

# HORIZON MIDDLE SCHOOL

500 Ash Coulee Drive  
Bismarck, ND 58503  
[www.horizon.bismarck.k12.nd.us](http://www.horizon.bismarck.k12.nd.us)

STUDENT PLANNER  
2006-2007

## HORIZON HUSKIES

**THIS PLANNER BELONGS TO:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE**

**ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

## **Language Literacy**

HMS Student Performance **Goal #1:**

*All students will increase their language literacy in the areas of writing and reading.*

## **Life Skills**

HMS Student Performance **Goal #2:**

*All students will increase their life skills in the areas of respect and organization.*

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### ***Lifelong Guidelines***

TRUSTWORTHINESS:	To act in a manner that makes one worthy of trust and confidence
TRUTHFULNESS:	To act with a personal responsibility and mental accountability
ACTIVITE LISTENING: understanding	To listen attentively and with the intention of
NO PUT-DOWNS:	To never use words, actions, and/or body language that degrade, humiliate, or dishonor others
PERSONAL BEST:	To do one's best given the circumstances and available resources

## ***LIFESKILLS***

CARING:	To feel and show concern for others
COMMON SENSE:	To use good judgment
COOPERATION:	To work together toward a common goal or purpose
COURAGE:	To act according to one's beliefs despite fear of adverse consequences
CURIOSITY:	A desire to investigate and seek understanding of one's world
EFFORT:	To do your best
FLEXIBILITY:	To be willing to alter plans when necessary
FRIENDSHIP:	To make and keep a friend through mutual trust and caring
INITIATIVE:	To do something, of one's own free will, because it needs to be done
INTEGRITY:	To act according to a sense of what's right and wrong
ORGANIZATION:	To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
PATIENCE:	To wait calmly for someone or something
PERSEVERANCE:	To keep at it
PRIDE:	Satisfaction from doing one's personal best
PROBLEM SOLVING:	To create solutions to difficult situations and everyday problems
RESOURCEFULNESS:	To respond to challenges and opportunities in innovative and creative ways
RESPONSIBILITY:	To respond when appropriate; to be accountable for one's own actions
SENSE OF HUMOR:	To laugh and be playful without harming others

# **PREPARING A BIBLIOGRAPHY**

## **POINTS TO REMEMBER:**

1. The word “BIBLIOGRAPHY” appears in all caps and is centered at the top of the page.
2. All entries are arranged **alphabetically** by the **author**. If no author is given, start with the title.
3. First line of the entry is not indented. All other lines are indented 5 spaces.
4. Double space **all** lines.
5. Bibliography should be very neat!

## **BOOK**

Silverstein, Alvin and Virginia Silverstein. Global Warming. Brookfield, Connecticut: Twenty-first Century Books, 2006.

## **BOOK – editor**

Dagleish, Sharon, ed. Protecting Forests. Philadelphia: Chelsea House, 2006

## **NEWSPAPER ARTICLE**

Hanson, Mark. “New Businesses in Bismarck.” The Bismarck Tribune 10 May 2003: B1.

## **MAGAZINE ARTICLE**

McCarthy, Terry. “The Gang Buster.” Time. 19 Jan 2004: 56-60.

## **ENCYCLOPEDIA ARTICLE**

Sturgeon, Richard. “PIRATES” World Book Encyclopedia. 2003 ed.

## **INTERVIEW**

Diamond, Neil. Telephone interview. 27 Dec. 1998.

## **PAMPHLET**

Smith, James. Exploring Fort Lincoln. North Dakota Tourism. 1999.

## WEBSITE/ONLINE SOURCES

When citing information from Internet and Web sources, provide the following general categories of information:

Author's last name, first name. "Title of web page." Name of the entire website. The date the page was created or updated. Organization that posted it (this may be the same as the name of the website) and the date (day, month, year) you looked at it <electronic address or ULR>.

Lind, Mike. "Do Students Read?" The Reading Handbook. 2003. Boston University. 5. Jan. 2004 <http://www.boston.edu/campusort/503.html>

MLA on the Web. 25 Nov. 1998. Modern Language Association of America. 20 May 1999 <http://www.mal.org>.

"History of the Income Tax." 1997 Information Please Almanac 1997: 42. Info Trac Junior Edition. Gale Group Databases. HMS Lib., Bismarck, ND 18 July 2000 <http://www.infotrac.galegroup.com>.

Cupps, Perry. "Cattle." Microsoft Encarta Online Encyclopedia 2002 <http://encarta.msn.com>.

Woolen, Bill. "Economic Trends." Business Week 21 July 1999:22. Electric Library. Horizon Middle School Library, Bismarck, ND 29 Nov. 2002 <http://www.elibrary.com>.

## **NOTIFICATION OF NON-DISCRIMINATION POLICY**

YOU ARE HEREBY NOTIFIED Bismarck Public Schools #1 does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs it operates, and that it is required 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 the Policy may be referred to the Assistant Superintendent of Personnel, for coordinating the efforts of Bismarck Public School District #1 to comply with and carry out these responsibilities, including any investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator are as follows:

806 North Washington Street, Bismarck, North Dakota 58501. The telephone number is 221-3070.

## **BISMARCK PUBLIC SCHOOLS MISSION STATEMENT**

The mission statement of the Bismarck Public Schools is to provide educational opportunities which challenge all students to reach their potential.

## **HORIZON MISSION STATEMENT**

The mission statement of Horizon Middle School is to provide a safe environment in which educational opportunities advance all students to their fullest potential.

## **HORIZON RULES AND POLICIES**

**Early Arrivals** – If you must get special help from a teacher in the morning, get a pass from that teacher the day before. The building is open by 7:00a.m. Students arriving early may come in the south door, and go to the cafetorium. They will stay there until they are allowed to go to their lockers at 7:55a.m..

**Report Cards** – Teachers will report your progress four times a year. Report cards will be distributed within one week after the grading period ends. Report cards for 1<sup>st</sup> and 3<sup>rd</sup> nine weeks will be distributed at parent/teacher conferences.

**Grading System** – Scholastic grades:

- A – Excellent
- B – Above Average
- C – Satisfactory
- D – Below Average
- I – Incomplete

**Interdisciplinary Team Organization** – Our middle school format provides interdisciplinary team organization. They meet as a group one period a day. Student progress may be checked by calling the home base teacher during team time.

**Conferences** – Parent report card conferences are held at the end of the first and third nine weeks.

**Mid Term Grades** – Mid term grades will be recorded in the student planner by each teacher at the midpoint of each nine weeks. These dates are: Sept. 27<sup>th</sup>, 2006, Dec. 6<sup>th</sup> 2006, Feb. 14<sup>th</sup>, 2007, April 25<sup>th</sup>, 2007.

**Bulletins and Posters** – You will need to have administrative approval to post notices, posters, or any kind of publicity on school property. Horizon Middle School has provided cork board above all the drinking fountains throughout the school to tack information on.

**Some Expenses You Can Expect** – Student planner, school lunch, school pictures, school yearbook, high school activity tickets, activity fees, notebooks, paper, pencils, erasers, gym clothes, gym shoes, and any other spending money.

**Noon Lunch** – All students must remain in school during the entire day. Since we are a closed campus, this includes lunch-time as well as between classes and study halls. Students have two options at lunch-time: eat school lunch or bring cold lunch from home.

**School Phones** – School phones are located by the front office and the band room. These phones are designated for after school use. During the school day, students must have a signed pass from the teacher via the planner to make calls.

**Electronic Devices and Cell Phones** – Cell phones, pagers, MP3 players, iPods, CD players and any other electronic devices are not allowed to be used at any time during the school day and must be turned **OFF** before entering the school. If brought for after school use, they are to be kept in the locker until 3:20.

**Visitors and Guests** – All visitors must report to the office. Students wishing to bring a guest must o.k. the guest with **ALL** teachers and make arrangements with the principal or assistant principal at least one day in advance.

**Bismarck Public Schools' Dress Code Policy** – Personal grooming and dress are primarily matters of concern between the student and their parents. It becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the education 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, a strong school culture, and 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 Boards' 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 Districts' policy (JCED) to provide

students with a learning environment free from any form of sexual harassment, clothing that display objects, pictures, writing, design 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.

**Appropriate Dress and Appearance** – As a matter of respect and safety in our school, we ask that headgear (hats, caps, bandanas, etc.) not be worn in the building, and that all jackets, coats and backpacks be left in your locker during the school day. Any clothing or accessories that detract from the educational environment will be judged on an individual basis by the administration.

**Late for Class** – If a teacher has detained you, you should secure a pass from that teacher, otherwise you are to be on time to your classes.

**Tardiness** – Students are expected to be in class on time. Tardies are counted from home base through seventh period. Here are the procedures students will follow for tardies.

1. On the fourth, fifth, sixth and seventh tardies students will stay after school for 30 minutes.
2. On the 7<sup>th</sup> tardy parents will receive a letter and/or phone call from the school stating the tardy problem.
3. After ten tardies students will be referred to Teen Court.

**Absence** - If you are sick, have a medical appointment, or will not be in school for any reason, your parent or guardian should call the school office between 7:30 and 8:15a.m. for every day your are to be absent if you haven't filled out a cut slip. It is your responsibility to obtain all work assignments you have missed and to make up tests and projects.

**Unexcused Absence/Truancy** – If your absence is unexcused or you are truant, you will serve detention an hour for every hour you have missed. If a student is truant for more than 24 hours he/she will be given a citation for truancy.

**Medical/Physical Conditions** – 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 during extra-curricular activities.

**Medications** – Any medications should be labeled and brought to Student Services with written instructions from parents and/or physician. Parents must fill out the medication authorization form. Students must report to Student Services to receive medication. The school cannot provide aspirin or other pain relievers.

**Weather Related School Closing** – When school is going to be closed because of weather, all efforts will be made to announce the closing by 6:00a.m. Listen to your favorite local radio station. If the weather is questionable and the decision is to hold school, parents can 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. If parents choose to send their children, they can always pick them up at any time.

**Backpacks, Book Bags and Duffel Bags** – As a matter of space and safety, backpacks, book bags, and duffel bags are to remain in the locker during the school day.

**Advanced Make-up Work** – If you plan to be absent for any reason, be sure to get a cut slip from the office three days in advance (a note from your parent or guardian is required). Take the cut slip to all your teachers who will give you your assignments and sign the form – do the make-up work before you are absent. The cut slip must be completed and returned prior to leaving.

**Leaving School During the School Day** – You will need permission from school personnel. Permission will only be given if you have your **parent or guardian** call explaining the situation. Please refrain from calling “other” relatives such as grandparents or aunts and uncles to go home with an illness. Anytime you enter or leave the building during school hours you must check in or out at the office with a parent not a relative. Please try to make appointments before and after the school day.

**Excuse from Physical Education** – If you need to be excused from physical education class, a written note from home and from a physician is required. Make-up for physical education absences can be done at home through arrangements with the teacher.

**Locks and Lockers** – Each student is assigned a locker. You should keep the combination as your own personal information. Students are to use their own lockers only. School administrators reserve the right to search the lockers, but only when it is reasonable to assume that the lockers contain items or articles that are illegal or may constitute a hazard to people in our building. A search for contraband may be conducted by school officials and/or law enforcement. Crime dogs will be used periodically. During the semester that you take physical education, you will be assigned a locker in the locker room. You are urged not to give your combinations to anyone else.

**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.

**Band Instruments** – Be sure to list the serial number of your instrument and keep that number at home. The school has no insurance to cover lost or stolen instruments. A rider, for a small fee to the home-owners policy is encouraged to cover any loss.

**Student Information** – Very often throughout the year, families move from one residence to another and change personal phone numbers at their place of residence.

Please update any change of address and home and work phone numbers, or any other demographic information that would be helpful to the school, with the school office as it is important in contacting the parent/guardian in the event of an emergency or various other school issues.

**Student Records** – Student records are open to the parents. If you would like to examine your students’ 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 family
2. Attendance records
3. Grades for progress reports.
4. Health Information
5. Records of achievement in the basic skills
6. Results of intelligence, aptitude, and interest tests.
7. Special individual tests results on pupils with special needs.

**Computer I.D. and Password Access for Student Grades** – Bismarck Public Schools provides parents and guardians access to your students’ grades and attendance through the I.D. and password given out at the beginning of the year. Please keep the password confidential so only you can access this information. The Horizon office cannot re-issue another password nor can the office give the password out if it is lost, so please put the password in a safe place where it can be readily retrieved.

#### **School Books**

1. Cover your books with cloth, paper, or plastic, anything that will last.
2. Write your name in the book or its card as directed by your teachers.
3. Let teachers know upon receiving of book if there is anything wrong with the book, torn pages, writing, etc., so you won’t be blamed.
4. Repair tears on your own – the books will last much longer.
5. Don’t use a book to keep things in – this may break the binding.
6. If you lose or damage a book – expect to pay for it.

**Lost and Found** – Lost and 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 each of your lockers and check at the office. Make your inquiries before or after school.

**Throwing** anything at anyone or at anyone’s property is forbidden. This includes in the building or on your way to or from school.

**School Transfer Requests** – Ninth grade students and parents are reminded that the deadline to turn in school transfer requests is February 1. If you live in the attendance area of one high school, and would like to attend the other high school, a form must be completed and turned in to the Assistant Superintendent’s Office at Hughes Educational Center. Transfer requests are available in the office.

**Team Requests** – If your child is a 7<sup>th</sup> or 8<sup>th</sup> grader and you would like your child to be on a specific team for next year, the request is due by the following April 2<sup>ND</sup>.

**Passing to Classes** – Students will have an adequate amount of time to pass between 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 locker clean – and keep the locker assigned by your homeroom teacher. This will allow you to find your books in an efficient way.
4. Know what is needed for class and be on time.
5. Don't disturb classes already in session.

**Hallway Pass System** – Any student who has permission to leave the classroom while classes are in session will need to have their planner signed by the teacher. Your planner will be used as the pass system. There are pages in the back of your planner where the teacher will sign.

**Pop and Candy** – Students are not allowed to eat candy or sunflower seeds in the classrooms or halls. Bismarck Public Schools have adopted a policy where no juice, pop or powerade will be sold or brought to school during the school day and school year.

### **HORIZON STUDENT CONDUCT POLICY**

**Student Conduct** – Student conduct should reflect respect for themselves, respect for others, and being responsible for all their own actions.

Consequences will be set up for inappropriate behavior and will range from conferences with teacher, counselor, and administrator to being kept after school for detention to setting up in-school detention, after-school detention, or out of school suspension.

**Suspension from School** – Occasionally it becomes necessary to suspend a student from school. Students may be suspended from one to ten days by the principal or assistant principal following a brief conference in the office. Some of the reasons for suspension are listed below:

1. Violation of any school board regulation.
2. Conduct which materially and substantially disrupt the rights of others to an education.
3. Conduct that endangers students, staff, or school property.
4. Violation of North Dakota laws on tobacco, drugs or alcohol. Chewing tobacco is included in this law.
5. Students are under school regulations the entire school day from their arrival until their departure, and all school events no matter where they are located.

**School Board Policy:  
STUDENT HARASSMENT (JCEF) 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 in 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 toward 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, 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 verbal threats.
- Intimidation: arousing fear in an individual by emotional tormenting, threatening gestures, ridicule, putdowns, 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 toward 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 that 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 the 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 custodians.
- Notifying law enforcement officials.
- Prosecution under state statute 15-49-08 (Penalty for willful disturbance of school).
- Suspension from school.
- Recommendation for expulsion.

#### **School Board Policy:**

#### **SEXUAL HARASSMENT OF STUDENTS**

It is the policy of the school district that all students have a right to learn in an environment free from any type of discrimination, including freedom from sexual harassment. The school district intends to extend all of its best efforts to accomplish this goal and expects all of its employees and students to do the same. 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 sexual harassment.

**Sexual Harassment Defined:** Sexual harassment is 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.

**Harassment** – All forms of harassment, teasing, taunting, hazing and verbal assault are inappropriate. Any of these forms of behavior will not be tolerated and will receive immediate and stringent consequences.

**Fighting** - All forms of physical assault and fighting are inappropriate. Students who fight will receive one day out of school suspension, two days of after school detention, and be cited by the Bismarck Police Department. Anyone involved in more than one fight will receive up to three days out of school suspension, two days after school

detention, and be cited by the Bismarck Police Department, and referred to Police Youth Bureau or Juvenile Court.

**School Board Policy:  
WEAPONS IN THE SCHOOLS**

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.

No student will possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Any object which could be used to injure another person and which has no school-related purpose for being in school, on school grounds, or at any school-sponsored activity, may be considered a weapon for purposes of this policy. Also, any object which has a school-related purpose will be considered a weapon if the object is used in a threatening manner and has the potential of inflicting bodily harm. Copies of weapons including guns, starter pistols, toy guns, and other look-alikes are to be considered as weapons for the purpose of this policy.

Following a meeting in which the student has the opportunity to appear and respond, if the principal has determined that a student was knowingly in possession of a weapon and had the ability to anticipate that the safety, welfare, and/or educational environment has been placed at risk, that student shall be suspended immediately and proceedings for the expulsion of the student involved shall be initiated immediately by the principal.

**Substance Abuse** – Students in possession, consuming, or under the influence of alcohol/illicit drugs will be cited by the Bismarck Police Department.

FIRST OFFENSE: If the violation is the first offense, the following consequences apply.

- a. Out-of-school suspension for the remainder of the day plus one full day in the parent or guardian's custody, and completion of recommendations as determined by the building administrator/referral agency.
- b. Three day out-of-school suspension in the custody of parent or guardian.
- c. Student is suspended, from the day of implementation, from all extra-curricular activities as determined by the rules of the North Dakota High School Activities Association.

SUBSEQUENT OFFENSES: If violation is a repeated offense:

The student will serve a three day out-of-school suspension in the custody of the parent or guardian, attendance at appropriate chemical health classes 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.

The substance abuse policy applies to students who are in the building, on the school grounds, or across the street. It also includes students who are in attendance at any school-related activity on or of the school grounds. These same restrictions apply to students who are in violation of our tobacco policy.

**Tobacco Policy** – All students who are found to be in possession of tobacco will be referred to Teen Court and have three days after school detention. Any second and subsequent offenses of tobacco will result in a citation by the police and three days after school detention. Students involved in any act governed by the NDHSA will be subjected to the guidelines listed in the next section.

### **MEDICATION ADMINISTRATION**

Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit written authorization. As part of the written authorization, parents decide whether they want their children to self-administer, or have trained staff administer the medication. District staff shall monitor all situations involving students' medications. If written, parental authorization is not on file at our school, students' medications may be confiscated and parents notified.

Medication authorization forms are available on file at the school, or at the district's web site at [www.bismarck.k12.nd.us/info/medication/index.html](http://www.bismarck.k12.nd.us/info/medication/index.html). (Parents, please note that documentation for the first two categories below is a result of a new state law).

1. If your child will be storing and self-administering an **emergency inhaler** at school for asthma, you and your child's health care provider will need to complete the following documents for school: ND Asthma Action Plan and Asthma and Anaphylaxis Emergency Medication Consent Form.
2. If your child will be storing and self-administering an **Epipen** at school for severe allergic reactions, you and your child's health care provider will need to complete the following documents for school: ND Anaphylaxis Actions Plan and Asthma and Anaphylaxis Emergency Medication Consent Form.
3. If your child will need any other prescription or non-prescription medication other than the two listed above (whether they will self-administer or you would like staff to administer), you will need to complete the following document for school: Medication Administration Authorization: Middle/High Schools.

All medications brought onto school grounds must be in their original packaging, with the pharmacy label (prescription) or package instructions (non-prescription) clearly intact and readable. Medications brought to school in baggies, envelopes, or other types of containers will not be accepted.

**BISMARCK PUBLIC SCHOOLS MIDDLE LEVEL ELIGIBILITY POLICY  
EXTRACURRICULAR ACTIVITIES**

1. Academic eligibility will be determined twice each nine-week term – at midterm time and at report card time.
2. A student will be declared ineligible if deficient in two or more subject areas (F = deficient). Incompletes: teachers will notify 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 midterm time or report card time, with one exception: students ineligible for the first occurrence only (one time only) during a school term 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 eligibility committee. 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 of ineligibility may not be used (NDHSAA rule).
4. Any 9<sup>th</sup> grade student who participates on a high school team must meet the middle school eligibility requirements (refer to policy number 2).
5. A 7<sup>th</sup> or 8<sup>th</sup> grade student participating on a high school team must pass all subjects to be eligible for high school participation (NDHSAA rules).
6. Ineligible students will be notified in writing of their status.
7. Eligibility rules will affect all students involved in all extracurricular school activities. These activities include, but are not only: Art Club, Drama Club, Photo Club, Yearbook Club, Husky Singers, Adajios, Jazz Band, Music Festivals/Competitions, Student Council, School Newspaper, Cheerleaders, Volleyball, Basketball, Cross Country Swimming, Football, Baseball, Hockey, Golf, Wrestling, Gymnastics, Track, Soccer, Tennis and any other extracurricular activities a student has the opportunity to be involved.
8. 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 on the second offense (NDHSAA rules).
9. Attendance: Students shall 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 shall be in full attendance on Friday. Exceptions can be made at the discretion of a building administrator.
10. Intramural Program: At Horizon Middle School the intramural program is run by the Parent Advisory Committee. Intramural sports include boys & girls basketball and co-ed volleyball. Students are expected to pay \$25.00 to participate.

**PARTICIPATION FEE PROGRAM  
BISMARCK PUBLIC SCHOOL ACTIVITIES**

FEE STRUCTURE

Senior High.....\$50.00/Sports Season  
Middle Level.....\$40.00/Sports Season

SPECIAL CONSIDERATIONS

Fee Limit/Athlete: Sr. High = \$125  
Middle Level = \$100  
Fee Limit/Family = \$200

Note: If a middle level student participates in any senior high activity, the maximum becomes \$125.

Fees are based on a “per sports season” basis. For the students who participate in more than one activity; e.g. cross country and volleyball – in the same season, the fee will remain at \$50.00 for high school and \$40.00 for the middle level.

**Administration of Participation Fees**

1. Payments shall be made in the principal’s office of the school where the student attends.
2. Receipts will be provided upon payment of each activity. It will be the parents’ responsibility to show proof of the individual limits.
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 cut 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. Students who voluntarily drop out of an activity will forfeit their fee.
6. Student managers, statisticians and student trainers will not be expected to pay a fee.
7. All athletes from grades 7, 8 and 9 who participate on a senior high team, will pay the senior high fee.
8. Refunds will be made because of injury, illness, or moving out of the district according to the following schedule:
  - a. Full refund if less than one half of the activity is completed
  - b. No refund if more than one half of the season is completed.

Students are encouraged to participate in as many activities as possible. Whether it be sports, music or other types of activities, it is important to be involved. Being involved helps promote friendship, usually helps improve grades and is healthy for the mind and body.

**HORIZON PEP SONG**  
**Here we are the Husky Fans.**  
**Show them we'll win this game.**  
**See the green and white**  
**Come charging**  
**Down the floor again.**  
**Rah! Rah! Rah!**  
**Move right out and**  
**Give them a fight,**  
**Victory's ours,**  
**So show them your might,**  
**Cheer! Cheer!**  
**Our spirit's here,**  
**So Huskies let's**  
**FIGHT! FIGHT! FIGHT!**  
**(TAKE THE BIG H!)**  
**H-H-HUS, S-S-SKI, I-I-IES**  
**HUSKIES GO GET "EM!**

Please take the time to read this planner with your parents or guardian and discuss any questions you may have with them. You may also call the school for any questions you may have regarding the school planner. The number to the school is 221-3559. Many questions and issues that arise throughout the school year can be answered within the planner.

I have read and understand the information in the student planner.

Please sign with the appropriate signatures and teacher will tear the signatures off on the perforated line.

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**Student Signature**

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**Parent Signature**

### MY DAILY SCHEDULE

#### FIRST SEMESTER

Home Room # \_\_\_\_\_

Time	PERIOD – ROOM NO.	NAME OF CLASS	TEACHER
8:10-8:43	HB	_____	_____
8:43-9:33	1	_____	_____
9:36-10:26	2	_____	_____
10:29-11:19	3	_____	_____
11:22-11:52	4	<u>Lunch</u>	_____
11:47-12:17	4	<u>Lunch</u>	_____
12:12-12:42	4	<u>Lunch</u>	_____
12:44-1:34	5	_____	_____
1:37-2:27	6	_____	_____
2:30-3:20	7	_____	_____

My lunch break will be from \_\_\_\_\_ to \_\_\_\_\_

#### SECOND SEMESTER

Time	PERIOD-ROOM NO.	NAME OF CLASS	TEACHER
8:10-8:43	HB	_____	_____
8:43-9:33	1	_____	_____
9:36-10:26	2	_____	_____
10:29-11:19	3	_____	_____
11:22-11:52	4	<u>Lunch</u>	_____
11:47-12:17	4	<u>Lunch</u>	_____
12:12-12:42	4	<u>Lunch</u>	_____
12:44-1:34	5	_____	_____
1:37-2:27	6	_____	_____
2:30-3:20	7	_____	_____

My lunch break will be from \_\_\_\_\_ to \_\_\_\_\_

**MID TERMS**

First Nine Weeks – September 27<sup>th</sup>, 2006  
CLASS GRADE/ TEACHER INITIAL

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

\_\_\_\_\_

**PARENT SIGNATURE**

Second Nine weeks – December 6<sup>th</sup>, 2006  
CLASS GRADE/ TEACHER INITIAL

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

\_\_\_\_\_

**PARENT SIGNATURE**

Third Nine Weeks – February 14<sup>th</sup>, 2007  
CLASS GRADE/ TEACHER INITIAL

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

\_\_\_\_\_

**PARENT SIGNATURE**

Fourth Nine Weeks April 25<sup>th</sup> 2007  
CLASS GRADE/TEACHER INITIAL

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

\_\_\_\_\_

**PARENT SIGNATURE**