



## Northern Cass “Why?”

*We believe every learner can change the world; therefore, we will offer a world class education.*

## Northern Cass Values

Northern Cass will commit to purposefully build trust, develop authentic relationships, and engage in innovative practices which will empower learners to be choice ready.

## Northern Cass School Collective Commitments

We are dedicated and passionate about relationships, teaching and learning, self-reflection, acknowledging greatness, and service of the Northern Cass community. We are driven towards continuous improvement.

## Learner Handbook 2021-2022

Welcome to Northern Cass, “Home of the Jaguars.” Education is a cooperative venture between parents, educators, and administrators working toward the goal of the betterment of young people and the community. The key to cooperation is communication and an understanding of school procedures and expectations. The purpose of this handbook is to provide an important source of information for learners and parents. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures, contact the school office or visit the school board website. If you have any questions, please see your child’s educator and or the building principal. It is important everyone understand the organization, regulations, and activities of Northern Cass. Not knowing the contents will not excuse a learner or parent from following the adopted policies.

It is our wish your child’s school year will be beneficial and productive, a year you both will enjoy and reflect upon with fond memories. On behalf of all the educators at Northern Cass School, welcome!

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Website: [www.northerncassschool.org](http://www.northerncassschool.org)  
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School Mascot: Jaguar  
School Colors: Black and Gold



### NORTHERN CASS SCHOOL SONG

Go Northern Cass Go  
Raise that score sky high  
With our colors flying  
We know victory is our cry  
Rah! Rah! Rah!  
Go Northern Cass Go  
Fight for victory  
Cheer for the fame  
Of our great name  
Come on Jaguars  
Win this game  
Black Gold Go! Fight! Win! (REPEAT)

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## **ACADEMIC**

Learners are challenged to achieve to the full extent of their ability. We recognize learner differences, but at the same time expect full effort. We ask your assistance in providing learners with encouragement, help and a quiet place to study.

**Accreditation:** Northern Cass Public School is accredited by Cognia.

**Marzano High Reliability School (HRS) Certified:** Northern Cass is currently certified in levels 1-4. This framework is based on 40 years of educational research, where best practices work together and provides indicators to empower districts and schools to measure their progress on attaining five increasing levels of reliability where all learners learn the content and skills they need to be choice ready.



**Daily Schedule:** Our school day will begin each day at 8:30 and end at 3:30. Learners are welcome to come into the building each day starting at 8:20. Breakfast is served at Northern Cass from 8:20-8:30 and will be a 'grab and go' format.

**Grading:** Northern Cass Elementary School utilizes a standards-based grading system. This grading system allows us to communicate with parents and learners specific skills and content learners are expected to become proficient in at each level. The following scores are used to indicate learner progress toward achieving proficiency on each priority standard.

### Standards Based Reporting Score Levels

- 4- Extending
- 3- Proficient
- 2- Foundational
- 1- Emerging

**Learning Management System (LMS):** Empower is our learning management system. It is a tool to track learner's progress in their academic standards. The system houses the learner's materials and course information. It allows learners, parents, and educators to see what the learner has accomplished and what is next. Every learner and parent will have a specific username and password to access their information. Parents in levels 3 and above must regularly check in on learner progress using this system.

Log in portal for Empower: <https://northerncass.empowerlearning.net/> or go to the Northern Cass school website, click on the "Quick Links" tab, and click "Empower Learning."  
ALL educators and learners should use the "Sign-In With Google" button.  
For parent support on Empower, contact your building level administrator

**Progress Reports and Conferences:** The elementary progress can be viewed online in Empower throughout the school year. The final report card will be mailed home the week after school dismisses for summer break. You will have the opportunity to visit with your learner's educators to discuss progress at both a fall and spring conference. You will be notified when online sign up for conferences is open to schedule your time.

**Habits of Work:** All learners will be assessed on Habits of Work. The three components of Habits of Work are: Respect, Engaged, and Preparedness. Learners will be assessed by their educators on a regular basis. Learners weekly progress will be available in Empower.

**Homework Policy:** Periodically, homework will be sent home for learners to complete. Homework does serve a valid purpose when it:

- Provides essential practice in needed skills
- Trains learners in good work habits
- Allows opportunities for increasing self-direction
- Enriches and extends school experiences
- Brings learners in contact with out-of-school learning experiences
- Promotes growth in responsibility

**WIN Time:** Our elementary has a scheduled daily WIN time (What I Need.) Our goal is to provide a timely and appropriate intervention to learners daily or increase the amount of enrichment time for learners who are meeting or exceeding grade level standards. This will be a combination of in-class and pull-out instruction, as necessary. WIN is not used as a study hall for learners.

**Learner Services:**

- School Counselor: Acts as a resource person within the school system to whom learner, parent, educator, and administrator can come to for assistance. All family information and referrals are kept confidential.
- Physical Education: A physical education program for all learners is conducted by a certified educator. Gym shoes are required for indoor gym classes.
- Music: A music program for all learners is conducted by a certified educator.
- Band: Band is available to learners in level 5.
- Media Center/Library: Available to all learners and classes.
- Multi-Tiered System of Supports (MTSS): MTSS is a school-wide process designed to meet learners at their current level of learning and to promote academic, behavioral, and/or social-emotional growth. A universal screening process is used to enroll learners in an appropriate instructional program. Trained educators are provided with the materials needed to instruct and collect data that will be used to monitor learner progress. This includes Title I services.
- Special Education: Special services are available to learners who have qualified to receive an Individual Education Plan (IEP). The learners will receive services for their individualized need(s).
- Elementary Co-Curricular Activities: Boys and Girls Basketball (grade 5), Destination Imagination (grades 1-5), Boys Football (grade 5), Girls Volleyball (grade 5), Wrestling (grades PK-5), Band (grade 5), Missoula Children’s Theater

## ATTENDANCE

### **School Attendance:**

- Parents of children between the ages of 7-16 are required by North Dakota Century Code to have their children in school on time each school day.
- If a learner will be absent, the parent must contact the office by phone call or email: [attendance@northerncassschool.com](mailto:attendance@northerncassschool.com)
- Learners will be allowed twice as many days to make up the work as the number of days they were absent.
- If a family is going on vacation, arrangements must be made in advance with the educator regarding work they will miss.
- A learner who is absent or tardy 7 times will receive an attendance warning letter in the mail.
- A learner who is absent or tardy 10 times will receive a second letter notifying the parents/guardians additional absences will result in the scheduling of an attendance hearing with administration.

### **Procedures for Excusing Absences:**

- If a learner will be absent, the parent/guardian **must contact the office by phone call or email** giving the name of the learner, social level, and the reason for the absence. [attendance@northerncassschool.com](mailto:attendance@northerncassschool.com)
- Calls to the office can be made between 7:00-8:30 a.m.
- If the parent does not notify the school, an automated system will call home to inform the parent/guardian of the absence.
- If the parent/guardian does not notify the school, the absence will be considered unexcused.

**Tardy:** A tardy in elementary is arriving to class after 8:35 a.m. Arriving after 10:00 a.m. will result in a half day absence. If a learner leaves after 1:30 p.m., the learner will be marked present for the full day.

In grades 3, 4, and 5, it is the learner's responsibility to be on time for each class. A tardy is arriving to class after the start of the scheduled class time. Arriving to class after 10 minutes has elapsed will count as an absence. Excessive unexcused tardies will result in the following discipline action:

- Learners who are tardy will serve a ½ hour detention after school for every other tardy up to 10 (i.e.—first tardy is no detention and second tardy is detention).
- Learners who are tardy will serve a 1-hour detention after school for every other tardy from 11 to 20.
- Learners who accumulate more than 20 tardies will serve Saturday School for one hour for each tardy (i.e.—22 tardies equals two hours of Saturday School). Saturday School will be held one time per month.

Tardy totals are calculated per semester. Detention must be served within two days of the incident.

**Truancy/Unexcused Absences:** Learners under the age of 16, along with their parent, will be held accountable for attendance in accordance with North Dakota Century Code. The Northern Cass School District cooperates fully with social services and juvenile court in reporting truancy. Oversleeping, truancy, and not notifying the office of a learner's absence are examples of unexcused absences.

**Make-Up Work:** Learners who have been absent are expected to make up the missed work. Arrangements for make-up work are the responsibility of the learner. Parents/Guardians may also contact the office or educator to make arrangements to pick up the work or have a sibling take home the work.

**Extended Hospital Stay/Serious Illness:** For extended hospital stay or serious illness, the regular make-up time is waived. Upon presentation of a valid physician's written excuse, the learner, parent, and educator will determine make-up time/work for the days missed.

**Attendance/Part of a Day:** Even when a learner is only absent for part of a day, the learner is responsible for making up the missed assignments. *NOTE: If a learner is absent due to illness in the afternoon, the learner cannot attend any school functions after the school day.*

**Leaving the School Grounds:** School officials must always know where learners are during the school day. If a learner is to leave the school grounds prior to the end of the school day, the school office must receive parental permission.

## **SCHOOL CONDUCT**

**Code of Conduct:** The following Northern Cass Student Code of Conduct identifies the desired expectations we have for all learners.

At Northern Cass, learners are expected to act in a manner that shows respect and responsibility for themselves, others, and school property.

- Every person deserves to be respected.
- Every person deserves to be safe.
- Learners attend school to learn academics, social-emotional, and behavioral skills.
- Learning is enhanced by the establishment of academic and behavioral expectations.

**Discipline Plan:** Northern Cass has a clear plan and procedures for dealing with learner behaviors.

### **School Personnel Handled Offenses**

- Each educator will follow learning center expectations.
- Educators will document and collect data to record learner behaviors.
- In a behavioral emergency, the learner may be removed from class and escorted to the office. If the educator is unable to escort the learner, an administrator will remove the learner.

### **Administration Handled Offenses**

- An administrator may remove a learner from the learning center in a behavioral emergency.
- An administrator will contact the learner's parent/guardian and an appropriate consequence will be given.
- Offenses may be referred to the School Resource Deputy (SRD) if necessary.

### **Prior to an Office Discipline Referral:**

- Parents and learners must know educator expectations, routines, and procedures.
- Educators must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior.
- A parent contact may be made before an administration referral.

**Suspension/Expulsion Protocol:** Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Learners facing suspension/expulsion will be provided due process as outlined in the Northern Cass District Policy for Student Conduct and Discipline: School Board Policy FHC and FHDA.

**In-School/Out-Of-School Suspension:**

In-School Suspension – the learner is required to be in school during class time, doing schoolwork, but not attending regular classes.

In-School Suspension Rules:

- Report directly to the office on the day(s) of the suspension.
- Bathroom breaks will be allowed with the permission of office staff.
- The learner will eat his/her lunch in the office.
- Office staff will dismiss the learner at the end of the day.

Out-of-School Suspension – the learner is not permitted to attend school during the school day or after school co-curricular/extracurricular events.

The authority to determine initially whether a learner shall be suspended for a period not to exceed ten days rests with the building administration and can be exercised after the learner is given:

- Oral or written notice of the charges against the learner
- An explanation of the evidence against the learner
- An opportunity to present the Learner’s side of the story

**Enrollment of Suspended/Expelled Learners:** Any learner who has been suspended or expelled from another district will not be permitted to enroll in the district until eligible to re-enroll in his or her former district or until the school board or the superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

**Expulsion:** Whenever an infraction is of such a severe nature that it disrupts the operation of the school or learner safety, the following steps will be taken:

- Student responsible will be suspended for up to 10 days
- Parent(s)/guardian(s) will be notified
- Hearing Officer will be notified
- Hearing will be held
- Decision will be made by Hearing Officer
- If the Hearing Officer rules for an expulsion, it may be for the remainder of the current term or 12 months

**Weapons/Firearms:** Learners are forbidden to possess, handle, carry, or transmit any weapon/firearm or dangerous instrument in any school building, on school grounds (including bus stops), in any vehicle, or at any school-sponsored activity. Violations will result in disciplinary action including suspension and/or expulsion.

**Playground:** The playground supervisors will follow the set expectations, procedures and routines for the playground. After a warning and/or reset, a learner will be given an office referral.

**Hitting/Physical/ Aggressive Behaviors:** Learners who hit or are physical with another learner will be immediately referred to administration. Disciplinary action of may include either in-school or out-of-school suspension, depending on circumstances.

**Bus Riding:** The School Board has the authority and duty to establish rules for learners riding a school bus. The following rules have been adopted by the Northern Cass School Board:

- Learners who refuse to promptly obey the directions of the driver or refuse to obey the regulations forfeit the privilege of riding the bus.
- Serious incidents will be reported to the principal or Dean of Learners.
- Learners who do not carry or wear clothing suitable for North Dakota weather may forfeit the privilege of riding the bus.

### **GENERAL INFORMATION**

**Procedure for Complaints:** It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel will work together as a team to provide the best educational program for children.

If a parent has a concern about an educator's judgment of a learner's work or behavior, a procedure will be followed to keep the line of communication open.

- A parent should talk to the educator involved.
- If a satisfactory solution is not reached, the parent should confer with the building principal.
- If the concern remains unresolved, then the parent should confer with the superintendent.
- Finally, if the complaint remains unresolved, the parent may appeal to the school board. The parent should notify the superintendent or the business manager to be placed on the board's agenda.

**Personal Appearance:** Northern Cass learners are expected to dress and groom in such a manner that it will not disrupt the educational process and will comply with health and safety standards. Inappropriate appearance includes, but is not limited to:

- Clothing /accessories which reveal a learner's undergarments, show too much skin or draws excessive attention to an individual learner
- Clothing with a derogatory saying/double meaning suggestive of sexual, illegal, or derogatory connotations
- Clothing advertising alcohol, tobacco products, or other substance deemed hazardous to one's health
- Hats, caps, sunglasses, and hoods must be removed during school hours (8:30-3:30).

If a learner presents himself/herself in an inappropriate manner, he/she will be asked to change to suitable attire. Parents may be asked to bring appropriate clothing to school for the learner if no other option is available.

**Electronic Devices:** Learners may have electronic devices at school as long if they comply with expectations set by the school. It is important for parents to understand it is the responsibility of the child to care for such devices. If a parent has a concern about sending a device to school, the device should be left at home. The expectation is electronic devices will not interfere with instruction, as determined by the educator or administrator. As necessary, the following consequences will be administered:

- First offense – Device returned to learner at the end of the day
- Second offense – Parent or guardian must pick up device from the school
- Additional offenses will be handled on an individual basis

The use of camera and messaging features on devices in restrooms and locker rooms before, during, or after school hours is prohibited. The use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device and additional disciplinary action.

**Visitors:** All visitors of the district are welcome and must report to the office for authorization by registering\*, receiving a visitor's pass, and obtaining formal permission before proceeding through the school. The pass must be worn and visible.

\*Please note, visitors are required to bring their driver's license or state ID for scanning.

**Emergency Procedures:** Drills will be practiced on a regular basis. They are a very important safety precaution and should be taken seriously. It is essential that when the signal sounds, everyone obeys promptly and goes to the assigned area. If learners and staff need to be evacuated, they will reunify at Central Cass. Learners will be released to parents from that location.

**Lockers:** Lockers will be issued to each learner during the first week of school. The lockers are the property of the Northern Cass School and the school retains the right to inspect lockers at any time.

**Money or Valuables:** Learners are asked not to bring money or valuable items to school. If it is necessary to bring such items to school, they should be kept in a secure location. Learners should give them to the educator or to the office for safekeeping. If an item is stolen, please report the theft to a educator or to the office immediately. We will attempt to get the item(s) back to the learner but cannot guarantee it.

**Birthday Invitations:** It is requested that birthday/party invitations be distributed in school only if every child in the class is to receive one. If only a few learners are invited, please mail or deliver them outside of school.

**Weather:** Parents/guardians who feel the weather or road conditions are hazardous/ severe are to exercise judgment regarding their child's attendance. If school is in session, this will be considered an excused absence.

During severe storms, it may be necessary to suspend classes because buses are unable to run. In general, when buses are operating, school will be in session. Northern Cass also will conduct an ALERT NOW call and update its website with weather-related announcements.

When a storm threatens during the day, you may be assured that learners will not be permitted to leave the school building unless satisfactory arrangements have been made. If buses leave early, the school will issue an ALERT NOW call.

In the event of a fast-moving storm in which it is deemed too dangerous to send learners out, all learners will be kept at the school. They will be released only to parents, if requested. If buses do not run, learners who drive will not be allowed to drive.

### **EXTRA-CURRICULAR REQUIREMENTS**

The Activities Handbook (located on our school website) explains in detail extra-curricular requirements set forth by the school and the North Dakota High School Activities Association. It is important to be aware that such policies regarding activities do exist. At the elementary level, learners may choose to participate in extra-curricular activities in starting in 5<sup>th</sup> grade. We value participation in activities to help develop a well-rounded educational experience.

A learner assigned Jag Time will need to attend after school versus attending practice/games.

**Attending Co-Curricular Events:** Elementary learners are welcome to attend any or all high school athletic events. The purpose for attending is to enjoy the event and support the participants not be running in and out of the space or messing around in the commons area. This is very distracting to the other spectators and can be a safety issue. Listed below are spectator rules for indoor games:

- Visit the concessions and use the restroom at breaks
- Do not walk on event floor
- Put trash in the cans provided
- The only space you are to be in is the one which is hosting the event

**Out-of-Town Events:** Learners are representatives of the school at out-of-town events. Learners are expected to show good behavior at such events. Disciplinary action will result if any learner's conduct is detrimental to his/her school or community.

**Out-of-Town Event Transportation:** Bus transportation is provided, when possible for 5<sup>th</sup> graders participating in extra-curricular activities.

### **UNSTATED POLICIES**

It is impossible to list every acceptable and unacceptable behavior for learners in school. The school administration reserves the right to determine acceptability of learner behavior, make decisions, and administer appropriate disciplinary action when required. Please access the school website for a complete list of all school policies.

## APPENDIX A: Bullying Policy

### Northern Cass School District Policies

Description Code: FHCIA

#### Bullying Policy

The Northern Cass School District is committed to providing all learners with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a learner or school staff member is against federal, state, and local policy and is not tolerated by the board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of learners to learn and succeed. Therefore, it is the policy of the state and the school district that learners and school staff members shall not engage in bullying behavior while on school property.

#### Definitions

For the purpose of this policy:

- *Bullying* is defined in NDCC 15.1-19-17.
  - a. 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;
    1. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
    2. Places the learner in actual and reasonable fear of harm;
    3. Places the student in actual and reasonable fear of damage to property of the learner; or
    4. Substantially disrupts the orderly operation of the public school; or
  - b. Conduct that is received by a learner while the learner is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which;
    1. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
    2. Places the learner in actual and reasonable fear or harm;
    3. Places the learner in actual and reasonable fear of damage to property of the learner; or
    4. Substantially disrupts the orderly operation of the public school.
  - c. Conduct received or sent by a learner through the use of an electronic device while the learner is outside a public school, off school district premises, and off school district owned or leased property and which:
    1. Places the learner in actual and reasonable fear of
      - a. Harm; or
      - b. Damage to property of the student; and
      - c. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the learner's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *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.
- 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.
  - *School staff* include all employees of the Northern Cass School District, volunteers, and sponsors of school-sanctioned activities.
  - *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

A learner or school staff member 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 alleged act of bullying.
3. Knowingly file a false bullying report with the district.

### 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 learner, community member, or anonymously shall contact the building principal to inform them 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 for school-sanctioned activities, other corrective measures.

2. **Reporting options for learners and community members:** Learners and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form (ACEA-E4). The district will place the form in a variety of locations throughout the school and should inform learners and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. 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 their name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district policies.

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

### 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 an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written 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 involving a learner shall be retained by the district for six years after the learner turns 18 or graduates from high school, whichever is later.

### **Investigation Procedures**

School administrators (i.e., a principal, an assistant superintendent, or the superintendent) or the Board President if the superintendent is implicated, is 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 timeliness 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 their 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 victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

### **Reporting to Law Enforcement & Other Forms of Redress**

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school property. Nothing in this policy shall prevent a victim/their family from seeking redress under state and federal law.

### **Disciplinary & Corrective Measures**

Learners 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 learner to attend detention.
2. Impose in or out of school suspension or recommended expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed.
3. Recommended alternative placement. This recommendation shall be submitted to the superintendent for approval or denial. Alternative placement of special education learners will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the learner to a school counselor.
6. Hold a conference with the learner’s parent/guardian and educator(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.

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

If the perpetrator is a school staff member, the district shall take appropriate disciplinary action that may include, but is 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 and/or policy.

**Victim Protection Strategies**

When the district confirms that a violation of this policy has occurred, it should notify the victim’s parents/guardians and 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 limited to the following:

1. Additional training for all learners and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim’s educators and other staff to monitor the victim and their interaction with peers and/or the assignment of a staff member to escort the learner between classes.
3. Assignment of district 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 the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

**Discrimination & Education**

The district shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in learner and staff handbooks and ensure that it is explained and discussed with its learners each school year. The district shall also develop and implement bullying prevention programs for all learners and staff professional development activities. School administration may develop guidelines to assist learners and staff with identifying bullying conduct.

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**End of Northern Cass School District Policy FHCIA.....Adopted: 11/13/2000  
Amended: 2/15/2011; 5/17/2012; 4/15/2019; 9/11/2019; 6/15/2021**

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## APPENDIX B: Federal Statute Sexual Harassment Policy

### Northern Cass School District Policies

Description Code: AAC

#### Bullying Policy

A learning and working environment that is free from sexual harassment will be maintained at Northern Cass Public School. It will be a violation of policy for any member of the district staff to harass another staff member or learner, or for learners to harass employees or other learners, through conduct or communication of a sexual nature as defined by this policy, whether quid pro quo or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or learner by any third party. This prohibition shall be in effect in any building belonging to or used by the Northern Cass Public School or on the grounds of any such building or on any property or in any vehicle belonging to or used by the Northern Cass Public School or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or learner of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment should report the alleged acts immediately to any educator, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and learners that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and learner assemblies to inform employees and learners of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a learner in the school district will subject that learner to disciplinary action, which may include suspension or expulsion, consistent with learner disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect or substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Unwelcome verbal harassment or abuse of a sexual nature
2. Unwelcome pressure for sexual activity
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

Notice of this policy will be circulated to all district schools and departments and incorporated in educator and learner handbooks.

## APPENDIX C: Northern Cass Medical Information

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**Communicable Disease Regulations** (Refer to Northern Cass website for a detailed list): Educators must report suspected cases; whenever any principal and/or educator in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to the school nurse or (in the nurse's absence) to Fargo Cass Public Health at (701) 241-1360.

**Illness Guidelines:** Parents should call the school to advise school officials of the child's absence. If a child becomes ill while at school, the parents will be contacted so they can come immediately to the school to pick up the child. It is important that each parent provide a local name and phone number of a person who could be contacted in case of an emergency. The principal or secretary will also refer any suspected contagious cases to the parent for medical diagnosis. Notify the school nurse if you have concerns or questions related to illness issues.

Children with the following symptoms should not be sent to school and/or school activities. If these symptoms are present, the learner should be sent home:

- Any indication of communicable diseases as listed on the communicable disease regulations
- Thermometer indicates a temperature of 100 degrees or above
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Deep and severe cough, heavy or discolored nasal discharge
- Contagious infection diagnosed by a physician

Learners may not return to school until:

- When the learner is diagnosed by a physician to have a contagious infection and places the learner on a prescription medication, the learner may not return to school until they have taken the medication for a full 24 hours and their temperature has stayed below 100 degrees for 24 hours without the use of acetaminophen, etc.
- Their temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (Tylenol) etc. to keep the temperature down.
- There has been no vomiting or diarrhea for 24 hours.

NOTE: These guidelines are for the safety of the ill learner as well as for the other learners and staff.

**Immunizations:** The parents or guardian of each child admitted to Northern Cass School shall present a certification from a licensed physician or authorized representative of the local public health unit that the child has received or is in the process of receiving immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, hepatitis B, meningitis, chicken pox, and poliomyelitis, except as exempted by law.

All learners must be fully compliant with immunization requirements as mandated by NDCC 23-07-17.1. A learner may have an exemption for the immunization based on religious, philosophical, or medical reasons.

All Immunization records must be up to date by October 1st. Learners who enroll during the year and do not have up to date immunization records must have the records within thirty calendar days of enrolling.

Learners who are not compliant will not be permitted to attend school until they become compliant or until they have signed the exemption request for religious, philosophical or medical reasons. Learners enrolled in Northern Cass with exemption waiver, will not be permitted in school, when a medical outbreak occurs. Health waived learners may return when the local health unit has deemed the medical outbreak safe.

**Medication:** School personnel may not dispense prescription medication to children unless licensed prescriber and parents have signed the "Prescription and Authorization for Medication Administration" form. Non-prescription medication (over the counter medications, such as acetaminophen, cough syrup, etc.) will be administered according to the manufacturer's recommendation as written on the bottle. In addition, the parent or legal guardian needs to sign an authorization form. These forms are available at the school office, at most clinics, and also on the school's web site. A new form must be submitted at the start of the school year or when any changes occur from the original prescription order. All medication will be located in and dispensed from the school office or other designated areas. Medication must be sent to school in the original container. When a prescription is ordered at a pharmacy, you can request the order be placed in two bottles. Medication left at the end of the school year must be picked up by an adult or it will be disposed of by the office staff two weeks after school is completed for the year. In order for the school staff to give a learner Ibuprofen, Tylenol or Tums at school, we must first have the permission of the parent or legal guardian. You may give permission via the "Yearly Student Health Information Sheet" or verbally to the school nurse or a medication trained staff member.

**Student Self-Administration Requirements:** A parent/guardian and physician must sign a written form permitting his/her learner to self-administer medication in school prior to the Northern Cass School District authorizing this action.

A new authorization form is required anytime the learner has a change in his/her medication regimen, when a new medication is to be provided, and at the beginning of each school year. The Self-Administration form is on the school website or can be obtained from the school nurse or office staff.

**Field Trip Policy for medication:** Learners that have medication self-carry and self-administration forms must be responsible to bring these medications with them on field trips. The learner will show the medications to their field trip advisor prior to leaving the school for the field trip. If the learner does not have their medication with them they will not be allowed to go on the field trip.

**School Nurse:** A school nurse employed through Fargo Cass Public Health is available on a full-time basis. The telephone number to contact is (701) 874-2322. The school nurse is funded through Northern Cass Public School and Fargo Cass Public Health.

**Student Electronic Health Card:** The health card is an electronic form that is completed yearly by the parents for the school and the school nurse's use. This electronic form is considered an educational record, the disclosure of which is governed by state and federal laws including the Health Insurance Portability & Accountability Act (HIPAA) and the Federal Educational Rights & Privacy Act (FERPA). As a parent or legal guardian when you sign the electronic form, you are giving permission to allow the information on the card to be disclosed only as authorized by the above laws or regulations and also to create an Emergency Care Plan if indicated.

Fargo Cass Public Health (FCPH) and the Northern Cass Public School provide an opportunity for notification to parents of the regulations followed to maintain the privacy of the health information. FCPH provides an opportunity to review our privacy practice notice, our legal duties and your rights concerning your health information related to HIPAA. This notice is available when you complete the yearly health card, at the school nurse's office or on the City of Fargo's website. For further information, you can also contact the public health office at (701) 241-1360.

**Student Accident Insurance:** Learners will not be covered by school-sponsored accidental injury insurance. All insurance claims are the responsibility of the parent's own private insurance carrier or other supplemental provider. All injuries occurring in school or while participating in school-sponsored activities here or elsewhere should be reported immediately to the educator in charge and to the school principal. Parents will be notified immediately. It is the parents' decision whether or not to seek medical attention and submit a claim to their insurance carrier.

## APPENDIX D: Northern Cass Elementary Discipline Plan

### Northern Cass Beliefs

Every person deserves to be respected.

Every person deserves to be safe.

Learners attend school to learn academics, behavioral skills, and social skills. Learning is enhanced in a physically and emotionally safe environment.

Learning is enhanced by the establishment of academic and behavioral expectations.

### Procedures and Routines

Inappropriate behaviors at Northern Cass School are handled by one of three groups.

1. Educator working with the learner
2. Administrator
3. SRD (School Resource Deputy)

### Examples of Educator Handled Behaviors

Refusals/Defiance Running in hallways Excessive talking Inappropriate laughing/Sneering Derogatory notes/pictures Inappropriate language/gestures	Disrespect to others Eye rolling Consistent tardiness Misuse of materials Cheating/lying
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Each educator will follow individual learning center or playground expectation protocols.

Educators must document learner behaviors.

In a behavioral emergency, the learner may be removed from the class and escorted to the office. If the educator is unable to escort the learner, an administrator will remove the learner.

### Examples of Administration Handled Behaviors

Disrespect Refusals/Defiance Cheating/Plagiarism/Forgery Inappropriate language/hand gestures Tantrums Aggressive behaviors Truancy Actions that cause harm	Stealing Harassing/Taunting Bullying Threatening Instigating Violation of acceptable use policy Vandalism
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An administrator may remove the learner from the learning center in a behavioral emergency.

An administrator will contact parent/guardian and an appropriate consequence will be given.

Offenses may be passed on to the School Resource Deputy (SRD) if necessary.

### Examples of School Resource Deputy Handled Behavior

Drugs, alcohol, vaping Online bullying/threats/harassment (outside of school hours) Weapons/facsimile of a weapon/dangerous instrument Leaving school without permission (truancy) Assault to another learner
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## APPENDIX D: Northern Cass Technology User Agreement

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### SECTION ONE: Letter to the Parents and Learners

**To The Learner in Grades PK-12:** Your device is to be used for educational purposes, innovation and creativity. Responsible use of your device is expected. You are also expected to fully participate with your device in all classroom activities as directed by your educators. Finally, we hope you enjoy your device and use it to its fullest potential.

**To The Parent:** With a significant investment in education technology and infrastructure, your learner will be exposed and trained to utilize technology as a tool and resource in order to enhance learning. We encourage your learner to be innovative with the device. The device can be used for a multitude of applications. We encourage you to support your learner in learning to use new technology, ask them questions and have them teach you what they are learning.

**Equipment:** Northern Cass School District (NCS D) retains sole right of possession of the device and related equipment. The device will be issued to learners according to the guidelines set forth in this document. The classroom educator, school administration, or district employee retains the right to collect and/or inspect the device at any time and to alter, add or delete installed software or hardware. Administration can search user account activity at any time, including search history, emails, Google Chat, and documents within Google Drive. Usage is a privilege.

### **Expectations**

1. Learners must abide by all school rules as outlined in the Device Agreement and the Acceptable Use Policy.
2. Learners agree to participate in all class activities and assignments as directed by educators.
3. Learners and parents agree to be responsible for proper care of the device knowing any damage or loss may result in financial liability in replacing the device (up to \$100 insurance deductible).
4. Learners and parents agree any inappropriate use of the device will result in school discipline that may include the loss of device use and school suspension according to the agreement and user policy. Inappropriate use includes but is not limited to the following:
  - a. Visiting inappropriate websites.
  - b. Sending inappropriate email and/or communications.
  - c. Possessing inappropriate pictures and/or media files.
  - d. Cheating.
  - e. Installing unapproved programs.
5. Learners and parents agree all content to be installed on the device (including music and media files) must be educationally appropriate. The device is owned by the Northern Cass School District. We reserve the right to remove inappropriate apps, music, and media.
6. Parents agree to monitor learner use of the device while on their home network.
7. Learners and parents agree only the learner may use the device. Siblings and friends should not have use of the device.
8. Learners and parents acknowledge Northern Cass may search school issued devices at any time.
9. Learners leaving Northern Cass must return the device to the school immediately or will be charged full cost of device and accessories.
10. Learners have the privilege of using printers assigned to their devices. All printing is to be for educational purposes only. The right to print can be taken away.
11. While in the school building, learners' devices will be connected to the High-Speed Wi-Fi network provided by Northern Cass. In order to ensure the network is capable of being utilized to its fullest, learners are not to be streaming music or videos on their devices.
12. Learners' personal devices may connect to the NC-Guest Wi-Fi Network as it is open to the public. Please use this network according to the policy laid out on the Splash Page when connecting to NC-GUEST.

## **SECTION TWO: Restrictions**

**DEVICE CONDUCT:** The Northern Cass School District’s technology equipment shall be used for educational purposes consistent with the district’s mission and goals. We do expect the use of our devices to follow the Northern Cass Learner Code of Conduct and abide by the Northern Cass Initiative Acceptable Use Policy.

**As learners of Northern Cass Public School, we will be:**

1. Respectful
2. Engaged
3. Prepared

Prohibited uses of the device include, but are not limited to:

1. Users are not permitted to use the network for non-academic activities such as games, music, social networking, transmission of large audio/video files, or serving as a host for such activities.
2. Learners are never to access other learners’ accounts or allow other learners to use their account.
3. Learners must log onto the school’s network when in school.
4. The Internet is to be used for research and as a means of obtaining needed information. Accessing inappropriate materials, vulgarity, gambling, militant/extremist material is prohibited.
5. YouTube is accessible for educational purposes ONLY.
6. Social networking applications and sites are prohibited during school hours.
7. Sound must be turned off except when being used as part of a class.
8. Headphones are prohibited except when being used as part of a class.

### **Below are the Consequences for Inappropriate Device Usage**

**OFFENSES:** Inappropriate Social Networking, Explicit Music/Lyrics, Playing/Downloading Games, Downloaded Programs/Software, Use of Proxy Server, Peer-to-Peer Software, Accessing Someone Else’s Account, or use identified as inappropriate by the administration.

### **CONSEQUENCES**

- 1<sup>st</sup> offense – Loss of device for 5 school days
- 2<sup>nd</sup> offense – Loss of device for up to 20 school days & parent and learner will need to engage in a digital citizenship learning in the office.
- 3<sup>rd</sup> offense – Potential loss of device for remainder of the school year

**Proper care:** School-issued devices are necessary to allow for the maximum life of the device. The procedures listed below should be followed:

1. Devices are never to be left unattended. If a device is found unattended, it will be brought to the office. The following consequences will be applied for students who leave their device unattended:
  - a. 1<sup>st</sup> time – Warning
  - b. 2<sup>nd</sup> time – Loss of device for 2 school days
  - c. 3<sup>rd</sup> time – Loss of device for 10 school days
  - d. 4<sup>th</sup> time – Loss of device for remainder of the school year
2. Learners must secure their devices while in the locker room.
3. Devices should be transported throughout the building in a safe and protective manner.
4. Any damage to a device during the school day should be reported to the Help Desk immediately.

**LEARNERS WILL BE RESPONSIBLE FOR A \$100 INSURANCE DEDUCTIBLE IF PHYSICAL DAMAGE IS CAUSED BY NEGLIGENT CARE BY THE LEARNER.**

### **Parent and Learner Responsibility**

1. Parents are responsible for the full repair cost of devices damaged intentionally by their child.
2. Each parent is required to pay a \$50 user fee.
  - Fee is a self-insured plan for devices that malfunction.
  - Payments of \$10 per month will be an option
    - Parents and learners who refuse to pay the fee will not be issued a device.
    - A fee waiver is granted for learners who qualify for free and reduced lunches or if there are extenuating circumstances. You must contact the Superintendent of Schools to receive this waiver.

### **SECTION THREE: Repair procedures**

- Implement a Help Desk – managed by staff and learners
- If the device cannot be fixed, the learner will be given a spare and sent back to class.

### **SECTION FOUR: Signing of the Device Contract Agreement**

A payment plan must be completed and returned to the superintendent's office by the first Friday in September. Failure to provide payment by this date will result in loss of device until payment plan is finalized.

### **School Issued Device: Standard Operating Procedures for Learners in Levels PK-5**

- Devices will remain in cases and backpacks at home unless being used for schoolwork or charging.
  - Devices should be charged enough so they will last throughout the day
  - Educators will have charging stations available, but learners will not be able to use devices while they are charging.
- Devices are ONLY to be used by the learner it is assigned
  - Device is NOT to be used by anyone else in the home.
- Learners and Parents/Guardians are aware the device is monitored by Northern Cass Technology Department, even while it is out of the building, and any misuse, according to the agreement, will result in consequences.

