

SIMLE MISSION STATEMENT

Working Together To Achieve Success

BISMARCK PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Bismarck Public Schools is to provide educational opportunities which advance all students to their fullest potentials, to emphasize positive values and good health, and to encourage them to view learning as a lifelong endeavor in an ever-changing world.

FORWARD

Welcome to Grades 7, 8, and 9. The entire staff extends a warm and special welcome to each of you. We hope that your experience at Simle Middle School will be both educationally rewarding and fun.

The purpose of this booklet is to give you and your parents a better understanding of the rules, general policies, and organizations of the school.

GRADES 7, 8, AND 9 PROVIDE...

- *An opportunity for a lot of independent study and long range work assignments.
- *An opportunity to improve on some things you may have trouble with--reading, writing, etc.
- *A chance for your ideas and opinions to be listened to and discussed, and a chance to listen and to discuss the ideas of others.

*A place where you are treated less like a child and more like a young adult.

*A chance to see what you can do with more freedom-making choices--thinking of other people--taking your medicine if you goof.

*A chance to explore a variety of subjects and activities that test your interests and abilities so you can begin to make plans for your career.

*An opportunity to put all this into practice.

GRADING SYSTEM - Scholastic Grades:

A - Excellent

B - Above Average

C - Satisfactory

D - Below Average

F - Failing

I - Incomplete

REPORT CARDS - Teachers will report your progress four times a year. Report cards will be distributed within one week after the grading period ends. Parent-teacher conferences are held at the end of the first and third nine-week grading periods.

MIDTERM REPORTS - Midterm grades are recorded on midterm grade reports at the halfway point of each quarter. Midterm reports are to be signed by the parents and returned to the home base teacher.

CONFERENCES - Parent report card conferences are held at the end of the first and third nine weeks.

SCHOOL SCHEDULES

Daily Class Schedule

1st Period	8:10- 9:01
2nd Period	9:01- 9:52
3rd Period	9:52-10:43
4th Period	10:43-11:34
5th Period /Lunch	11:34-12:55
6th Period	12:55- 1:38
7th Period	1:38- 2:29
8th Period	2:29- 3:20

RULES AND POLICIES

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

HOME BASE/SEMINAR- All students are assigned to a home base. On the first day of each school year you will be given a lock and assigned to a locker.

LOCKS AND LOCKERS -The locker and lock assigned to you for your use is the property of the Bismarck Public School District. Students are to use only their assigned lock and locker. Your combination should be kept very confidential for security reasons. You must not give your combination to any

other student. School administrators reserve the right to search the lockers when it is reasonable to assume that the locker contains items or articles which may constitute a hazard to students. The use of drug sniffing dogs may also be employed on a random basis when deemed appropriate by administrators. Such searches may be made with the assistance of law enforcement agencies.

YOUR PERSONAL BELONGINGS - You are responsible for your books and personal belongings--school lockers and gym lockers are provided to keep these possessions safe. Use them and keep them securely locked. You are urged not to give your combinations to anyone else.

YOUR SCHOOL BOOKS -

1. They belong to the taxpayers - your parents.
2. Cover your books - with cloth, paper, or plastic - anything that will last.
3. Write your name in the book in the appropriate place.
4. Let teachers know upon receipt of the book if there is anything wrong with the book, torn pages, writing, etc., so you won't be blamed.
5. Repair tears on your own - the books will last much longer.
6. Don't use a book to keep things in - this may break the binding.
7. If you lose or damage a book - expect to pay for it.

STUDENT RECORDS

Student records are open to the parents. If you would like to examine your student file, please call and make an appointment

with our school counselor. The pupil records may contain the following information:

1. Basic information about the student and his family.
2. Attendance records.
3. Grades or progress reports.
4. Health information.
5. Records of achievement in the basic skills.
6. Results of intelligence, aptitude, and interest tests.
7. Special individual test results on pupils with special needs.

STUDENT TRANSFERS - If you must change schools for any reason during the school year, bring a written statement from your parents to present to the office and request a withdrawal form that must be signed by your teachers, librarian, and counselor before returning it to the office.

EARLY ARRIVALS - If you wish to get special help from a teacher in the morning, get a pass from that teacher the day before. The building is open by 7:00 A.M. and students coming before 7:55 A.M. may stay in the designated area until 7:55 A.M. Otherwise, you must stay outside.

WEATHER RELATED SCHOOL CLOSING- When school is going to be closed due to weather, all efforts will be made to announce the closing by 6:00 a.m. If the weather is questionable, parents may always choose to keep their children home. Once the decision is made to hold school, it will remain in session until the end of the school day.

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

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

HALLWAY PASS SYSTEM - Students must have permission from their teacher to leave the classroom for any reason. Any student who has permission to leave the classroom while classes are in session must have their planner initialed by the teacher and must carry the planner with them. The planner must be initialed by the teacher of the class in which you are enrolled.

VISITORS AND GUESTS - All visitors must report to the office. Students wishing to bring a guest must make arrangements with the principal or assistant principal at least one day in advance.

USE OF THE LIBRARY

RETURN ALL BOOKS PROMPTLY. Others may be waiting for them. And, of course, there's the problem of fines which can easily mount up when disregarded. Above all, don't ignore library notices. Perhaps you have a special problem which can be ironed out. Our aim is to serve students.

DON'T CUT ARTICLES or order forms out of books or magazines. Facilities for copying these are available to you. **APPROPRIATE BEHAVIOR** in the library is essential. Very quietly working together in small groups on a research assignment is allowed, but disturbing others with loud talking or unnecessary moving around will result in loss of your library privileges.

FAMILIARIZE YOURSELF with the many resources in the library. During the year, librarians will help you learn how to find materials.

IF A BOOK YOU NEED IS NOT AVAILABLE, the librarian may be able to get it for you from other libraries.

THE RULE FOR CARE OF LIBRARY BOOKS is the same as that for textbooks.

DON'T MIX SCHOOL LIBRARY BOOKS with public library books or personal collections.

A PASS from your subject teacher is necessary to use the library during school hours.

LIBRARIANS ARE ENTITLED to all courtesies given class-room teachers. Theirs is a busy job. Please cooperate.

REMEMBER TO ASK if you can't find something. The librarian is there to help you search for information.

If your child has any health problems or physical conditions that may affect progress in school, please notify the office. Bismarck Public Schools does not provide insurance for injuries sustained at school or during extra-curricular activities

MEDICATIONS - If a student is required to take oral medication during school hours only the school nurse or designee will administer the medication in compliance with the

following regulations: written orders (the required form is available in the school office) from the student's physician or parent stating: student's name, name of drug, dosage, purpose of medication, time of day medication is to be given, possible side effects. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The student is responsible for coming to the office at the appropriate time to take medication. The school cannot administer non-prescription medications to students unless parents have followed the same procedures used for prescription medications.

IMMUNIZATIONS & PHYSICAL EXAMS

All 7th grade students are required to have their immunizations updated prior to entering middle school. Each student participating in a major sport is required to have a physical exam.

SCHOOL FOOD SERVICE

BREAKFAST - Breakfast is served daily from 7:15 A.M. to 8:00 A.M. Some menu items are hot ham and cheese sandwich, hot ham and egg sandwich, muffins, caramel rolls, donuts, cereal, milk and juice.

NOON LUNCH - Our school operates on the "closed campus" concept. This means that all students will remain in the building during the entire school day. Students can either bring a sack lunch or eat school lunch. No charging of lunches is permitted.

1. The lunch system is computerized. You deposit money into your lunch account and must always have funds in your account to pay for your daily meal. Your student ID number will be the code you punch into the computer each day that you eat.
2. Milk Purchase - Milk may be purchased by students during the lunch period.
3. Conduct During Lunch - Students are to remain at their tables until dismissed by the lunch supervisor. Pick up all your garbage and place in the cans provided. Good eating habits and table manners make this period more enjoyable for all of us.

SCHOOL PHONES - There is a phone in the office for students who must make emergency calls. Students will not be called out of their classes except for an emergency. A phone is available for student use after school. Students should make arrangements for rides and after school activities prior to the beginning of the school day.

CELL PHONES AND PAGERS - Cell phones and pagers are not to be used during the school day. If brought for after school use, they are to be kept in the locker until 3:20.

LOST AND FOUND - Lost or found articles are placed in the main office. If you find something, turn it in at the office. When you lose something in school, check in the office. Make your inquiries before or after school.

BULLETINS AND POSTERS - You will need to have the principal's or the assistant principal's approval to post notices, posters, or any kind of publicity on the school property.

BAND INSTRUMENTS - Be sure to list the serial number of your instrument and keep that number at home. An insurance rider, for a small fee to the homeowner's policy, is encouraged to cover any loss.

SOME EXPENSES YOU CAN EXPECT - You are responsible for school lunch, student planner, school pictures, school yearbook, high school activity tickets, activity fees, notebooks, paper, pencils, erasers, gym clothes, gym shoes, and any other spending money.

STUDENT SERVICES

Student Services is where you can find school counselors to help you with many kinds of school or personal concerns.

Some of these areas may help you:

1. To understand the customs, policies and rules of the school and to feel "more at home."
2. To understand your abilities, your interests, and your characteristics.
3. To become a better decision-maker. The counselor will help you look at alternatives which might be available, and possible risks and consequences.
4. To solve problems you may be having with a teacher, your parents, or with other students. You can trust your counselor to keep your problem confidential.

5. To solve some of the difficulties you might be having with your school work.
6. To learn what different jobs are like and what courses and talents are needed for these jobs.
7. To obtain information on part-time job opportunities that might be available to you.

Your counselor's primary goal is to help you become the most effective person you are capable of being. The counselor will help you understand the world in which you live and will help you find a place of personal satisfaction in the world of work. Your counselor is available for the asking and is always ready to listen.

ASBESTOS

IN ACCORDANCE WITH EPA REGULATIONS, this school has been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems. The friable material in this school has been encapsulated.

NONDISCRIMINATION POLICY STATEMENT

YOU ARE HEREBY NOTIFIED Bismarck Public School District #1 does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Education regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein. **YOU ARE FURTHER NOTIFIED** that inquiries concerning the application of Title IX and Part 86 may be referred Rick

Buresh, who has been designated as the person responsible for coordinating the efforts of Bismarck Public School District #1 to comply with and carry out its responsibilities, including any investigation of complaints alleging non-compliance. Mr. Buresh may be reached at the Hughes administrative office located at 806 North Washington Street, Bismarck, North Dakota 58501.

The address of the regional office for North Dakota is:
 Office for Civil Rights Kansas City Office
 U.S. Department of Education
 10220 N. Executive Hills Blvd.
 8th Floor, 07-6010
 Kansas City, MO 64153-1367
 (816) 880-4200

ABSENCES, TARDINESS, PASSES, EXCUSES, AND MAKE-UP WORK

Tardy - You are expected to be on time for school. Students who are late for school must get a pass to class from the office. Absences - If you are sick, have a medical appointment, or will not be in school for ANY reason, your parent or guardian must call the school office between 7:30 A.M. - 8:30 A.M. each day you are absent. It is your responsibility to obtain all work assignments you have missed -- and to make arrangements to make up tests and projects.

Advanced Make-Up Work - If you plan to be absent for family reasons, be sure to get a cut slip from the office three days in advance. Take the cut slip to all your teachers who will give you your assignments and sign the form -- Do all the make-up

work before you are absent and return the cut slip to the office when the form is complete.

Leaving School During the School Day - Permission will only be given if you have your parent or guardian contact the office explaining the situation. All students leaving the building during the school day must check out at the office and check in when they return.

STUDENT BEHAVIOR

Students and staff members at Simle Middle School have a right to be in a school environment which is safe, conducive to learning, and in which they feel respected and protected.

Tardy Policy

The 3rd, 4th, and 5th unexcused tardy will result in 30 minutes of detention each. The 6th and any subsequent unexcused tardy will result in 60 minutes of detention. Numerous tardies may result in referrals to Teen Court or other agencies or other disciplinary action.

Oversleeping is not an excused tardy.

Excessive Tardy

10 minutes or more will result in 30 minutes of detention

30 minutes or more will be served hour for hour

Unexcused Absence/Truancy

Time will be made up hour for hour in detention. Parents will be notified and possible referrals will be made to appropriate agencies such as Juvenile Court or Police Youth Bureau.

Fighting

Fighting is not allowed in the school or on school grounds.

Students fighting will be referred to the office for disciplinary action.

Pop, Gum, and Candy

Gum, food, or drink is allowed in the commons area before and after school only, unless authorized by the teacher or administration.

Throwing Projectiles

Throwing anything at anyone or at anyone's property is forbidden. This includes in the school and on your way to and from school. Students will receive detention or other appropriate consequences.

Theft

After school detention or suspension. Referrals will be made to the Police Youth Bureau or Police Department. Restitution must be made.

BISMARCK PUBLIC SCHOOLS

DRESS CODE POLICY

Although personal grooming and dress are primarily matters of concern between the students and their parents, it becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Furthermore, good personal appearance is conducive to a positive learning environment and a strong school culture, reflective of adopted school district values.

The school board, therefore, encourages students to use sound judgment in dress and grooming, and prohibits the wearing of clothing and/or accessories that endanger the health and safety of students and staff or that result in the destruction of school property. Because the Bismarck School Board's Drug Education Policy (IDBB) stresses prevention and a clear message of abstinence from any use of illegal drugs and abuse of any legal drugs or alcohol, articles of clothing or accessories

that depict or promote the use of tobacco, alcohol, or other drugs may not be worn at school functions or on school property. Also, because it is the Bismarck School District's policy (JCED) to provide students with a learning environment free from any form of sexual harassment, clothing that displays objects, pictures, writing, designs or representations that are obscene, profane, lewd, vulgar, or sexually suggestive is prohibited.

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

WHAT IS APPROPRIATE DRESS AND APPEARANCE FOR OUR SCHOOL?

At Simle Middle School we focus on respect for self and others. As a matter of respect and safety in our school we ask that headgear (caps, hats, bandanas, scarves) not be worn in the building and that jackets, coats, backpacks, and book bags be left in your locker. Students are asked to wear clothing that reflects self-respect and self-discipline. Clothing which reveals undergarments such as tank tops, see-through shirts/blouses, halter tops, half-shirts that expose backs or midriffs should not be worn. Students wearing inappropriate clothing will be asked to have their parents bring them appropriate clothing or will be asked to change into clothing supplied by the office for the remainder of the school day.

WEAPON POLICY

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Possession of a weapon will result in an immediate out-of-school suspension and a referral through school board policy JGDAG for possible expulsion from school.

DISCRIMINATORY HARASSMENT

Discriminatory Harassment Defined

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 Public 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 intimidation, 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, and any other forms of violence.

-Verbal: using words to hurt or humiliate another person such as name-calling, hurtful sarcasm, persistent teasing, spreading rumors, taunting, and any other 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 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 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 law enforcement officials

-Prosecution under state statute such as 15-49-08 (Penalty for willful disturbance of school)

-Suspension from school

-Recommendation for expulsion

STUDENT IN POSSESSION OR UNDER THE INFLUENCE OF ALCOHOL/ILLCIT DRUGS

First Offense:

The parent and student are given the following choices:

- Out-of-school suspension for the remainder of the day and one additional day in the parent/guardian's custody, and completion of recommendations as determined by the building administrator/referral agency. Should the student not follow through with the recommendations, a three-day out-of-school suspension would go into effect.
- Three-day out-of-school suspension in the custody of parent/guardian.

Subsequent Offenses:

If violation is a repeated offense, the parents and student are given the following option:

- Three-day out-of-school suspension in the custody of the parent or guardian, attendance at an appropriate chemical health class, and a chemical evaluation at no cost to the school district made by an appropriate community agency. Should the student miss any of the chemical health classes assigned by the building administrator or the scheduled chemical evaluation, a five-day out-of-school suspension would go into effect. Upon completion of either option, the student will attend a scheduled follow-up program within the student services department.

DETENTION

Detention time is served after school and is assigned by the administration. Parents will be called or students will receive a gold slip which is to be signed by the parent when they receive detention. Arrangements for transportation after detention must be made by the parents. Students will be expected to serve their detention time on the assigned day unless parents have contacted the assistant principal to make other arrangements prior to 2:00 p.m. Detention is most commonly assigned for the following infractions: tardiness, unexcused absences, truancy, throwing objects, fighting, and continued disruptive behavior. Students not serving their detention time will receive additional detention time and continued failure to serve may result in more severe consequences.

SUSPENSION FROM SCHOOL - Students are under school regulations the entire school day from arrival until departure,

and all school events no matter where located. Occasionally it becomes necessary to suspend a student from school. Students may be suspended one to ten days by the principal or assistant principal following a brief hearing in the office. Some reasons for suspension are listed below:

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

ELIGIBILITY POLICY STUDENT EXTRACURRICULAR ACTIVITIES

1. Eligibility will be determined twice each nine-week term; at mid-term and at report card time.
2. A student will be declared ineligible if deficient in two or more subject areas. (F deficiencies) Incompletes: Teachers must notify the eligibility committee if an incomplete is to be treated as an F.
3. Once a student is declared ineligible, that student will remain so until the next determining period - either mid-term time or report card time, with one exception: students ineligible for the first occurrence only (one time only) during a school year will be declared ineligible for a two-week period, during which time they will have the opportunity to achieve eligible status. This two-week period will be monitored by the coach/director of that activity and cleared through the

assistant principal. However, if a student is ineligible at the end of either semester, a four-week period of ineligibility is mandatory and the two-week period may not be used. (NDHSAA rule) This four-week eligibility rule applies to fall activities using the previous semester grade.

4. 7th grade or 8th grade student participating on a high school team must pass all subjects to be eligible for high school participation. (NDHSSA rule) 9th grade students participating on a high school team will be declared ineligible if deficient (F deficiencies) in two or more subject areas (See Rule 2).
5. Ineligible students will be notified in writing of their status.
6. Eligibility rules will affect all students involved in all extra curricular school activities. These activities include, but are not inclusive of: Boys' Basketball, Girls' Basketball, Drill Team, Boys' Track, Girls' Track Cheerleaders, Boys' Football, Girls' Volleyball, Soccer, Boys' Wrestling, Swimming, Stage Band, Golf, Gymnastics, Swing Choir, Hockey, Figure Skating, Debate/Speech, Tennis, Drama
7. Any student who uses or has in possession, tobacco, alcohol or illegal drugs is ineligible for six weeks on the first offense and eighteen weeks for any subsequent offenses. (NDHSAA rule)
8. Attendance: Students must attend all classes on the day of the activity prior to the approved departure time for said activity. If the activity is on Saturday, students must be in full attendance on Friday. Exceptions can be made at the discretion of a building administrator.

9. Students may not participate on non-school teams or in non-school tournaments or meets during the school season of that sport. Violation of this regulation results in ineligibility in that sport for the remainder of the season. (NDHSAA RULE)

SPORTS WAIVER FORM

Prior to participation in a school district sponsored sport, each participant and their parent or guardian must view the film entitled "Warning: It Could Happen to You." Each party must also sign and date the viewing and consent form. Group arrangements will be made by the coach of that particular sport.

BISMARCK PUBLIC SCHOOL ATHLETICS FEE STRUCTURE

Senior High \$50.00 Per Sports Season
Middle School \$40.00 Per Sports Season

SPECIAL CONSIDERATIONS

Fee Limit Per Athlete:
Middle School \$100.00
Fee Limit Per Family \$200.00

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

ADMINISTRATION OF USERS' FEES

1. Payments shall be made in the office of the school which the student attends.

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