detention, he/she will be assigned a specific date. It is the student's responsibility to serve the detention on the day assigned. Students must report to the detention room with work to do. If detention is not completed on the assigned date, the student may be assigned additional detention or other disciplinary actions may be taken. If a student does not meet these further detention obligations, out of school suspension will be assigned.

Suspensions and Expulsion Policy

Policy FFK-AR

Any student may be suspended or expelled for behavior exhibited in any school building, on school grounds, in any school vehicle or affecting any school activity. This includes offensive language that is detrimental or disruptive to the educational process, as determined by the building administrator. Examples of conduct that might subject students to suspension or expulsion include, but are not limited to:

- Causing or attempting to cause physical injury to another person.
- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Possessing, handling, carrying, or transmitting any weapons as defined in Policy JGDAG.

- Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Continued disobedience or persistent defiance of proper authority.

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parent(s) of the student are to be notified promptly by the school principal that suspension has been issued. The authority to determine whether or not a student shall be suspended rests with the assistant principals, principals, assistant superintendents, or the superintendent and can be exercised after the student is given:

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

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 8:10 through 3:30. Students assigned to Out of School Suspension will remain at home for the time they are suspended. **Students 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 also forfeit their test exemption status.**
Infractions of school rules and regulations may result in either 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 300 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.

Anti-Gang Policy

To ensure a safe, secure learning environment and to foster an attitude of respect for the rights of others, Legacy 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:

- Wearing, possessing, using distribution, displaying, or selling any clothing, bandanas, jewelry, emblems, badges, nicknames, symbols, signs, graffiti, or other items that could be evidence of membership in or affiliation with a gang.
- 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.
- Using any speech or committing any act that might further the interest of any gang or gang activity.

Bullying

Policy ACEA

Bullying vs. Conflict

Bismarck Public Schools, like other North Dakota schools, has a bullying policy aimed at protecting students. The state defines bullying as follows: Conduct that occurs or is received by a student while he/she 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 which:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
- Places the student in actual and reasonable fear of harm
- Places the student in actual and reasonable fear of damage to property of the student
- Substantially disrupts the orderly operation of a public school. Conduct includes the use of technology or other electronic media.

In most cases labeled as bullying, the victim is being bullied without provocation. In student conflict, both sides have a role in the incident. This is an important distinction. Most of the time, conflict resolution is what is needed; parents & schools can help students resolve their differences. Types of bullying may be verbal, physical, emotional, or cyber.

Bullying as compared to a mean moment and/or conflict:

- Mean Moment: Someone is being hurt on purpose. It is a reaction to a strong feeling or emotion. It is an isolated event; it does not happen regularly.
- Bullying: Someone is being attacked physically, socially, and/or emotionally. Someone is being hurt on purpose. It happens more than once over a period of time. There is an unequal power balance.
- Conflict: No one is having fun. There is a possible solution to the disagreement. There is an equal balance of power.

Closed/Open Campus

Freshmen are not permitted to leave campus upon arrival and must remain on campus. Violation of the closed campus policy will result in an unexcused absence. Sophomore, Junior, and Senior students are privileged to open campus if they have 2+ off mods in a row, are passing all classes and have positive behavior performance. Students with open campus/open lunch must remain in the Marketplace, Learning Commons, or may leave the building and school grounds during their open campus/off mods. Failure to follow school rules can result in a loss of open campus. Students who are caught leaving out a door other than Door 1 will have consequences. If open campus/off-mod privileges are lost, the student will be required to attend Saber Time or ISS until reinstatement. Reinstatement will only be granted through administration based on academic and behavior expectations. If a parent wishes to withdraw a student from open campus/off mods, they may request this at any time. Contact to the school administration should be made as well as the reason for the open campus/lunch removal. Administration will have the final approval for all open campus/off-mod privileges. It is against school rules for students to loiter in the parking lots or in other parts of the campus during off mods.

Dress Code

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 special 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:

Board Policy ACDA and FFI

Students are not permitted to use technology or communication tools during the school day in any unauthorized area of the school building. "Unauthorized area" means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of technology and/or communication tools in locker rooms and restrooms at any time is strictly prohibited.

Personal Electronic Communication Devices are not permitted for student use during instructional time.

Instructional time means the time from the start of the school day until dismissal at the end of the school day *on school premises*, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, building administration 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. Administration is authorized to make exceptions to the prohibitions set forth as outlined in *Policy FFI*.

NOTE: The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school.

If a device is confiscated the following may occur:

- **First Violation:** The device is confiscated and turned into the attendance office. The device will be returned to the student at the end of day after a re-teach conversation with an administrator.

- **Second Violation**: The device is confiscated and turned into the attendance office. Required in-person parent meeting with an Assistant Principal or designee prior to returning the device to a 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 an Assistant Principal or designee prior to returning the device to a parent at the end of the school day. The device will not be returned until a parent meeting has been completed. ***Student 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 an Assistant Principal or designee prior to returning the device to a 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 the remainder of the 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.

TO ENSURE CONFIDENTIALITY AND PRIVACY, THE ELECTRONIC RECORDING (VOICE/VIDEO) OF LHS STAFF AND STUDENTS IS NOT PERMITTED WITHOUT CONSENT.

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

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

*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.

Discriminatory Harassment Policy

Policy AAC

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

Discriminatory Harassment Defined

Speech or other expression constitutes prohibited discriminatory harassment if it:

a. Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their race, color, or national or ethnic origin.

b. Is addressed directly to the individual or small group of individuals whom it insults or stigmatizes.

c. Makes use of insulting words or nonverbal symbols commonly.

understood to convey direct hatred or contempt; and

d. Creates an intimidating, hostile or offensive learning environment for the individual or small group of individuals and any of those considered a protected class by federal law.
Prohibited discriminatory harassment includes threats of violence intended to intimidate an individual or a small number of individuals based on their race, color, or national or ethnic origin.

Complaints:

Any school district employee who observes or becomes aware of another employee or a student who commits any act of prohibited discriminatory harassment should consult with their supervisor. Any student who believes he or she has been the victim of prohibited discriminatory harassment should make a prompt oral complaint to the building administrator. If the building administrator is the person complained of, the complaint should be made to the Human Resources Manager. If the Human Resources Manager is the person complained of, the complaint should be made to the Superintendent. If the Superintendent is the person complained of, the complaint should be made to the President of the School Board.
The school district encourages informal, deliberate, and prompt resolution of concerns about prohibited discriminatory harassment. If the complaint is not resolved informally, the facts surrounding the incident(s) should be submitted in writing and signed by the complaining student or his/her parent or guardian. Complaints may also be filed with the Office of Civil Rights Denver Office US Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310, Denver CO, 80204-3582, by telephone 303-844-5695, FAX 303-844-4303, TDD 800-877-8339, or email **OCR.Denver@ed.gov**.

Complaints of harassment shall be promptly and thoroughly investigated by appropriate personnel within ten (10) days of receipt of the written complaint. Within twenty (20) days of receipt of the written complaint, a decision regarding final disposition of the complaint shall be forwarded to the complainant.

Penalties for Harassment

Corrective action for prohibited discriminatory harassment will be taken as warranted after a complete review of all relevant facts and may include, but is not limited to, suspension of a student from school or recommendation for termination of employment. Any questions regarding this policy should be directed to the Human Resources Manager, 806 N Washington St., Bismarck, ND 58501 (Telephone 323-4071).

Nondiscrimination & Anti-Harassment Policy

Policy AAC

It is the policy of the school district that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. The school district intends to extend its best efforts to accomplish this goal and expects all of its employees and students to do the same. Harassment of students in the Bismarck School District is prohibited. It is the Bismarck School District's policy to provide students an environment free from any form of harassment and to maintain a safe, supportive, nurturing, non-punitive school environment highly conducive to learning.

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

- **Physical:** action-oriented harm to another person's body or property such as pushing, kicking, hitting, pinching, unwanted physical contact, or any other forms of violence.
- **Verbal:** using words to hurt or humiliate another person such as name-calling, hurtful sarcasm, persistent teasing, spreading rumors, taunting, and any other verbal threats.
- **Intimidation:** arousing fear in an individual by emotional tormenting, threatening gestures, ridicule, put-downs, exclusion from a group, humiliation, and any other frightening behaviors. Intimidation by virtue of the display of gang colors, gang paraphernalia, gang signing, gang gestures, and any other gang-related actions is also prohibited.
- **Bullying:** deliberate hostility, intentional cruelty, or aggression towards a victim that is weaker and less powerful than the bully with an outcome that is painful, distressing, or intimidating for the victim. Bullying can take the form of

physically injurious actions as well as verbal forms of harassment. With bullying there is always a power imbalance which makes the ill treatment of a victim possible.

•**Racial, Cultural and Sexual:** see policies JCED (Sexual harassment) and JCEE (Discriminatory harassment).

Complaints:

Any school district employee who observes or becomes aware of another employee or a student who commits any act of prohibited harassment should consult with their supervisor. Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building administrator or designee. The school district encourages informal, deliberate, and prompt resolution of concerns about prohibited harassment. If the complaint is not resolved informally, the facts surrounding the incident(s) should be submitted to the building principal in writing and signed by the complaining student or his/her parent or guardian. 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: The school administration will determine appropriate consequences for violating this policy. Consequences may include any or all of the following:

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

Sexual Harassment Policy

Policy AAC and **Policy AAC-AR2**

Sexual harassment of students in the Bismarck School District is prohibited. It is the Bismarck School District's policy to provide students a learning environment free from any form of sexual harassment.

Sexual Harassment Defined

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

a. Shall include verbal abuse of a sexual nature, including repetitive use of words describing genitals or sexual acts, telling sexually suggestive ("dirty") stories, directing sexually suggestive words to a student, conversations between and among employees and students about sexual exploits, sexual preferences or desires.

b. Shall include displays in the school of sexually suggestive objects, pictures, writing, or representations.

c. Shall include retaliation against students for complaining about sexually harassing behavior.

d. Shall not include activities which are directly related to instructional material.

Complaints:

Any school district employee who observes or becomes aware of another employee or a student who commits any act of prohibited sexual harassment should consult with their supervisor. Any student who believes that he or she has been the subject of sexual harassment should report their complaint to the building administrator. If the building administrator is the person complained about, the complaint should be made to the Human Resources Manager. If the Human Resources Manager is the person complained about, the complaint should be made to the Superintendent. If the Superintendent is the person complained about, the complaint should be made to the President of the School Board. The facts surrounding the incident(s) shall be submitted in writing and signed by the student or parent. Complaints may also be filed with the Office of Civil Rights Chicago Office, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, Illinois 60606-7204. Complaints of sexual harassment are to be promptly and thoroughly investigated by the appropriate person receiving the complaint within ten (10) days of receipt of the complaint. After completing the investigation of the allegations, the student reporting the incident shall be notified of the decision made regarding final disposition of the complaint within ten (10) days by the Superintendent's designee.

Penalties for Sexual Harassment

Corrective action will be taken as warranted. Such action may include immediate discipline up to and including termination of employment or suspension of a student from school. The specific penalty shall be determined by the appropriate person investigating this complaint on a case-by-case basis, after review of all relevant facts.

Hazing Policy

Policy ACEB

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.083711_5048

Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, which 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, which 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.

Law Enforcement Involvement

School officials may contact law enforcement to report suspected criminal activity on school grounds or at school events. If school administration has personal knowledge, a reasonable belief, or actual notice that an event has occurred on school property involving assault resulting in personal injury sexual assault, sexual offense, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm or weapon in violation of the law or possession of a controlled substance the administration shall immediately report the act to the appropriate local law enforcement agency. School officials shall always cooperate with the efforts of the law enforcement; however, school disciplinary measures will proceed independently of any criminal, juvenile investigation, or prosecution.

Public Displays of Affection

Public displays of affection should be minimized. Kissing and other intimate displays of affection will be strongly discouraged.

Preventative Measures

When it is recognized that a student is behaving in a manner which indicates potential disciplinary problems, school personnel shall make reasonable efforts to initiate preventative measures. Possible preventative intervention procedures may include, but are not limited to:

- Conference with student
- Contact and/or Conference with parent/guardian
- Periodic follow-up reports to parent/guardian; and
- Referral to appropriate student personnel
- Intervention classes/groups that teach positive behavior skills. This includes a Restorative Justice meeting with all parties involved and Restitution.

Safety

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

Search and Seizure Policy

Policy FGCB and Policy 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 above items subject to search, but also personal property including handbags, wallets, backpacks, and automobiles may be searched. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. To combat school violence, the potential presence of weapons in our school, or the potential presence of illegal substances, the District may utilize metal detector wands to detect firearms, knives, other weapons, or illegal drugs (e.g., vape devices). All students may be subject to screening. Metal detector wand screenings of students and their personal possessions shall be conducted in an orderly and safe manner, and consistent with
minimizing intrusion into students' privacy rights. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure.

Text-A-Tip

Text-A-Tip Hotline: lhstips@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 special team of school administrators and the LHS student resource officer who will respond appropriately during regular school attendance days.

Tobacco/Vaping/E-Cigarettes/Illegal Drugs

Smoking or use of tobacco or tobacco products or possession of tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including extracurricular bus transportation. Students using or possessing tobacco products on school grounds are subject to school discipline and police referral for tobacco possession citation.

- *Illegal possession or delivery of any controlled substance, including marijuana, on school property is a felony offense and will be prosecuted as such.*

LHS recognizes the need to maintain a safe, healthy, and drug free educational environment for all students. It is recognized that the use/misuse of alcohol and other drugs, and the problems associated with alcohol/drug use are treatable illnesses. To maintain a drug-free educational environment, students at LHS shall not knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, and other mind-altering chemicals while on school property and during school sponsored activities. Use of drugs authorized in accordance with a medical prescription from a registered physician for use during school hours shall not be considered a violation of this policy. The parent must fill out the appropriate medical release form and return it to the office. The greatest responsibility for dealing with chemical abuse rests with the student and his/her guardian, but the school has legitimate care and concern for the well-being of all students. It is, therefore, the procedure to deal with such problems as follows:
1. LHS recognizes that many student problems can be successfully treated, especially if they are identified in the early stages and an appropriate recommendation is made towards recovery.
2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
3. Students who have problems which they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel could comfortably discuss the problem. Legacy High School Student Services is in place to assist students in possibly identifying such concerns. It is the responsibility of the parent/guardian, student, and school to cooperate in this process as well as recommendations for seeking support and recovery. An excused absence for illness will be granted for treatment for rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving student, parent/guardian, and school staff will be held to determine a student's academic status. Even if a student is involved in the Student Assistance Program the student is still subject to corrective efforts, with each case being reviewed on an individual basis. Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students. A designated staff member will take disciplinary actions as necessary to provide a safe and health education.

Notice to All Students… The items below are used as tools in some of your classes: exacto knives, art knives, and any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class. Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Any object which could be used to injure another person, and which has no school related purpose for being at the time in the student's possession will be considered a weapon for purposes of the Student Code of Conduct.

Weapon Possession

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun the student must immediately turn the weapon in to the nearest teacher, counselor, administrator, or other school staff person. If the student immediately turns in a weapon, the student will not face the consequence for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion.

Weapons

Policy FFD

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

MARKETPLACE

The Marketplace will be utilized for meals, student and staff gatherings, school dances, community meetings as well as a variety of other events. We ask all students and adults who utilize the Marketplace to enjoy the openness of the space while respecting it as well. General expectations are as follows:

- Clean up your area.
- Keep the noise level quiet as others may be studying.
- Music is allowed through headphones only while school is in session.
- Be considerate of others personal space and requests.
- Card playing will be allowed with the exception of gambling.
- No speakers or portable speakers.
- Outside food is allowed in the Marketplace only when it complies with the BPS Wellness Policy. See appendix Wellness Policy ABCC
    - Examples of foods that comply fruit, vegetables, low fat, low sugar, low sodium products.
    - Examples of food that does NOT comply pizzas, pop, foods that are high in fat, sugar, and sodium (many fast-food products)

Lockers

Lockers will not be issued, but there will be lockers available at LHS. Since we are a one-to-one school, the need for lockers is far less than in traditional schools because big textbooks are not required for classes. Locker sign-ups will be available at the Administration Office.

Lost and Found

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

Media Interviews

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

MEDICAL PROCEDURES/CONCERNS

Allergies

Policy FCAA

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

Communicable Diseases and Conditions

Policy ACBB and **Policy ACBB-E2**

Under polices ACBB – Significant Contagious Disease and ACBB-E2 Laws on Immunizations, Contagious Diseases, Reportable Disease, and Significantly Contagious Diseases. It is the intent of the BPS District to work to control exposure and the spread of communicable diseases and conditions in the school setting. Parents are the front line in this work through early recognition and treatment when a child is ill and could possibly transmit an illness to others. BPS will provide resources and educate parents regularly about communicable diseases through newsletters and school websites.

Illness and Injuries

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

Immunizations

Policy ACBB-E1

Special emphasis should be placed on the need for child and adolescent immunizations due to the increasing number of cases of vaccine-preventable diseases such pertussis (whooping cough) and meningitis. ND Century Code 23-07-17.1 entitled, "Inoculation Required before Admission to School", mandates that all students through grade 12 meet a minimum number of orders to attend school. A 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:

- 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 or Bismarck Burleigh Public Health (701.355.1540)
- 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, a healthcare provider must sign the form. To schedule an appointment or if you have questions or concerns contact Bismarck Burleigh Public Health at 701.355.1540 or contact your healthcare providers.

Insurance

The Bismarck School District no longer carries accident/injury coverage for students.

Medication Administration

Policy ACBD

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 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.

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:

- The student's condition and treatment are not covered by an IEP or 504 Plan under which the district provides medication.
- The medication is not covered by an emergency provision 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.

SABER CENTERS

Saber Centers

Saber Centers are also known as student tutorial or learning centers. Math, English, Science, Foreign Language, and Social Studies will have licensed staff for tutorial assistance throughout the school day for students to utilize. All students will have a certain amount of time each day when they are not scheduled into classes. This time is called "Saber Time." During this independent study time students make decisions about how to best utilize the time to meet their responsibilities. They may work in Saber Centers on class assignments or on materials of personal interest. If a student is behind in schoolwork, in jeopardy of failing a class, or needs assistance with behavior management they may be assigned to mandatory attendance in a Saber Center. ***Nonattendance to a Saber Center when scheduled to attend is a violation of the attendance policy.***

STUDENT ACTIVITIES

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. The fee structure is divided into two categories. Major events are those activities requiring a major commitment in time and effort on the part of the district, with the remaining activities grouped into the minor event category. ALL athletic activities are major events.

Fees for major events will be $50.00 per activity for high school students and $40.00 for middle school students. Minor activities will not be charged any activity fees. 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 middle school student participates in any senior high activity, the maximum becomes $125.00.

Activity Policy

All groups using the school buildings for practices or meetings must clear the date, time, and space with the Administration. The reservation must be made using the Rschool online system and approved by administration. All activity groups are to 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. 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 clear it through Administration to avoid overlapping projects.

Athletic Letters

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

Co-Curricular Participation Guidelines

Bismarck Public Schools are members of the North Dakota High School Activities Association. Eligibility and participation

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

Eligibility

Students (grades 7-12) shall be doing passing work in at least 25 hours per week to maintain eligibility. For eligibility purposes, grades are the cumulative average from the beginning of a semester and will be computed at the following reporting periods: midterms, quarters, and semesters. Students not meeting the eligibility standard will be ineligible for a period of 2 calendar weeks. If the standard has been met after 2 calendar weeks, the student will regain eligibility. If the standard has not been met after 2 calendar weeks, the student will remain ineligible until the next reporting period. Bismarck Public Schools policy requires students to be in attendance for all academic and required activities designated by the school to be eligible to participate in competitions on any given day.

1 Credit or Block Classes (10 hours per week)

3D Modeling/Tech Design	Auto Collision II	Carpentry Framing	Digital Electronics	Introduction to Nursing
Advanced Circuits	Auto Tech I	Carpentry Interior	Digital Art and Photography	Prevention and Care of Athletic Injuries
Advanced Medical Careers	Auto Tech II	Certified Nursing Assistant	Digital Electronics	Robotics Engineering
Agri-Science Tech	Aviation I	Child Related Careers	Graphic Design	Veterinary Science
Analog Electronics	Aviation II	Computer Hardware	Horticulture/Botany	Small Animal Care
Applied AG Mechanics	Building Systems I	Creative Engineering I	Intro to Agriculture	Welding I
Architectural Design	Building Systems II	Creative Engineering II	Introduction to Computer	Welding II
Auto Collision I	Career Academy Tech Ed	Cybersecurity	Intro to Electricity	

1/4 Credit Classes (2.5 hours per week)

Intro to Strength Training	Lifetime Fitness I	Lifetime Fitness II	Outdoor Recreation	Strength and Conditioning
The Fit Female	The Fit Male			

****Academic Impact Resource/Edgenuity—TBD per situation (visit with your instructor to see what credit you will receive)**

****CTRE/Tutor—No Credit**

1/2 Credit Classes (5 hours per week)

ALL CLASSES NOT LISTED ABOVE ARE 5 HOUR PER WEEK CLASSES

****Please see Mr. Mitchell if you have questions and stop by the office if you would like a copy of this information.**

Eligibility Checks for 2026-2027

Quarter 1

Thursday, September 3, 2026 – 2 week check for those students that became ineligible in spring of 2026.

Wednesday, September 23, 2026 – Midterm check for all students.

Wednesday, October 7, 2026 – 2 week check for those students that became ineligible on Sept. 23.

Wednesday, October 21, 2026 – End of quarter one check for all students.

Quarter 2

Wednesday, November 4, 2026 – 2 week check for those students that became ineligible on October 21.

Wednesday, November 25, 2026 – Midterm check for all students.

Wednesday, December 9, 2026 – 2 week check for those students that became ineligible on November 25.

Friday, January 15, 2027 – End of semester one check for all students.

Quarter 3

Friday, January 29, 2027 – Two week check for those students that became ineligible on January 15.

Wednesday, February 17, 2027 – Midterm check for all students.

Wednesday, March 3, 2026 – Two week check for those students that became ineligible on February 17.

Friday, March 19, 2027 – End of quarter three check for all students.

Quarter 4

Friday, April 2, 2027 – Two week check for those students that became ineligible on March 19.

Wednesday, April 21, 2027 – Midterm check for all students.

Wednesday, May 5, 2027 – Two week check for those students that became ineligible on April 21

Wednesday, May 26, 2027 – End of semester two check for all students.

Middle School: A student (6-8) that receives a total of 4 or more Needs Improvement scores in Responsibility + Respect Standards shall be ineligible for participation for two weeks. A 7th or 8th grade student participating on a high school team cannot have any Needs Improvement scores in Responsibility + Respect Standards or they will be ineligible. For eligibility purposes, reports will be run every two weeks. If the standard has been met at the conclusion of two calendar

weeks, the student will regain eligibility. The period of ineligibility from the activity may be extended by the coach/advisor/administration. A period of ineligibility may be extended by the coach /advisor or administration due to un-excused absences or inappropriate behavior infractions.

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 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.

Family/Church Night

Bismarck Public Schools has designated Wednesday evening as Family/Church night to cooperate with family activities and the parochial community. To meet this goal, no contests, meets, or performances shall be scheduled on Wednesdays. Practices may be held after school on Wednesdays, but must be completed no later than 7:00 p.m.

Pep Assemblies

Students who wish to go to pep assemblies at LHS and have a Career Academy class must sign in at the attendance office before and after the pep assembly. Failure to sign in both times will result in an unexcused absence.

Sportsmanship

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

- Control anger, emotions, and actions.
- Be respectful to opponents, officials, and fans.

• Never gloat over winning or attempt to "run up the score".
• Never hang his or her head or place blame on someone else for losing.
WINNING IS FOR A DAY. SPORTSMANSHIP AND ETHICS ARE FOR A LIFETIME!

Student-Athlete/Participant Responsibilities

It is a privilege to be involved in the activity programs at Legacy. Along with the privilege to participate are a few responsibilities. As a representative of our school, participants have a responsibility to the school, their coach or advisor, team members, and the community. Participants should always:

• Show appropriate behavior in classrooms, the cafeteria, hallways, etc. Detention time can result in your dismissal from an activity
• Maintain a high level of good sportsmanship.
• Participate within the rules and laws of the game/performance.
• Display self-control and never use foul or abusive language at any time-before, during, or after a game/performance or practice.
• Respect and obey the decisions of game/contest officials. Harassment or abuse of game officials will not be tolerated.
• Show respect for opponents.
• Participate to the best of your ability in all games/performances and practices.
• Have a positive attitude and try to encourage others to do the same.
• Be on time for games/performances and practices. Be prepared to participate when you arrive.
• Arrange in advance for transportation when practices or games/performances are finished. All participants will be directed to leave the building immediately upon completion of an activity.

Student-Athlete/Participant Attendance

Not only is it important for participants to be on time for games/performances and practices, but it is also imperative that they do not miss a game/performance or practice. As a member of a team or group, your fellow participants and coach/advisor are counting on your presence so that you can perform to the best of your ability and help your team or group do the same. Parents are encouraged to schedule appointments with doctors, dentists, hairstylists, etc. at times that will not interfere with games/performances or practices.

It is understandable that from time to time, a participant may need to miss a game/performance or practice for reasons that are out of their control. Examples of this may be illness, an appointment scheduled far in advance, a family vacation or outing that has been planned, church activities, or a sudden tragic event. These situations are excused absences and will be treated as such by your coach/advisor. If you must miss a game/performance or practice, your parent must contact the coach/advisor by phone or e-mail to inform them of your absence. If no contact is made, the absence will be considered unexcused. Our policy on unexcused absences is as follows, unless stated otherwise by the head coach of each specific activity:

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

IMPORTANT-games/performances and practices missed due to detention will count as unexcused absences! Any student suspended from school for any reason will be suspended from their next game/performance. More than one suspension results in dismissal from the activity.

This policy is applicable to any student involved in activities that has gone through any necessary tryouts to be part of the group/team and has been selected to be a member of the group/team.

Students are also asked to review the Legacy High School Activities page so as to be informed of the requirements and expectations Legacy has for their extra-curricular activities' programs.

Suspension from Activities

Suspension or Expulsion:
Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices and evening activities, 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, vaping, 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 foregoing shall be declared ineligible from participation in interscholastic contests or activities for a minimum period of six consecutive weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of ineligibility shall begin from the date and time notification is given to the student by the school administration (NDHSAA Constitution and By Laws).

"Mere Presence" - Attending 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.

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 2-week period of ineligibility from the first authorized date of a competition/public audience performance for the activity in which they will be participating. Participants in activities that do not have a contest/public audience performance in the 2-week window will be ineligible for their first contest/performance. It should be noted that the 2-week period of ineligibility may run concurrent with the 6 week or 18-week period of ineligibility starting from the first authorized date of competition/performance for the activity they are participating in. To satisfy the 2-week requirement, the student must remain with the program in which the period of ineligibility was served through the completion of the season.

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 building principal.

Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others is grounds for ineligibility from co-curricular activities. Such conduct could include group conduct. This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the good conduct rule which includes, but is not limited to, the above referenced behaviors.

Policy FFE and Policy FFE-AR2 and Policy FFE-AR3 and Policy FFE-AR4
For further explanation of the Bismarck Public School rules and regulations regarding Co-Curricular
FFE Extracurricular and Co-Curricular Participation Requirements; FFE-AR2 Athletic Physicals; FFE-AR3 Regulations for Implementing Extracurricular and Co-Curricular Participation; and FFE-AR4 7th & 8th Grade Extracurricular & Co-Curricular Acceleration.

Leadership Role
Any participant who has a violation will not be eligible for a leadership role for the remainder of the current school year beginning from the date the school is notified of the violation.

Recognition
Any student who has a violation that occurs during the season or prior to the banquet will not be awarded a letter or receive any other recognition/award for that activity.

STUDENT FUNCTIONS
Outside of School

LHS Dances
Legacy High School dances are not open to the public. LHS students will be required to present their current student ID to gain admittance to the dance. A LHS student may bring one non-LHS student as a guest and must accompany this guest. Students who do not attend LHS may attend only as a guest of a LHS student. All guests must have a guest form completed by the deadline set forth by the event organizers and turned in at the office. A picture ID that includes a birth date must be submitted to the office with the form and ID must be presented at the dance. Middle school student's grades 6-8 and persons aged 21 or older may not attend LHS dances.

Note: No student will be admitted to a school dance one and a half hours after the start of the dance. 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.

MISCELLANEOUS

Backpacks
Students are allowed to carry backpacks and may be carried to each class. We ask that they be placed in a location that is not a safety hazard to others.

Wednesday Night/Sundays
Because Wednesday evenings have traditionally been considered church 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.

Computer/Internet Use and Policies
Policy ACDA
Computers are to be used for educational purposes only. Any use of computers or the internet deemed inappropriate by staff or administration is prohibited, and disciplinary action will be taken.

Daily Announcements
The Daily Announcements contain all official announcements, and students are held responsible for having read all notices or regulations that appear on it. Failure to read or listen to announcements or read the electronic message

center is not accepted as an excuse for lack of information about school activities. The daily announcements are posted every day on the Legacy High School website. Items for the Daily Announcements must be approved by an advisor and be in the Administration 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 Administration Office.

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.

Homecoming

Homecoming activities take place during football season. The football coach, Principal, and Student Council representatives set the date. Homecoming royalty will be elected prior to the Homecoming game. Only seniors are eligible as royalty candidates.

Locker Room Privacy

School locker rooms are provided for the use of physical education students, athletes, and other activity groups or individuals authorized by LHS Administration. LHS recognizes the privacy rights of individuals using school locker rooms and shall take reasonable measures to protect an individual's privacy. Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

LHS Administration Office

Some Administration Office services are:

- **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 Legacy High School teams. The pass is **not** valid for tournaments or for individually ticketed events such as band or choir concerts or drama events.
- **Transcripts**
    - Academic records are compiled and filed in the Student Services Office, and transcripts are sent as requested by the student in accordance with Public Law #93-380.
    - 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.
    - A $2.00 Transcript Fee must be paid for each transcript before any information can be released unless the transcript is for a scholarship, dual credit, or coach request.
- **Lunch Accounts** - A parent or student may deposit money into a student food service account in the administration office or use LINQ Connect for the free online service. Students can then access this account with a student ID number while going through the lunch line. Note: No student's personal checks will be cashed by the Administration Office.

Lost & Found

Articles found in or near the school should be brought to the office.

Parking Regulations

Students who wish to park in designated student parking (east side of the building) are required to complete a LHS parking permit application and read/sign a LHS student parking agreement, purchase a LHS 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. 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 office. **The School District accepts no responsibility for articles lost or stolen from cars or for vandalism to cars parked in student parking lots. Note: Students are prohibited from loitering in the parking lot.**

Postings/Hall Signs

Any signs or posting in the school building must be approved by the Main Office and placed in a location(s) designated by the office. "Blue tape" must be used to hang items, please ask the office for assistance.

Prom

All juniors and seniors may attend Prom. Sophomores and early graduates may attend only if invited by a LHS junior or senior. Freshmen, middle school students (grades 6-8), and anyone age 21 or older may not attend the LHS prom. LHS students will be required to present their current student ID or Infinite Campus student account via an electronic device to gain admittance to the prom. Non-LHS students are required to present one of the following at the entrance: a current school-issued student ID w/ photo, Infinite Campus 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.**

Property

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

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 LHS Student Information Opt-out form.
Please return the completed form to the LHS administration office before school begins in the fall or as soon as possible once school begins.

Surveillance Cameras

Our electronic security system may be engaged and active at times that students return from such things as field trips or extracurricular events. It is imperative to stay with your group and not wander around the building or the alarms may be set off. Your cooperation is appreciated. Security cameras are installed in the hallways and the entrances to the building.

Transportation

A school bus is provided for students attending the Career Academy. Students are encouraged to ride the bus because of the limited parking available there. Students who drive are required to park in the designated student parking lots provided. NO parking is allowed in the Visitors Parking area or directly behind the Technical Center without instructors' permission. NO parking allowed in the UNISYS parking lot.

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*. Notifications are sent via the districts automated system.

Reassessment

At Legacy High School, each student has the opportunity to reassess in many courses. In order to reassess, the student will need to follow and complete this protocol to ensure they are prepared for the reassessment and are able to improve their score. By reassessing, the student understands the score on the reassessment may replace their original score. The student will have 10 school days to complete the reassessment.

- I went through my original assessment with my teacher or saber center teacher and made corrections.
- All missing work related to the unit to be reassessed must be completed.
- Met with my teacher or a saber center teacher for at least 2 mods.
- I did something extra to prepare for the reassessment (extra assignment, Edgenuity work, made flash cards, quizlet, etc.)