

Student Handbook

2022-2023



Century High School

Patriots

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Century High School
1000 E. Century Ave.
323-4903 - Attendance
323-4900 - Office/Administration

PRINCIPAL

Mr. Steve Madler

ASSISTANT PRINCIPALS, DEAN OF STUDENTS, & ATHLETIC DIRECTOR

Mr. Mark Murdock (A-K)
Ms. Sharon Espeland (L-Z)
Mr. Codi Feland-Dean of Students
Mr. Ben Lervick-Athletic Director

COUNSELORS

Mrs. Cassie Kisse (A-F)
Mrs. Allyson Russell (F-K)
Mr. Dan Trottier (L-R)
Mrs. Lindsey Guidinger (S-Z)

BISMARCK PUBLIC SCHOOL DISTRICT #1

ADMINISTRATION OFFICE

806 N. Washington Street

323-4000

Dr. Jason Hornbacher, Superintendent

The Bismarck Public School District does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. For more information, call 701-323-4000. For the hearing impaired, call the TDD Relay Service, 1-800-366-6888.

BPS Calendar 2022-2023

Bismarck Public Schools
 806 N. Washington St.
 Bismarck, ND 58501
 (701) 323-4091
 www.bismarckschools.org

AUGUST 2022 (5 days)						
S	M	T	W	T	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			

SEPTEMBER 2022 (20 days)						
S	M	T	W	T	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	

OCTOBER 2022 (19 days)						
S	M	T	W	T	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					

NOVEMBER 2022 (18 days)						
S	M	T	W	T	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			

DECEMBER 2022 (16 days)						
S	M	T	W	T	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

JANUARY 2023 (19 days)						
S	M	T	W	T	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				

FEBRUARY 2023 (18 days)						
S	M	T	W	T	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 2023 (21 days)						
S	M	T	W	T	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 2023 (18 days)						
S	M	T	W	T	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 2023 (20 days)						
S	M	T	W	T	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			

JUNE 2023						
S	M	T	W	T	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 2023						
S	M	T	W	T	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					

2022

Aug. 19Teacher Work Day

Aug. 22-24Staff Development Days
 Aug. 25 First Day of School
 Sept. 5Labor Day, no school
 Sept. 26Staff Development Day, no school
 Oct. 20-21 Administrator Convention Days, no school
 Nov. 10Parent-Teacher Conference Day off, no school
 Nov. 11Veterans Day, no school
 Nov. 24Thanksgiving Day, no school
 Nov. 25Thanksgiving Break, no school
 Dec. 22Last Day of School before Holidays
 Dec. 24Christmas Eve, no school
 Dec. 25Christmas Day, no school
 Dec. 31New Year's Day off, no school

2023

Jan. 3School Starts After Holidays
 Jan. 16Martin Luther King Day, no school
 Jan. 17Staff Development Day, no school
 Feb. 20Presidents' Day, no school
 Feb. 21Staff Development Day, no school
 March 16Storm Make Up Day, no school
 March 17Storm Make Up Day, no school
 April 7Good Friday, no school
 April 10Parent-Teacher Conference Day off, no school
 May 26Last Day of School
 May 26SCHS Graduation, 4 pm, Career Academy
 May 26ALC Graduation, 7 pm, Career Academy
 May 28CHS Graduation, 1 pm, Event Center
 May 28BHS Graduation, 4 pm, Event Center
 May 28LHS Graduation, 7 pm, Event Center
 May 29Memorial Day, no school
 May 30Teacher Work Day
 May 30-June 30High School Summer School
 June 5-July 19Camp Edventure Elem. Summer School
 June 5-29Middle School Summer School (no Fri. classes)
 July 3No summer school (all)
 July 44th of July, no summer school (all)

- First & last day of school.
- No school for all students
- Teacher Work Day
- Staff Development Day
- *March 16 and 17 are Storm Makeup Days*

Gr. K-5

End of 1st TrimesterNov. 18, 2022
 End of 2nd TrimesterFeb 24, 2023
 End of 3rd TrimesterMay 26, 2023

Gr. 6-12

End of 1st 9 weeksOct. 28, 2022
 End of 2nd 9 weeksJan. 14, 2023
 End of 3rd 9 weeksMar. 17, 2023
 End of 4th 9 weeksMay 26, 2022

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 Makeup Days ND
 174 Classroom Instruction Days ND
 187 Teacher Contract Days BPS



Notice of Non-discrimination:

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

Stacey Geiger, Human Resource Manager/Title IX Coordinator/Section 504 Coordinator 806 N
Washington Street, Bismarck, ND 58501
Telephone number is (701) 323-4071

§504 Child Find Notice:

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Student Section 504 Coordinator Stacey Geiger by phone at 701-323-4070 or by email at Stacey_Geiger@Bismarckschools.org OR Mike Yantes by phone at 701-323-4102 or by email at Mike_Yantes@Bismarckschools.org

IDEA Annual Notification of Child Find:

All children with disabilities residing within the boundaries of Bismarck Public Schools, including children with disabilities attending private schools, regarding of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated through the child find process. Anyone suspecting a student, between the ages of 3 and 21, may have a disability, should contact the Bismarck Public School Special Education Director Danica Nelson by phone at 701-323-4029 or by email at Danica_Nelson@Bismarckschools.org

MISSION STATEMENT

The mission of Century High School is to inspire and challenge students with educational opportunities that create productive citizens by emphasizing.....

Character, Honor, and Success.

GOALS

Goal #1 - All students will show improvement in math and literacy.

Goal #2 - All students will demonstrate an increase in responsible decision making.

PEP SONG

Bismarck Century, Red, White and Blue;
Century Patriots, we'll cheer you.
We will help you win this game;
Our team will bring us fame.
See our colors, help us along;
Bring us victory, cheer loud and strong.
Shout your praises to the sky
For Century High.

(Written by Harold Kepler, 1975)

Century High School Colors

Red, White and Blue

Mascot

Patriot



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

BPS policies - www.bismarckschools.org/schoolboard/policies

CHS information - www.chs.bismarckschools.org

CENTURY HIGH SCHOOL & BISMARCK HIGH SCHOOLS' CLASS SCHEDULES

Early Bird	7:20	—	8:10
Tutorial & Staff Development*	7:30	—	8:20
PERIOD 1	8:20	—	9:10
PERIOD 2	9:14	—	10:04
PERIOD 3	10:08	—	10:58
PERIOD 4	11:02	—	11:52 Lunch A
PERIOD 5	11:56	—	12:46 Lunch B
PERIOD 6	12:50	—	1:40 Lunch C
PERIOD 7	1:44	—	2:34
PERIOD 8	2:38	—	3:28

* Students may be assigned to tutorial to provide assistance in various ways: assignment make-up, test/quiz make-up, homework assistance, enrichment, etc..

CAREER ACADEMY & TECHNICAL CENTER DAILY SCHEDULE

<u>Block</u>	<u>Time</u>	<u>Periods</u>
Block A	7:25-8:55	(EB-1)
Block B	8:20-9:50	(1-2)
Block C	9:25-10:55	(2-3)
Block D	11:55-1:25	(4-5)
Block E	1:58-3:28	(7-8)

INTRA SCHOOL — BUS SCHEDULE

7:10	Leave CHS
8:05	Leave CHS
9:00	Leave TECH CENTER & CAREER ACADEMY
9:15	Leave CHS
9:55	Leave TECH CENTER & CAREER ACADEMY
11:00	Leave TECH CENTER & CAREER ACADEMY
11:40	Leave CHS
1:30	Leave TECH CENTER & CAREER ACADEMY
1:45	Leave CHS
3:33	Leave TECH CENTER & CAREER ACADEMY

Philosophy of Bismarck Public Schools

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

We Believe:

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

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

Student Rights and Responsibilities

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. 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 schools 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.

GENERAL INFORMATION

ACCIDENTS AND INSURANCE

The Bismarck School District does not carry accident/injury coverage for students.

ADMINISTRATION OFFICE

Hours - Monday through Friday - 7:30 a.m. - 4:30 p.m. Telephone - CHS 323-4900

Cash receipts and disbursements from all activity funds are handled by the business office. Some business office services are:

- (1) **Athletic Pass** - high school students may purchase an athletic pass for all home high school athletic contests. The pass is honored at athletic events hosted by Bismarck Public Schools teams. The pass is not valid for tournaments nor for individually ticketed events such as band or choir concerts or drama events.
- (2) **Lunch Accounts** - a student may deposit money into a student food service account in the Business Office or into their individual account on MyPaymentsPlus. Students can then access this account with a student ID number while going through the lunch line.

Note: No student personal checks will be cashed by the business office.

CAFETERIA AND COMMONS AREA

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

CHANGE OF ADDRESS

Any student moving to a new address within or outside the school district is asked to report such a change of address immediately to the Bismarck Public School District Office.

CLASS RANK/GPA

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. After these calculations are made, 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.

COMMENCEMENT (Policy GDB)

Students who have completed all district graduation requirements shall participate in the ceremony. In extraordinary situations, exceptions may be approved by the Superintendent, on a case-by-case basis. Students allowed to participate in graduation as a result 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 students who participate must wear appropriate cap and gown. Seniors not wishing to participate must inform the Principal. 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.

Communicable Diseases and Conditions (Policy ACBB)

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 the school websites.

COUNSELING DEPARTMENT/STUDENT SERVICES

The Counseling Department/Student Services is staffed by qualified counselors. The purpose of the counseling program is to help each student achieve his/her highest potential with academic success, college and career readiness and social/emotional development. Counseling services include the following:

- (1) **Individual Counseling** - students may consult with the counselors before, during and after school. Appointments are not necessary.
- (2) **New Student Orientation** - counselors will assist new students as they adapt to a new school, teachers, and students in a new setting.
- (3) **Homebound Program** - in some cases when students are confined to the hospital or at home for a lengthy period, the school system provides visiting teacher assistance. The arrangements must be made by the counselors. A doctor's statement on inability to attend classes is required for this program.
- (4) **Testing Services** - information and application forms for the ACT or SAT (Scholastic Aptitude Test) are available in the Counseling Office. Other tests and services are available.
- (5) **Career Advising** – services are available for career exploration. 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. Individual consultations, career events, work-based learning opportunities, and RUPrepareND.gov can further assist with education and career planning.
- (6) **Referrals** - counselors are available to help students when referrals are necessary for health and community services, social services, vocational rehabilitation, speech therapy, post high school education, and occupational information.
- (7) **Parent-Teacher Conferences** - these may be arranged by the counselor upon the request of either the parent or the teacher.
- (8) **Transcripts** -
 - a. Academic records are compiled and filed in the business office, and transcripts are sent as requested by the student in accordance with Public Law #93-380.
 - b. Release of student records/transcripts - a student's educational history cannot and will not be released to any agencies (including scholarship applications and insurance forms), other than educational institutions to which the student is transferring, unless permission is granted. A request form, "Release of Information", must be completed and authorized by the student's parent/guardian if the student requesting a release of information has not attained his/her 18th birthday.
 - c. A \$2.00 Transcript Fee must be paid for each transcript before any information can be released unless the transcript is for a scholarship.

DAILY BULLETIN AND ANNOUNCEMENTS

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

DAILY SCHEDULE REQUIREMENTS/STUDENT CLASS LOAD

Freshman must carry a minimum of (7) hours of classes each semester, sophomores and juniors must carry a minimum of six (6) hours, of which only two (2) can be music. Seniors are required to carry a minimum of five (5) hours of classes each semester, of which only two (2) can be music. Students cannot apply more than four (4) units of music credit toward the minimum graduation requirement. Students enrolled in the Cooperative Work Experience course must carry six (6) hours (sophomores and juniors) or five (5) hours (seniors) of class work in addition to this course. Mid-term graduates will not be allowed to leave CHS prior to the completion of first semester to enroll elsewhere. They are welcome to enroll in another institution but must make known to proper personnel that they will not start classes until the first semester ends at CHS.

DANCES

Dances are not open to the public. CHS students will be required to present their current student ID to gain admittance to the dance. A CHS student may bring one non-CHS student as a guest and that guest must present a picture ID that includes a birth date. Middle school students and persons age 21 or older may not attend CHS dances. Dances, except the Prom, may be scheduled for any week night other than Wednesday. They are not to exceed three hours and will not extend beyond midnight, (10:30 p.m. week nights). No live bands (except for Homecoming and Prom) are permitted. **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 is over; upon leaving the building, the students forfeit their right to return to the dance. Breathalyzers may be in use in order to maintain an alcohol free environment. All guests will need to have a "Guest Form" completed and turned in to the office prior to the dance as outlined by administration.

DELIVERIES TO STUDENTS

We will not accept delivery of flowers, balloons, candy, cookies, etc. for any students during the school day. This applies to businesses, parents, relatives and friends.

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.

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

- A. To be classified as a sophomore, a student must have earned at least five (5) credits at the end of the freshman year.
- B. To be classified as a junior, a student must have earned at least ten (10) credits at the end of the sophomore year.
- C. To be classified as a senior, a student must have earned at least seventeen (17) credits at the end of their junior year.

GRADING SCALE

100-92 = A

91-83 = B

82-74 = C

73-65 = D

64-0 = F

HOMECOMING

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

IMMUNIZATIONS

Special emphasis should be placed on the need for child and adolescent immunizations due to the increasing number of cases of vaccine-preventable diseases such as pertussis (whooping cough) and meningitis. 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 required immunizations in order 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:

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

We encourage you to have your child complete all required immunizations. Without immunizations your child is at risk for catching a vaccine-preventable disease and infecting others. Outbreaks of pertussis (whooping cough), measles and mumps are increasing in our country. Vaccinated children protect themselves and those around them by reducing the occurrence of disease. Thus, people who are medically unable to receive vaccines have less exposure to the disease. This effect is known as community immunity. If you would like further information or to schedule an appointment, please call your health care provider or Bismarck Burleigh Public Health at 355-1540. The schedule of required immunizations is available at <http://www.ndhealth.gov/Immunize/Schools-ChildCare/>.

INSTRUCTIONAL MATERIALS

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

LIBRARY MEDIA & TECH CENTER

Resources

The media center is located in the center of the academic area and is open from 7:15 am until 3:45 pm, Monday through Friday. The media center is open from 7:15 am until 1:15 pm during summer school. The library media center is a space for students and staff to socialize, collaborate, imagine and create. Common school supplies such as markers, colored pencils, glue, tape, paper, posterboard, etc. are supplied to be used in the library. Students can purchase earbuds, notecards and other materials for school projects from the CHS library. The library has multi-media equipment that can be checked out for academic purposes.

CHS Media Center Policies & Procedures

While in the media center, students and staff are expected to respect others, respect media center property, work and visit quietly, and follow the BPS Responsible Use of Technology Policy.

Overdue Policy

Books from the CHS library media center are circulated for four weeks with the exception of graphic novels; graphic novels are checked out for two weeks. Overdue notices are emailed to student BPSApps email accounts. If overdue materials are not returned by the following semester, they will be marked as lost and students will be responsible for paying replacement costs for the materials. All materials must be returned before the end of the school year or paid for if lost.

Tech Center

The Century technology department and CTE internship program provide technology support to students and staff. Student Chromebook repairs should be brought to the Library Media and Tech Center. Students will receive a loaner computer while the damaged computer is repaired. Repair fees can be found and paid for in MyPaymentsPlus or with cash/check in the front office.

LOCKERS

Each student may be provided with a locker in which to keep books and outside clothing. **HOWEVER, THE BISMARCK PUBLIC SCHOOL DISTRICT ACCEPTS NO RESPONSIBILITY FOR ARTICLES LOST OR STOLEN FROM LOCKERS.** Items of particular value, such as large amounts of money, etc., should be brought to the office for safekeeping. Expensive clothing should be worn or carried and not left in the locker during the school day.

LOST AND FOUND

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

MEDIA INTERVIEWS

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

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 adviser Ms. McDaniel and visit the Bismarck Public School's NHS website at <https://sites.google.com/a/bismarckschools.org/bps-nhs/>

NUTRITION POLICY

The policy includes two provisions that will have direct effects for our students. The first provision states that “Meals and drinks from competitive, commercial eating establishments will not be allowed in school cafeterias for consumption or sale”. This means that students may not bring back food from any restaurants to eat in school. The second provision sets standards for the types of beverages that may be sold in schools. The policy states that “Schools may sell 100% reduced-fat milk, 100% fruit/vegetable juice, or 100% zero-calorie flavored or unflavored water at any time before, during, or after the school day”. Schools may no longer sell any carbonated beverages, sports drinks, or any artificially sweetened juices. This policy does not affect the sales of carbonated beverages, sports drinks, or any artificially sweetened juices at concession stands during CHS extracurricular activities and events.

OPEN CAMPUS

All high schools maintain an open campus for sophomores, juniors, and seniors. This means that while students must attend all classes listed on their class schedules, they have the option of studying in the library or commons area or of leaving the campus during unassigned periods. ***It is against school rules for students to loiter in the parking lots or in other parts of the campus during unassigned periods.*** It is the expectation for freshman to have a closed campus as class requirements for the freshman year do not allow for an unassigned period. The commons area also serves as a lunch room, study area, and social area; however, the commons area is not a recreational area. Students who are unable to adapt to the advantages of the open campus environment may have their open campus privileges revoked by either their parents or the school administration.

PARKING LOTS

Parking lots are available for student parking. Students are expected to park in an orderly fashion in student parking lots. Students are required to register their car with the Attendance Office and purchase a parking permit (\$5) to hang from the rear view mirror in their car. Purchase of a permit does not guarantee a parking spot. Any cars parked incorrectly, parked in a non-student lot, or without a parking permit will be issued a parking ticket. Subsequent parking tickets may result in the car being towed.

The School District accepts no responsibility for articles lost or stolen from cars or for vandalism to cars parked in student parking lots.

PEP ASSEMBLIES

All students that have a class during the scheduled assembly will be required to attend the Pep Assembly. Students will NOT be allowed to leave the building or be in any other areas of the building during the Pep Assembly.

POSTERS AND NOTICES

Any poster or notice placed on a bulletin board or in other school areas must have prior approval of the administration. Posters and material used to attach the posters to the walls must be removed after the event. Procedure: submit the poster to the main office for dating and initialing by the administration. Do not put bulletins on painted or wallpapered surfaces and do not use scotch tape to attach the posters.

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.

PROM

All juniors and seniors may attend Prom. Sophomores may attend if invited by a junior or senior. Middle school students, freshman, and anyone over the age of 20 may not attend as a guest of a CHS student. Early graduates may attend Prom **ONLY** if they are the guest of a currently enrolled junior or senior CHS student. Any school obligation must be taken care of before going through Grand March. Examples include detention, parking tickets, school fees, etc.

NOTE: The Grand March is considered a public performance and is subject to the same eligibility requirements of all co-curricular activities.

RELEASE OF NAMES AND ADDRESSES OF STUDENTS (see Policy FGA)

Bismarck Public School policy allows the Superintendent of Schools to release the names and addresses of high school students to educational and military organizations which 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 a written request form and returning it to the school. This form must be submitted to the Principal's Office no later than the first week in October of the current school year.

RELIGIOUS NIGHTS/WEDNESDAY NIGHT/SUNDAYS

Because Wednesday evenings have traditionally been considered religious nights in the Bismarck community, scheduling school activities after 7:00 p.m. on Wednesday is avoided. Also, no activities are to be scheduled on Sundays without permission from the Superintendent.

REPEAT A SUBJECT FOR BETTER GRADE

If a student repeats a class, both grades shall stay on the transcript with the higher grade being considered for cumulative GPA purposes.

SCHEDULE ADJUSTMENTS

Students will have their schedules emailed to them during the summer months. At that time adjustments will be allowed when possible for academic reasons only.

SCHEDULING SCHOOL EVENTS

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

SCHOOL MEDICATION PROGRAM

Under normal circumstances prescription and non-prescription medication should be administered to students before and/or after school hours under parental or medical supervision. If a student must receive or take prescription or non-prescription medication while on school grounds or during district-sponsored activities, the District, students, and parents must comply with the following policy. The Bismarck Public School District has established a program for providing medication to students during the school day and when students are otherwise under the district's direct supervision (e.g., participating in a school activity, on a school-sponsored trip). This program is only available to students when the applicable requirements under this policy have been satisfied.

Student Self-Administration

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

Additional Prohibitions, Restrictions, and Requirements for Students

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

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

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

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

Medication Off-Campus When Student is Under District Supervision

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

SECURITY SYSTEM

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 most of the hallways and the main entrances to the building.

SOCIAL WORKER

The social worker may be contacted through the Attendance Office or Counseling Office. The school social worker has a responsibility to help students who are experiencing some difficulty adjusting to school or are having problems at home which may also affect the student's ability to get along either academically or socially in school.

STUDENT COUNCIL

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

STUDENT FEES

The Bismarck Public School District will provide a free public school 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.

STUDENT PROGRESS REPORTS

1. **REPORT CARDS** - Report cards are issued every nine-week period.
2. **MIDTERM REPORTS** -Parents and students have access to their grades at any time by using the Internet and PowerSchool. The website location for PowerSchool is the following:
<https://bismarck.ps.state.nd.us> .
3. Parents may obtain a printed copy of the midterm report or a student progress report by calling the Counseling Office. Please allow two (2) days after calling before picking up the progress report.

SUMMER SCHOOL

When there is enough demand for summer courses, they are taught at Century High School, Bismarck High School, and/or Legacy High School for three and six-week periods. The administration reserves the right to limit the total number of students wishing to enroll in summer school courses. The media center will be open from 7:45 am until 12:15 pm during summer school.

TEXT-A-TIP

Text-A-Tip Hotline: chstips@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 CHS student resource officer who will respond appropriately during regular school attendance days.

TUTORING

Students having difficulty with their classes may need additional assistance, including tutoring, make-up work, and/or re-assessment. Tuesday, Wednesday, and Thursday mornings from 7:30-8:15 a.m. individual teachers are available for students to receive assistance. All teachers also have a 50 minute tutorial period throughout the day. Students may be required to be in attendance. In such a case, the teacher will notify the student of their mandatory attendance. Failure to attend mandatory tutorial periods may result in disciplinary action. The goal is to help the students succeed in their classes.

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.

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 check out as soon as possible through the Attendance Office and the Counseling Office. Students under the age of 18 must have parent permission and parent signature in order to withdraw from school.

Procedure as follows:

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

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 students GPA). During the 1st 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).

STUDENT ISSUES

ACADEMIC HONESTY POLICY

The Century High School community believes in Character, Honor, and Success (CHS). A student of respectable character acts with honesty and integrity, which establishes a fair learning environment. Teachers and administrators understand the academic pressure, the strain on time, and the ease of access to information, tempting students to compromise academic integrity; however, telling the truth and defending academic fairness – even when it’s difficult – is important for intellectual and character growth. At CHS, we believe in the value of active engagement and perseverance throughout the learning process, which will develop traits that will benefit students though out their lifetime. For more information on what constitutes cheating and how to protect your integrity, go to the CHS homepage under Academics and click on: “Academic Honesty Policy.”

ANTI-GANG POLICY

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

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

CONFLICT

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

BULLYING POLICY

Definitions

For the purposes of this policy:

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

- d) Substantially disrupts the orderly operation of the public school.
 - b. "Conduct" includes the use of technology or other electronic media.
The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. **Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.**
 3. School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
 4. School-sanctioned activity is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
 - f. Examples would include, but are not limited to, BLAST Programs, Youthworks.
 5. School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
 6. School staff include all employees of the Bismarck Public Schools, school volunteers, and sponsors of school-sanctioned activities.
 7. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;

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

Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.
Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
2. Reporting options for students and community members: Students and community members (including parents/guardians) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school

and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

All reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

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

Investigation Procedures

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the parents/guardians of both the victim and alleged bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.
9. Referral to Law Enforcement

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

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

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

Victim Protection Strategies

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

1. Additional education for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of schedules and other appropriate measures to minimize the perpetrator's contact with the victim.
6. Modification to schedules, alternative placement, and appropriate measures will first be applied to the perpetrator.

Prevention Programs & Professional Development Activities

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

CHROMEBOOKS

In order to provide equitable access to educational resources, and provide opportunities to build fluidity with 21st century tools,

- Each 9th-12th grade student will be issued a Chromebook for his/her educational use both during and outside of the school day.
- The Chromebook is the property of Bismarck Public Schools.
- Student responsibility for any accidental damage will be determined by the building administrator on a case-by-case basis.
- All repairs of school issued Chromebooks will be done by the school district technology department.
- Students are expected to act in compliance with BPS Policies: (available on www.bismarckschools.org under "School Board & Policies" tab)
 - ACDA - Responsible use of Technology
 - FFI - Student Responsible Use

CLASSROOM REGULATIONS

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

DETENTION

Students may be assigned to in-school detention or out-of-school suspension at the discretion of the administration. Students assigned to in-school detention will be supervised by the in-school detention supervisor from 7:45 through 3:25. Students assigned to out-of-school suspension **are restricted from the school campus during the time of the suspension.** Students assigned to detention or suspension, forfeit their test exemption status. Detention time will be assigned at the discretion of the Attendance Office. Any student who is ill and/or unable to attend detention on the assigned day must inform the Attendance Office prior to the detention. Missed detention time that is excused will be made up. Missed detention time that is unexcused will be doubled. Detention missed for jobs will also be doubled. If after school detention time is not completed by the assigned date, the student may be assigned to in-school detention the following day. If a student repeatedly does not meet his/her detention obligations, out-of-school suspension may be assigned. Students who report to detention without school/home work will not be allowed to remain. The parent/guardian will be notified prior to each detention assignment. After a student has been assigned to detention for the third time, a conference with the parent(s)/guardian(s) will generally be scheduled prior to the student's return to regular classes. **NOTE: Detention or suspension results in the automatic loss of test exemption.**

DETENTION/SUSPENSION/EXPULSION

Infractions of school rules and regulations may result in either a detention or suspension or expulsion.

Examples of conduct that might subject students to suspension or expulsion include; but are not limited to:

- (1) **Use or possession of tobacco** on school premises, at school-related activities, and on school trips. Tobacco products includes any product that contains tobacco, is derived from tobacco or contains nicotine, that is intended for human consumption, or is likely to be consumed, whether smoked, heated chewed, absorbed, dissolved, or ingested by any other means. In addition to previously mentioned products, this also includes e-cigarettes, vaping and other electronic smoking devices and/or related products.

- (2) **Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while in school, on school premises, on school-related activities or trips**
NOTE: According to ND Century Code, possession or delivery of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such. School property includes all public and private elementary, middle, and senior high schools as well as vocational schools (i.e., students going to BSC for Career & Tech Ed classes).
- (3) **Forged excuse (written or by telephone) or an altered admit slip or cut slip**
- (4) **Fighting another student on campus** — An exchange of blows or assault of physical blows such as hitting, slapping, kicking, punching, biting, pulling hair, etc. Any party involved in the physical fight would be considered for consequences
- (5) **Assault** - Willful or intentional harmful or offensive contact to another person. The act is one-sided.
- (6) **Sexual assault** - Any type of sexual contact or behavior that occurs without the consent of the recipient.
- (7) **Excessive tardiness**
- (8) **Theft/Stealing.** Students who steal the property of the school district or of others within the school jurisdiction
- (9) **Vandalism.** Students who destroy or deface school property or the property of others within the school jurisdiction — up to five days and restitution.
- (10) **Insubordination and Insolence.** Refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language relative to the situation
- (11) **Continued disobedience or persistent defiance of proper authority**
- (11) **Abusive/inappropriate language, gestures, or affection** – any words, phrases, language, gestures, symbols, that are insensitive and/or derogatory in nature or inappropriate for the school environment
- (12) **Parking in a non-student lot**
- (13) **Harassing another student on campus**
- (14) **Credible threat** - Verbal and/or written comments that threaten the safety of school, students, or staff.
- (15) **Possessing, handling, carrying or transmitting any weapons** (as defined in Policy JGDAG).
- (16) **Compromising student safety** – propping doors open, placing object in door frame so it does not secure properly.

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

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

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

NOTE: Detention or suspension results in the automatic loss of test exemption.

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; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

DRESS CODE / PERSONAL APPEARANCE

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

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

DISCRIMINATORY HARASSMENT POLICY

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.

Prohibited discriminatory harassment includes threats of violence intended to intimidate an individual or a small number of individuals on the basis of their race, color, national or ethnic origin, or any protected class.

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 Chicago Office, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, Illinois 60606-7204.

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).

FREEDOM OF SPEECH

Students have a 1st amendment right to freedom of expression. However, 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.

HARASSMENT OF STUDENTS POLICY

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.

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

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

- Administering approved disciplinary practices and procedures at 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

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

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on (and off) school property and at school-sponsored events.

The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

GENERAL STATEMENT OF POLICY

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

DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

REPORTING PROCEDURE

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

2. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.

3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

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

REPRISAL

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

INTERNET GUIDELINES

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

Student access to community libraries

Staff and Student Acceptable Use of Technology

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

*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.

RESPONSIBLE USE OF TECHNOLOGY

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. 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, the building

principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies or as required by an individual education program. **Use of electronic devices (including cell phones) is at the discretion of the teacher.** Students must follow the rules of the classroom teacher or other school personnel. **If devices are misused in the classroom, they may be confiscated.** NOTE: The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school.

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

If a device is confiscated the following may occur:

Violation # 1 – The device is confiscated and turned into the attendance office. The student may pick up the device at the end of their school day and are given a written warning.

Violation #2 – The device is confiscated and turned into the attendance office. The student must contact his/her parent. The parent is required to pick up the device.

Violation #3 – The device is confiscated and turned into the attendance office. The student must contact his/her parent. The parent is required to pick up the device. In addition, the student will be required to turn the device in to the office at the beginning of each school day for a minimum of five (5) consecutive school days.

Continued violation of this policy may result in detention, and/or suspension which may result in loss of test exemption.

SEARCH AND SEIZURE POLICY

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. In the rare occasion that a body search might be necessary, the parent/guardian will be contacted and the appropriate personnel will be present. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. “Reasonable suspicion” and “probable cause” will be factors in any search and/or seizure.

STUDENT ASSISTANCE POLICY (ALCOHOL/DRUG OFFENSES)

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

If the violation is the **FIRST OFFENSE**, the student is given an out-of-school suspension for the remainder of the day and additional days as determined by the administration.

If the violation is a **REPEAT OFFENSE**, the student is given an out-of-school suspension for three or more days as determined by the administration.

WEAPONS POLICY

The Bismarck School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school

district is prohibited. Such weapons include but are not limited to any gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife, razor, ice pick, explosive smoke bomb, incendiary device, or any object that can reasonably be considered a weapon or dangerous instrument. Copies of weapons including guns, starter pistols, and other look-alikes are to be considered as weapons for the purpose of this policy. (Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal.) Also, any object which has a school-related purpose that could be used to inflict harm on another person will be considered a weapon if the object is used in a threatening manner.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Violation of this policy will also require that proceedings for the suspension and/or expulsion be initiated immediately by the principal.

A student will be suspended immediately in accord with Administrative Rule JDD/JDE-R if the building administrator or designee determines:

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

Proper due process proceedings as defined in suspension and expulsion will be observed in all suspensions and expulsions under this policy.

ATTENDANCE

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

TYPES OF ABSENCES

All absences from school fall into one of two categories: excused or unexcused.

An excused absence will be given for:

- (1) Personal illness or injury.
- (2) Death in the immediate family.
- (3) Emergency medical or dental care.
- (4) Religious observances if request is arranged in advance (class release required).
- (5) Personal or family situations for which the student's presence is deemed essential — i.e., weddings etc. Except in cases of emergency, a class release application is required in advance.

NOTE: #1-5 are unexcused if no call is received on the day of the absence or when advance arrangements have not been made.

An *unexcused* absence is an absence which cannot be classified in any of the above categories. This includes: truancy, oversleeping, detentions or suspensions, routine errands, absences of a nonessential nature (i.e., car trouble after student's first class, haircuts, senior picture appointments, and undeclared absences such as "personal"). *Because bus transportation is provided to the vocational campus, students who are tardy or absent because of failure of their own transportation will be unexcused. Similar transportation failures occurring over the lunch period will also be treated as unexcused absences.*

ABSENCE REPORTING PROCEDURE

To ensure that an absence is excused, the parent/guardian must make a verification call to the Attendance Office (CHS 323-4903) on THE DAY OF THE ABSENCE between 7:00 a.m. - 3:30 p.m. NOTE: If a verification phone call is not received the day of the absence, the absence will be unexcused. All absences that may affect test exemption status must be verified within two (2) weeks of the absence.

If a parent/guardian is unable to call, it is the student's responsibility to call the Attendance Office between 7:00 a.m. - 3:30 p.m. to explain the absence and the reason that his/her parent/guardian is unable to call.

Arrangements will then be made to clear the absence, but the absence will remain unexcused until parents/guardians clear the absence. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the attendance office at the time of the return. The assistant principal or attendance office staff will make the final determination whether the absence is excused or unexcused.

ABSENCE FOR SCHOOL ACTIVITY

Any student participating in any high school activity, whether it be athletics, music, drama, dances, etc., must be in total attendance on the day of that activity or the student is ineligible to participate that day. (Check with the school principal for possible exceptions to this rule.)

TEST EXEMPTION POLICY

Purpose: The purpose of the test exemption policy is to encourage integrity amongst academic behaviors. The behaviors include active engagement, perseverance to task, commitment to time and timelines, academic success, and adherence to school behavioral expectations. Each semester, all students are expected to take all of their final exams. The final exam schedule each semester is part of the regular school calendar and should not be viewed as vacation days.

Through the course of an individual semester, a student may earn an exemption from each final exam based on the following criteria:

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

In addition, other excused absences will not impact test exemption status. Here are a few examples: Parent Confirmed Illness, Medical (provider documented) Absence, Covid Related Absence, College Visit, and Funerals. Students will not receive test exemption from a class they are failing unless they are unable to achieve a passing grade with the final exam. This determination is made by consulting the instructor prior to the final test.

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

- An exempt student may elect to take the semester test. In this scenario, results of the exam will be figured into the final grade only if it improves the final grade. As a school district, we encourage and support parents/guardians to develop a plan prior to the beginning of each semester that would include taking several final exams.
- Advanced Placement (AP) and Honors teachers may require a final test provided they notify students during the first week of the semester.
- The BPS test exemption policy does not apply to Dual Credit courses. Exams for Dual Credit courses will follow the college expectation of a final.
- Students who are currently failing a course are required to meet with their teachers to determine potential impact of the final exam. If a student does not have the reasonable ability to achieve an overall passing grade with the final exam they will be excused from the final exam.

CLASS RELEASE APPLICATION (“cut slip”)

Students are asked to obtain a class release application from the Attendance Office at least two days prior to known absences. Class release applications should be obtained for funerals, weddings, family trips, religious observances, and family emergencies. This form must be signed by the Attendance Office, parent or guardian, and teachers and then returned to the Attendance Office the day prior to leaving. Students are responsible for all assignments. **Approved class releases will not be granted to students with excessive absences** (see **Credit Loss** below).

COLLEGE VISITS

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

CREDIT LOSS AFTER EXCESSIVE ABSENCES

Students must be in attendance in a class for a specific number of days per school semester in order to earn credit. As a result, the number of absences in a **semester class** are limited to 10. The number of absences (period missed) in a **block class** are limited to 10 per nine weeks. As a matter of procedure, the attendance office will notify parents by letter whenever a student has accumulated 5 or more non-school-related absences in a class. Thereafter, it is the student's responsibility to monitor his/her attendance to avoid credit loss. If the class is the seventh subject for a sophomore/junior or a sixth subject for a senior, the student will be withdrawn from that class. However, the student will continue to attend the class if it is the sixth subject for a sophomore/junior or the fifth subject for a senior. When the number of absences in a class exceeds 10, the student will receive an “FC” grade for that class and earn 0 credit. The only exceptions to the above absence limit standard are school-sponsored activities, in-school detention absences, out-of-school suspension, medical absences with a signed doctor’s excuse stating the specific time that the student could not be in school. Unusual situations or exceptions will be considered by the administration. Whenever a student is notified of credit loss, he/she must see a counselor immediately.

EXTRA-CURRICULAR ACTIVITIES ABSENCES

Although absences for school extracurricular 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 CHS activity (athletic competitions, music performances, club events, etc.) must be in total attendance on the day of the activity; if not, the student will not be allowed to participate.**

Note: School-related, extracurricular absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Students attending extra-curricular events as spectators must be passing all classes they would be missing for the absence to be considered a “school related” absence.

Note: The only Washington, D.C. programs approved for "school-related" absence will be the "Close-Up" and "We the People" programs.

LEAVING THE BUILDING

Students must sign out at the attendance office when they leave the school building for an appointment or illness. Failure to do so will result in an unexcused admit when the student returns. A STUDENT WHO IS UNABLE TO CHECK OUT DUE TO ILLNESS OR ANY OTHER EMERGENCY SHOULD HAVE A PARENT/GUARDIAN CALL THE ATTENDANCE OFFICE THE SAME DAY. If a parent is unavailable the student should call (CHS - 323-4903). Failure to do so will result in an unexcused admit to class upon return, regardless of the reason for the absence.

MAKE-UP WORK

The responsibility for making up the missed lessons rests with the student, not the teacher. Work from both excused and unexcused absences must be made up. However, penalties may be imposed for unexcused absences. Students are generally allowed one make-up day for each day missed. Exceptions, such as absence beyond the end of a term, or absence of more than five days, will be handled through the Administrative Office

MEDICAL APPOINTMENT POLICY

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is impossible, students must sign out at the attendance office **and** obtain a medical/dental excuse slip from the doctor's office. The medical excuse slip must be filled out by the doctor's office and returned to the attendance office within two (2) weeks of the absence in order for the absence to be medically excused. ***The medical excuse must be filled out by the doctor's office, include the time of the appointment, when the student should return to school, and the specific time period the note covers.*** NOTE: Forging a physician's signature on a medical excuse or altering a medical excuse is a class C felony; doing so could result in a prosecution by the physician or clinic involved.

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. **Any student participating in any CHS 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.**

STUDENT ERRANDS

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

UNEXCUSED ABSENCES AND TARDINESS

Infractions which will result in detention are as follows:

1. Unexcused absences
 - 1st unexcused absence – First warning (verbal)
 - 2nd unexcused absence – Final warning (written)
 - 3rd unexcused absence – (up to 3 days of detention – 3 hours of After School Detention. Thereafter, each unexcused absence will result in detention time
2. Tardiness – Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the final bell rings. If tardy, the student should report directly to the classroom. An exception to this is when a student comes to school after having missed one or more previous classes that day. Under those circumstances, the student should first check in at the attendance office before reporting to the classroom. Consequences for excessive tardiness may include after-school detention, in-school suspension, and/or implementation of the school policy which states that every third tardy results in an unexcused absence. Tardiness that reaches this extreme could eventually lead to credit loss in the affected classes. (Students with excessive tardies will be required to be part of a parent/teacher/administrator conference).

ACTIVITIES

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

Scholastic

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

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

Attendance

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

Suspension or Expulsion

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

Tobacco, Alcohol or Controlled Substance Violations

The use or possession of tobacco (including e-cigarettes and/or related devices and substances), alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any co-curricular participant who is in violation of the foregoing shall be declared ineligible from participation in interscholastic contests or activities for a minimum period of six consecutive weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of ineligibility shall begin from the date and time notification is given to the student by the school administration (NDHSAA Constitution and By Laws).

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

In-season Penalty

Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Suspension). Period of ineligibility will start at the time the student is notified of the violation by the administration. Student will not be allowed to represent CHS at any co-curricular event at this time.

Out of Season Penalty (Includes Summer)

Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Suspension). Period of ineligibility will start at the time the student is notified of the violation by the administration. In addition, there will be a 2 week period of ineligibility from the first authorized date of competition for the activity they will be participating. Participants in activities that do not have a contest/performance in the two week window will be ineligible for their first contest/performance. It should be noted that the 2 week period of ineligibility may run concurrent with the 6 week or 18 week period of ineligibility starting from the first authorized date of competition for the activity they are participating in. *Ex. Student has alcohol violation in October but does not participate in any activity until track. Student serves the 6 or 18 week period of ineligibility starting October 4 which is the time the school is notified and then serves the two week period of ineligibility from the first authorized date of competition for track. To satisfy the 2 week requirement, the student must remain with the program in which the period of ineligibility was served through the completion of the season.*

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.

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.

INTERVENTION, EDUCATION AND EVALUATION

Before a student may be reinstated to competition, they must both sit out their suspension and complete a drug, alcohol, or tobacco education/intervention program whichever applies to their violation. This program must be pre-approved by the building administration. It is the responsibility of the student to provide certification of completion to the school before being reinstated for competition. **Note:** Intervention, education and evaluation

based consequences for violations are cumulative throughout the middle school and high school years (grades 7-12). Penalties are not cumulative but are enforced in each co-curricular calendar year. If the co-curricular calendar ends before the 2 week suspension has been served, the suspension will be served the next time the student participates. (A suspension could extend into the next co-curricular calendar.)

RECOGNITION – AWARDS

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.

SPECIFIC STANDARDS

A participant in any BPS co-curricular activity will be suspended 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). Suspension can occur without a formal citation, arrest, conviction, or adjudication. All suspension appeals must be directed to the Bismarck Public School Assistant Superintendent for Secondary Schools.

Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others is grounds for suspension 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.

ADDITIONAL NDHSAA RULES

Eligibility - According to the NDHSAA you are **NOT ELIGIBLE**;

- If you have not been **IN CLASSES AS MANY DAYS AS YOU HAVE MISSED** from the opening of the semester.
Note: In addition to this rule, any student participating in any BHS/CHS activity must be in total attendance on the day of the activity.
- 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 over.
- **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.**

ACTIVITY POLICY

All clubs are chartered by the Student Council. If a club becomes inactive, its charter is revoked by the Student Council. All groups using the school buildings for practices or meetings must clear the date, time, and space with the Principal. The reservation must be written in the “building use book.” 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 the Principal. Any unfavorable behavior by a student is cause for the student to be excluded from the activity. All groups or clubs planning a money-making project must clear it through the Principal's Office 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.

SCHOOL ORGANIZATIONS

MUSIC

Band
Choir
Orchestra
Jazz Band
Jazz Choir
Strolling Strings

SPORTS

Baseball
Basketball
Centahnas
Cross Country
Figure Skating
Football
Golf
Gymnastics
Hockey
Soccer
Swimming
Tennis
Track
Volleyball
Wrestling
Girls' Softball

SCHOOL PUBLICATIONS

Star (CHS newspaper)
Spirit (CHS yearbook)
Ink (Lit Mag)

SPEECH

Debate
Drama
Speech
Student Congress

OTHER SCHOOL CLUBS and ORGANIZATIONS

Art Club
Cheerleaders
Century Spirit
Century Start
Debate
DECA (Distributive Education Club of America)
FBLA (Future Business Leaders of America)
FFA (Future Farmers of America)
French Club
Gamers Club
German Club
Latin Club
National Honor Society Club
Rodeo Club
Science Bowl
Science Olympiad
Spanish Club
Student Council
TSA (Technology Student Association)

Additional activities may be organized as interest dictates.

ACTIVITY FEES

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

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. Fees for major events will be \$50.00 per unit for senior high students and \$40.00 for junior high 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 junior high student participates in any senior high activity, the maximum becomes \$125.00.

Major Activities:

Basketball
Strolling Strings
Cheerleaders
Cross-Country
Figure Skating (club)
Football
Girls' Drill Teams
Golf
Gymnastics
Hockey
Swimming
Tennis
Track
Volleyball
Wrestling

Minor Activities:

Art Club
Debate
DECA
Drama (Play Production students exempt)
FEA
FBLA
FFA
Foreign Language Clubs
Gamer's Club
National Honor Society Club
SADD Soccer
Science Bowl
Science Olympiad
Speech
Student Congress
Student Council
TSA

Additional fees outside of the activity/event structure are:

Band uniform cleaning fee.....	\$40.00
Choir robe cleaning/repair fee.....	\$15.00
Band/Orchestra instrument maintenance fee.....	\$80.00 per year
Choir shoes.....	\$20.00

- A. A student who plays a school-owned instrument will be assessed the annual maintenance fee listed above.
- B. Should a student damage a school-owned instrument, it will be the responsibility of the student to repair the instrument to the condition that it was when the student received it.