



2021 - 2022

High School and Middle School Learner Handbook



“Why?” We believe every learner can change the world; therefore, we will provide a world class education.

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

Collective Commitments:

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

Welcome to Northern Cass School, "Home of the Jaguars". Education is a cooperative venture between learners, 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 Northern Cass Public School learners and parents. We have tried to anticipate what you will need to know to make this school year successful. 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, please stop by the school office. If you have any questions, please see your child's classroom educator and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Northern Cass Public School. Not knowing the contents will not excuse a learner from following the adopted policies.

It is a sincere administrative wish that your child's school year will be beneficial and productive, a year that 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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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

The learner's years in school are a stepping-stone towards being choice ready. The administration encourages each learner to plan their course of study as well as concentrating on completing the requirements for graduation and receiving a diploma from Northern Cass Public School.

ACCREDITATION

Northern Cass Public School is accredited by Cognia. It is also accredited by the North Dakota State Department of Public Instruction. **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 students learn the content and skills, they need to be choice ready.

GRADUATION REQUIREMENTS

A minimum of 24 units of credit and eight semesters of attendance shall be required for learners to graduate from Northern Cass Public School. A unit of credit is earned through class attendance during the 175 days of the school year and successful completion of the requirements of the course.

NDCC 15.1-21-02.3 provides for an optional high school curriculum. Learners and parent(s)/guardian(s) will be notified when a learner qualifies under this law.

One-half unit of credit is given for each semester of any full-year course. If a learner fails to achieve proficiency in the learning standards, they will extend their learning into the semester or summer until they reach proficiency.

Learners are classified at the beginning of the school year by the number of credits earned and not by the length of time they have been in high school. The minimum credit requirements are stated below:

Sophomore	6 credits
Junior	12 credits
Senior	18 credits

Seniors may be able to finish their senior year in high school by the end of the first semester of their senior year if they have met all graduation requirements for the Northern Cass School District. All requirements for graduation must be completed before the date of graduation for a learner to receive a diploma on the day of graduation.

The following courses with corresponding credit values are required for graduation from Northern Cass Public School:

<u>Course</u>	<u>Requirements</u>
English 9	1
English 10	1
English 11	1
Speech	½
English 12	½
OR Dual Credit English	
Mathematics	3
Physical Science	1
Biology	1
Science Elective	1
World History	1
US History	1
Problems of Democracy	1
OR .5 of POD and .5 Economics	
Personal Finance	½
Health	½
Physical Education	1
<u>Electives</u>	<u>9</u>
Total	24

Note: Each learner must complete 25 hours of community service to graduate. Seniors must also complete a capstone project at a proficient level (assessed by school and community evaluators) to graduate.

Requirements not completed before the date of graduation must be completed before school begins again in the fall for the learner to receive their diploma.

Permission is given at the discretion of the administration for any required or elective course the learner wishes to enroll in outside of Northern Cass. All correspondence course work taken will be at the learners' own expense unless waived by the Superintendent due to scheduling conflicts.

All correspondence and online class work must be completed and documented as receiving credit by no later than the last Friday at 4pm before graduation.

GRADUATION EXERCISES

Only learners who have completed all credits, coursework and graduation standard requirements for graduation may participate in graduation exercises and receive a diploma. Participation is encouraged, but not compulsory.

A learner not completing all requirements by the date set for graduation and not participating in the exercises may still receive a diploma for that year, if all graduation requirements are met before school begins again in the fall of that year.

All learners participating in graduation ceremonies, as diploma candidates will wear caps and gowns as prescribed by the school. Learners must attend rehearsal if they intend to participate in the ceremonies.

Starting with the class of 2023 - Northern Cass will not be selecting a class Valedictorian or Salutatorian.

DAILY SCHEDULE

Northern Cass learners in levels 6th-12th grades will use a phase schedule, consisting of seven phases. Learners will start their day in at 8:30 a.m., except for Wednesdays. The last phase will conclude at 3:30 p.m.

Learners will be able to use a grab and go breakfast from the cafeteria starting at 8:20am. Learners will be able to eat in their first phase learning center.

Professional Learning Communities (PLC) will be held every Wednesday for staff. The day will begin for learners at 9:00 a.m. Bus routes will run as normal on these days.

SCORING SCALE

The following grading scale will be utilized at Northern Cass for levels 6-12:

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

Standards Average Score	GPA Equivalent (GPA applies levels 9-12)
3.5-4.00	4.0
3.25-3.49	3.75
3.0-3.24	3.5
2.75-2.99	3.0
<2.74	IP (In Progress) only granted credit with administrative approval

Proficiency Transition:

- Class of 2022 – 100% of learners must achieve a 2.5; learners must achieve a 3 in 90% of the priority standards in a specific class
- Class of 2023 and beyond – 100% of learners must achieve a 3.0; learners must achieve a 3 in all of the priority standards in a specific class

LEARNING MANAGEMENT SYSTEM (LMS)

Empower is our learning management system at Northern Cass. 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. It is strongly encouraged learners and parents regularly check in on learner progress using this system.

*Log in: <https://northerncass.empowerlearning.net/>

*ALL educators and learners should use the "Sign-In With Google" button

*For parent support on Empower, contact your building level administrator.

HOMEWORK POLICY

Daily work, sometimes referred to as formative assessment, is an important part of the learning process. This work is designed to guide the learner through the learning process by giving them feedback on their progress towards the learning outcomes of the unit. Some of this work is collected by the classroom educator and assigned a grade with feedback and some of this work will receive feedback without a grade. At times, this work needs to be completed outside of the regular class period. The extra time spent outside the classroom allows each learner additional practice and furthers their understanding of the classroom content. When a learner chooses not to complete daily work, they are losing an opportunity to further their learning and receive valuable feedback on their progress towards the learning outcomes of the current unit.

The following policy demonstrates the value Northern Cass puts on daily work for each course:

Daily work done in a timely manner is an essential part of the learning process and therefore will have a due date set by the classroom educator.

*Learners who do not keep up with the required pace set forth by the educator will have points deducted from their Habits of Work and may lose eligibility for activities and/or other privileges.

*Learners may be assigned JAG Time by educators to make-up homework. JAG Time runs from 3:30 to 5:00pm on Tuesdays and Thursdays. Note: JAG Time is not detention; it is a time to offer additional academic support. Failure to appear for JAG Time may result in detention. Learners/Parents will be notified of JAG Time through email.

• **Note: Final determination is up to the discretion of the individual educator**

HABITS OF WORK

Learners will be assessed in Respect, Engagement, and Preparedness in our learning management system.

PROGRESS REPORTS AND CONFERENCES

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

FINALS

Near the close of each semester, a final examination and/or a cumulative project in each subject is given at the discretion of the instructor. The score received on this final examination is an important part of the final score.

COURSE REGISTRATION

All learners plan their four-year courses in cooperation with their parent(s)/guardian(s) and the secondary counselor. This course selection serves as a guide for registration each succeeding year. Learners are registered for the next school term during the second semester of the current year.

Level 9 – need to enroll for at least 6 hours

Level 10 – need to enroll for at least 6 hours

Level 11 – need to enroll for at least 6 hours

*Potential privileges only possible if you have earned a minimum of 12 credits prior to entering Level 11

Level 12 – need to enroll for a minimum of 5 hours plus enrichment

*Potential privileges only possible if you have earned a minimum of 18 credits prior to entering Level 12

*Hours may include dual credit, online options, and internship opportunities – must be verified and approved!

If a learner is taking a North Dakota Center for Distance Education (NDCDE) course due to a scheduling conflict (an approved scheduling conflict by administration) payment will be covered by the school.

If a learner is opting to take an NDCDE course for their choice, as an elective, learners/parents will be required to pay the full cost of the course through NDCDE.

Any course extension payments will be covered by the parent/guardian.

CHANGING CLASS SCHEDULES

Learners will only be allowed to drop or add classes prior to the start of each semester when authorized by administration. However, no changes will be allowed after three days of the new semester.

All learners must carry a full class load, which is 6 courses.

NORTHERN CASS SCHOOL ACADEMIC INTEGRITY POLICY

At Northern Cass, we value academic honesty and integrity. Academic dishonesty (cheating) is unacceptable because it threatens the ability of a student to learn the material and falls below our expectation of conducting oneself with honesty and integrity.

Furthermore, a key part of an educator's job is to assess what a learner knows, understands, and can do. Cheating produces results on assessments that do not allow an educator to accurately assess a student's knowledge and skill, and thus makes it difficult for educators to help their learners be successful.

Academic Dishonesty includes, but is not limited to:

- Copying another learner's work
- Submitting work that was completed by someone else (classmate, parent, sibling, etc.) as if it were your own
- Plagiarism – Presenting another individual's ideas as your own, failing to cite others in writing
- Using unauthorized materials to complete any assessment
- Completing work in a group when not authorized to do so by the educator
- Looking at another learner's materials during any assessment when not authorized to do so
- Providing answers to another learner before or after a test and/or quiz
- Taking educator materials (tests, keys, example questions, etc.) without receiving approval from the educator
- Leaving classroom materials out and visible during an assessment
- Using any form of technology (computers, calculators, cell phones, etc.) to provide or receive unauthorized content
- Any other behavior in submitting work which is performed with the intent of misrepresenting one's performance

Consequences of Academic Dishonesty: Refers to all classes (not per class) in one given school year

1st instance

The learner will receive a score of in progress (IP) on the assessment and will work with the educator to find an alternative assessment to demonstrate proficiency.

- The learner will receive one hour of detention and must complete a playlist on academic integrity.
- Habits of Work will be deducted from respect.
- The principal will record a log entry in PowerSchool.
- The educator along with the learner will notify parent/guardian via phone.
- Privileges will be suspended until the academic playlist on academic integrity is completed.

2nd instance

The learner will receive a score of in progress (IP) on the assessment and will work with the educator to find an alternative assessment to demonstrate proficiency.

- The learner will receive one hour of school community service.
- Habits of Work will be deducted from respect.
- The principal will record a log entry in PowerSchool.
- The educator along with the learner will notify parent/guardian via phone.
- Privileges will be suspended until school community service is completed.

3rd and subsequent instances

If all three offenses occur in the same course,

- the learner will be removed from the specific course and will not receive credit for the course.

If three offenses occur in separate courses,

- The learner will receive an "in progress" (IP) on the assessment.
- Habits of Work will be deducted from respect.
- The principal will record a log entry in PowerSchool.
- The learner will receive 2 hours of office issued detention and six weeks of loss of privileges.
- The educator along with the learner will notify parent/guardian via phone.
- The learner will be excluded from academic awards and academic standing is factored into the Senior Athlete of the Year award.

Administration reserves the right to review cases individually and determine consequences.

DUAL CREDIT (Early Entry)

The early entry program allows 10-12 graders in North Dakota's public schools to take courses offered by approved post-secondary institutions for both high school and post-secondary credit. The program provides learners with a greater variety of class offerings and the opportunity to pursue more challenging course work. Learners who participate in the early entry program must be enrolled in at least five credits at the high school. Learners interested in participating in this program should see the principal or counselor.

Northern Cass will pay for dual credit coursework in full when the coursework is taken through Valley City State University (VCSU). For a course not offered through VCSU, the district will match the amount spent on a VCSU course. Any late fees are the responsibility of the learner and/or parent/guardian.

This is subject to change depending on budget restrictions.

PHYSICAL EDUCATION

Each learner in levels 6-12 will be given the opportunity to take a physical education course. Appropriate clothing, designated by the instructor, should be worn for participation in a physical education course. All physical education learners will be issued a locker and lock in the PE locker room and are expected to use them to lock up their personal items. The locker rooms will be locked except at the beginning and end of class periods and 15 minutes before and after school, and lunch.

COUNSELORS

The counselors are in the school to help each learner become a well-adjusted, competent, and responsible young adult. The counselors are here to assist the learner in course selection, study habits and organization, scores, testing and placement, internships, learner-educator relations, college selection and requirements, financial aid, job opportunities, training programs available, and to assist with personal problems.

TESTING

In conjunction with counseling, the testing program at Northern Cass Public School is used to monitor, track, and assist learners in their academic performance. State standardized tests are administered annually to learners in mandated by the state department of education. STARS and other standardized measurements of achievement are administered throughout the year to learners in levels 6-11.

All Northern Cass learners are required to take the ACT during the spring of their junior year. This exam is administered at the school and the district covers a one-time cost of the exam for each learner.

The results obtained from the tests are valuable to the learner, to the parent, and to the district, in that they indicate aptitudes in light of his/her present educational plans and those of the future. Parents, as well as learners, are welcome to confer with the counselor, principal, and educators regarding these tests. Standardized test scores will be used for placement in courses both for remediation and enrichment.

EDUCATOR HOURS

Parents may contact a staff member from 8:00 a.m. to 8:30 a.m. and after school from 3:30 p.m. to 4:00 p.m. except Friday after school. Please do not call to talk to an educator during classroom times. You may, however, leave a message on the educator's voice mail, or contact the educator through their school email account (email address can be found on the school website). Educators will not be called to the phone unless there is an emergency.

ATTENDANCE

State attendance laws govern learners in any North Dakota public school. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session, and on time, per the North Dakota Century Code. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards the authority to establish standards for attendance.

SCHOOL ATTENDANCE

The School Board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a learners' opportunity for interaction and exchange of ideas with educators. The absent learner loses benefits of lectures, discussions, and participation with other learners. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Accordingly, the Board considers it necessary that an attendance policy be established to encourage the total education of the learner in the district. Therefore, the following policy is established:

1. A learner shall be allowed no more than the equivalent of 10 absences and/or 500 minutes per class per semester. Absences in excess of 10 will result in the loss of credit for the course as well as becoming academically ineligible for the remainder of the semester. School-related absences do not count toward the 10-absence total. Examples of school-related absences include, but are not limited to field trips, co-curricular and extracurricular activities, and in-school suspensions. All non-school-related absences will count toward the 10-absence total.

2. The following procedures will be followed when implementing the attendance policy:

- 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.
- At 10 or more absences the learner will lose credit for a course, a grade of "WF" (withdrawn from) will be registered on the report card. The "WF" grade has the same value as a score of "0" and will affect the learner's grade point average in the same manner. The learner will also become academically ineligible for the remainder of the semester.

PROCEDURES FOR EXCUSING ABSENCES

Any day that a learner is absent, the parent/guardian must call the school to report the learner's absence, giving the name of the learner and the reason for the absence. Calls can be made between 7:00-9:00 a.m. at 874-2322. If the parent does not call the school, a representative of the school may call home to verify the absence. Parents/guardians may e-mail attendance@northerncassschool.com prior to 9:00 a.m.

If the school office does not receive either a phone call or email from the parent within 48 hours of the absence, the absence will be considered unexcused, unless deemed otherwise by administration.

ADVANCE EXCUSES

To obtain advance permission for an absence, a parent/guardian must either call the office or e-mail attendance@northerncassschool.com. Make-up work and communication with the classroom educators is the responsibility of the learner.

PREARRANGED EXTRACURRICULAR ABSENCES

Extracurricular activities are designed to promote a well-rounded individual. Learners are given the opportunity to develop many lifelong skills such as teamwork, discipline, dedication, and perseverance. They are also given the privilege of representing Northern Cass in whatever venue they are participating in. However, these individuals are still learners and need to meet the same expectations of their peers. As a result, Northern Cass feels it is important to create a protocol for meeting these expectations.

It is the responsibility of the learner to communicate with their educators for any missed work while absent.

COLLEGE VISITATION

Juniors or seniors may use two days for college visitation provided they make advance excused arrangements through the office.

MAKE-UP WORK FOR ABSENTEEISM

Learners who have been absent are permitted and expected to make up missed work. Arrangements for make-up work are the responsibility of the learner and must be made with each educator immediately upon returning to school. Learners have as many days to make up work as days they were for unexpected absences. Learners are expected to work with their educator(s) in advance of planned absences.

EXTENDED HOSPITAL STAY/SERIOUS ILLNESS

For extended hospital stay or serious illness (learner or family), the regular make-up time/work is waived. Upon presentation of a valid physician's written excuse (explaining the hospitalization/illness), the learner will meet with their counselor to determine make-up time/work for days missed.

ATTENDANCE/PART OF A DAY

When a learner is absent only part of a day, he/she is responsible for obtaining regular class assignments. To participate in extracurricular activities after school hours, learners must be present for afternoon classes that day, unless they have obtained prior approval from the administration.

LEAVING THE SCHOOL GROUNDS

School officials must know where learners are during the school day. Parental permission received through the office is required before a learner may leave the school grounds. All learners must sign out in the office prior to leaving.

TRUANCY/ UNEXCUSED ABSENCES

The State of North Dakota has defined truancy as being absent from 3 consecutive school days during the first or second semester, 6 half days during the first or second semester, or 21 class periods or equivalent without consent of parent/guardian or school officials. Learners under the age of 16 will be held accountable for their attendance in accordance with North Dakota Century Code. The Northern Cass School District cooperates fully with social services and juvenile court in reporting truancy.

An unexcused absence is defined as any absence that is not caused by illness, injury, family emergency, or an absence granted in advance by administration. Examples of unexcused absences include, but are not limited to oversleeping, truancy, and skip day.

A learner with an unexcused absence(s) will be assigned one hour of detention for each hour missed.

Skipping any part of a class will result in a one-hour detention.

TARDIES

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 5 minutes after the start time will count as an absence. Excessive, unexcused tardies will result in the following disciplinary 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 each additional 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.

LEARNER CODE OF CONDUCT

The following Northern Cass Learner Code of Conduct identifies the desired expectations we have for our entire learner body is to be respectful, responsible, and safe.

Learners should act in a manner that shows respect and responsibility for themselves, others, and school property. In conjunction, learners should keep their safety as well as the safety of others in mind when making decisions.

SCHOOL RESOURCE DEPUTY (SRD)

Northern Cass has a full-time school resource deputy (SRD) on campus to serve all learners PK-12. The SRD helps in all facets of the educational setting and follows the NDCC 15.1-19-14.

DISCIPLINE POLICY

For a learner to learn and for an educator to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment won't be tolerated and will be dealt with promptly and consistently. The Northern Cass discipline program, designed around a matrix of ascending consequences, assists the learner in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The system approach to school discipline is based on the belief that learners must be responsible for all their actions while in attendance at school. When learners are referred to the administration for a violation of school rules, the administration bases the resulting disciplinary action on how many times and for what reasons the learner has been sent to the office during the current school year. For example, a learner that consistently disrupts the learning environment needs to receive a more severe consequence than the 'first time' offender.

Miscellaneous

1. Administration reserves the right to place items not specifically covered in the matrix into an appropriate level.
2. Educators have the authority to assign their own detention. Parents are notified of inappropriate behavior with written or oral communication from the school. Please contact the principal if any questions arise concerning discipline.

BUS RIDING

The School Board has the authority and duty to establish rules for learners riding a school bus. The Northern Cass School Board has adopted the following rules:

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

Learners are expected to follow the learner code of conduct as mentioned previously in the handbook. Likewise, learners are expected to behave and make proper decisions. Each route bus has four cameras which record video and audio.

DETENTION

Learners assigned detention by the administration will be required to serve their detention during the first available opportunity. Detention will be served Monday – Thursday after school from 3:30–4:30 in an assigned area. Learners will be required to bring schoolwork. Cell phones will not be allowed to be used. Any learner that fails to show up for assigned detention will have their detention doubled. Multiple instances of skipping detention may result in in-school suspension or Saturday School.

SUSPENSIONS

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 and outlined in the Northern Cass district Policy for Student Conduct and discipline: School Board Policy FHC and FHDA.

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

Out-of-School Suspension – the learner is not permitted to attend school during the school day or attend any activities.

The authority to determine initially whether a learner shall be suspended for a period not to exceed ten days rests with the building principal 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

In-school suspension rules:

- Report directly to the Principal on the day(s) of the suspension.
- No using cell phones, having your head down to rest, or sleeping.
- Computers will only be allowed to work on class projects/assignments
- Bathroom breaks will be allowed with the permission of office staff.
- The learner will eat his/her lunch in an assigned room.
- Any insubordinate in-school suspension room conduct may result in out-of-school suspension.
- All missed work is due on original due date.
- Principal or office staff will dismiss the learner at the end of the day.

If a learner receives in-school suspension, they may not start the next contest and further consequences are at the discretion of the coach/advisor. They may not leave school early to attend an event if their suspension has not been completed. If a learner receives an out-of-school suspension, they may not participate in practice nor attend an activity that day, must sit one calendar week and complete the return to team protocol set forth by the coach/advisor. A second OSS is an academic year will result in removal from the team.

Learners who are suspended will be required to do one or more of the following (as decided by administration):

- Reflective writing
- Presentation to learners
- Letter of apology
- Verbal apology
- Fix it plan

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 reenroll 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:

1. Learner responsible will be suspended for up to 10 days
2. Parent(s)/guardian(s) will be notified
3. Hearing Officer will be notified
4. Hearing will be held
5. Decision will be made by Hearing Officer
6. If the Hearing Officer rules for an expulsion it may be for the remainder of the current term or twelve months

WEAPONS/FIREARMS

Learners are forbidden to knowingly possess, handle, carry or transmit any weapon/firearm or dangerous instrument in any school building, on school grounds, in any vehicle, or at any school-sponsored activity. Board policy will dictate the disciplinary action.

PERSONAL APPEARANCE

Northern Cass Public School 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:

1. clothing styles or accessories that are unacceptable
 - shorts or skirts/dresses that are too short – the guideline is mid hand
 - holes in pants/shorts/skirts above mid-hand
 - outfits that expose the bare midriff
 - clothing that is unnecessarily revealing – low neckline
 - reveal a learner's undergarments
 - all clothing must come to under the arm pits, which would include but not limited to tank tops and muscle shirts
2. clothing styles that can be hazardous in learning situations such as labs or shops
3. clothing with a derogatory saying or double meaning suggestive of sexual, illegal or derogatory connotation.
4. clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health.

Baseball hats/caps (headwear that is above the ears) will be permitted during the school day. Bandannas, sunglasses, chains, and hoods should be removed during school hours (8:30-3:30). Shirts and shoes must be worn always.

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.

PROCEDURE FOR COMPLAINTS

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should 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 simple procedure can be followed to keep the line of communication open. First, 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 of Schools.

LEARNER FEES

The following fees will be charged to learners of Northern Cass Public School. All fees are payable at the beginning of the school year.

1. Breakfast and Noon Hot Lunch – daily or monthly
2. Driver's Education – behind-the-wheel instruction
3. Agriculture Education– project fees
4. Art – project fees
5. Music – school instrument rental fee
6. Music – school instrument maintenance fee
7. FACS – project fees
8. Lock Replacement Fee
9. Chromebook Fee (\$50)
10. Activity Fees for all learners:

1. K-4 (\$40)
2. 5-6 (\$50)
3. 7-8 (\$60)
4. 9-12 (\$70)

Family cap of \$200 for activity fees only - does not include any other fees.

LUNCH PROGRAM

A lunch menu is published and available to learners each month. If a learner wishes to bring lunch, it is to be eaten in the lunchroom. No soft drinks are permitted in the lunch area in compliance with federal regulations. Parents of learners eligible for reduced rates or free lunches must complete the necessary forms at the beginning of the school year. These forms must be signed by parents and returned to the office before the program can be initiated. Prices for meals are set at the beginning of each school year.

For the 2021-2022 school year, meals will be free all year. Seconds, a la carter, and second milk are charged.

CELL PHONES/ELECTRONIC DEVICES

Learners may have electronic devices at school as long if they comply with expectations set by the school. The use of cell phones will be allowed in the school building during passing times between classes. Learners will also be allowed to use cell phones during their lunch period. Cell phones are not permitted during classes unless approved by the individual educator. Violation of this policy will result in confiscation of the device. The following consequences will be administered:

1. First offense – device returned to learner at the end of the school day
2. Second offense – parent or guardian must pick phone/electronic device up from the school
3. Additional offenses will be the assigning of detention

The use of camera, text messaging, or any social media features on cell phones in public 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.

NOON HOURS

No one can leave the school grounds without permission. Learners who leave the school grounds during the noon hour without permission and fail to sign out in the administration office will be subject to the rules of conduct/discipline policies of the school.

VISITORS

School policy is to welcome those visitors who have legitimate business at the school. Parents and other adult patrons of the district are welcome and must report to the office for authorization before proceeding through the school.

Visitors are to use the main doors on the south side of the building. During the school day, other doors to the building will remain locked for safety. If you need to visit the school for any reason, please use the south door to the building and check in at the office to get a visitor's badge.

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

TELEPHONE CALLS

Local calls from the school or to the school by learners should be made only in cases of emergency or for an important call. Learners will not be called out of a class to answer the phone unless it is an emergency.

FIRE/TORNADO/LOCK DOWN

The classroom educator will give complete information on all procedures to be followed in case of an emergency. Emergency drills will be held throughout the school year. Please become familiar with the procedures so that you will know where to go and what to do in case of an emergency.

LOCKERS

Lockers and locks will be issued to learners during registration upon request. 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 excessive amounts of money or valuable items to school. If it is necessary to bring such items to school, please do not leave these items in an unsecure area. Learners should lock money and valuables in a school issued locker, give them to the office, or the SRD for safekeeping. If an item is stolen, please report the theft to an educator, the school resource deputy, or the office. The school is not responsible for lost or stolen items.

LIBRARY

All books from the school library can be checked out after 8:30 and before 3:30. All books should be returned when the learner has completed them or within two weeks. If the learner is unable to find a book, notify the librarian immediately. Any lost book will have to be paid for by the learner if it is not found by the end of the school year. A complete list of library rules and procedures will be posted in the library.

WEIGHT ROOM SUPERVISION

Northern Cass learners and all minors are required to have adult supervision during use of the Facility/Facility equipment. Graduates of Northern Cass will qualify as a supervisor and are responsible for the behavior, injuries, and damages of all individuals under their supervision.

LEARNER 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, advisor, or coach in charge and to the school principal. Parents will be notified. It is the parents' decision whether to seek medical attention and submit a claim to their insurance carrier.

STORMY WEATHER & BLIZZARDS

Parents/guardians who feel the weather or road conditions are so severe as to be hazardous are to exercise the same judgment for a learner's attendance as with an illness. 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, the school will be in session. Northern Cass also will update its website with weather-related announcements. The school will also use the ALERT NOW system for contacting families in the event of 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, Northern Cass also will update its website and send out an ALERT NOW message with details related to an early dismissal.

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 themselves home.

HEALTH INFORMATION

COMMUNICABLE DISEASE REGULATIONS (Refer to Northern Cass website)

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 your 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 school nurse will refer any suspected contagious cases to the parent for medical diagnosis. Notify the school nurse if you have concerns related to illness issues.

Children with the following symptoms should not be sent to school and /or school activities:

- 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 should 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 learner whose temperature has stayed below 100 degrees for 24 hours without the use of acetaminophen.

- Their temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (Tylenol) to keep the temperature down.
- There has been no vomiting or diarrhea for 24 hours.

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. A learner 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 all school offices, at most clinics, and on the schools' 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 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. An adult must pick up medication left at the end of the school year, or the office staff will dispose it of two weeks after school is completed for the year.

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 Learner Health Information Sheet" or verbally to the school nurse or a medication

LEARNER 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 any time 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. Learners should not carry their own medication.

SCHOOL NURSE

A school nurse employed through Fargo Cass Public Health is available on a full-time basis.

LEARNER 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.

EXTRACURRICULAR/ACADEMIC ELIGIBILITY

An eligibility report will be run every Monday morning at 8am. For a learner to maintain academic eligibility they must meet two requirements. The first is that they may not fall "behind pace" in two or more courses. Pace is shown on the learner dashboard in Empower. Secondly, the learner must maintain a Habits of Work average of 2.5 or higher. This score is located next to each course on their home screen. Each course will have their own Habits of Work score and these scores must be averaged to find the learner's score. If a learner does not meet ONE of these requirements, they will be ineligible for one calendar week.

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

INFRACTIONS/SUSPENSIONS

Northern Cass Public School is a member of the North Dakota High School Activities Association. This voluntary organization has for its purpose to plan, direct, and sponsor competitive activities among member schools. The Association makes rules and regulations for these activities for the best interests of the participating learners and the school. Northern Cass Public School follows NDHSAA rules and Northern Cass school board policies.

ALCOHOL, TOBACCO, NARCOTICS

The possession, use, or consumption of alcohol, tobacco (including vaping devices), or narcotics on or about the school premises or at school functions is not permitted. NDHSAA rules will be enforced and suspension or expulsion from school may come about due to the violation of this policy.

All parking lots and sidewalks adjacent to the school are considered a part of the school premises.

EXTRACURRICULAR ACTIVITIES

INFRACTIONS/SUSPENSIONS

The following rules and regulations concerning the extracurricular activities in Northern Cass Schools are set up to govern all the extracurricular activities in the school as well as school-sponsored activities.

Section 1. Offenses

Any learner of Northern Cass School will be subject to an extracurricular suspension for the following:

- A. The use or possession of tobacco (including vaping devices), alcohol, or any controlled substance as defined by North Dakota Law.
- B. Involvement in an act which, if done by an adult would be designated a crime under the laws of North Dakota, another state, or the U.S. A violation of the laws governing the operation of a motor vehicle does not fall under this paragraph.

Section 2. Suspensions

Any learner will be suspended for a period of 6 consecutive school weeks from participation in any extracurricular activities in Northern Cass Schools for the first offense as described in paragraph

- A. The Northern Cass School has set up rules and regulations to govern all the extracurricular activities in the school including athletics, competitive music, drama productions, and music for events outside the classroom instruction, speech, Honor Society, cheerleading, and any other extracurricular activities. Pep band is not a part of the extracurricular suspension.
- B. Any learner who has not received any NDHSAA suspension during eighteen calendar months from the time of his/her last suspension shall receive a six-week suspension for the next NDHSAA rules violation. Any suspension received before the end of the eighteen-month limit will be for eighteen weeks.
- C. Any learner may be suspended for a period of up to 18 consecutive school weeks from participation in any extracurricular activities in the Northern Cass Schools for offenses described in paragraphs 1.B above.

A. A learner, who has not completed a suspension at the end of a school year, shall remain suspended during summer vacation. A learner shall be credited with one week of suspension for each month of the summer vacation if he or she had not completed a suspension during the school year.

1.**Example:** if a learner receives a 6-week suspension during the second week of May, the following will occur; two-week suspension served to finish the month of May. A week of suspension will be counted each for the month of June, July, and August. The learner would serve their final week of suspension during the first week of September.

B. Northern Cass Public Schools will comply with all school year policies of the NDHSAA during summer months. A learner given a co-curricular suspension during the summer will be credited with one week of suspension for each month of the remaining summer vacation and will be suspended from co-curricular activities when the fall season begins.

C. If a learner has a 3rd violation, all activities will be lost for learner's high school career.

D. If a learner participates on two different levels of the same activity on the same day, it shall count as 1 contest/event.

Examples:

1. An athlete who is a member of both the JV basketball team and the varsity team, and if both teams are playing in the same evening, the athlete shall not participate in either game. The same would be true for a cheerleader on a JV and freshman team.

2. Athletes on volleyball teams must sit out their first event including any combination of 1 match and/or tournament. (Coaches would be violating the intent of this rule if they moved an athlete up or down a level simply to make them eligible quicker.)

H. Each coach or advisor will determine whether or not a suspended learner can practice with the team during the suspension period.

I. These violations will be considered when nominated for awards/recognition.

Section 3. Procedures

The school administrator (Superintendent or Principal) shall

immediately investigate any alleged violation of the alcohol,

tobacco, and controlled substance rule of NDHSAA.

A.If the Administration finds probable cause to believe that this rule has been violated, he/she shall give the learner immediate notice of suspension in writing.

B. The period of suspension shall begin from the date and time the notification is given to the learner by the Administrator.

A. The learner shall have the right to a hearing within three school days after such notification.

B. Said hearing shall be enforced by the administrator and conducted before a hearing board consisting of an administrator, a representative of the Northern Cass Education Association, and one other extracurricular educator chosen by the other two hearing board members.

C. The learner shall have the right to be present at the hearing to present testimony, evidence, and confront the person or persons who complained of violations of NDHSAA rule. The decision rendered by the appeal committee will be final and no further appeal shall be permitted.

Section 4. Time Limitations

A. If an offense is committed during the school year, said offense shall be reported/discovered within 6 weeks (inclusive), or these rules shall not apply.

B. If an offense was committed during the summer vacation, said offense shall be reported-discovered within 6 weeks (inclusive) of the first day of practice of the sport season, or these rules shall not apply.

C. The 6-week limitation does not apply to an co-curricular rule violation reported/discovered before the 6 weeks (inclusive) and currently under investigation. Such reported/discovered incidents must be allowed to be investigated completely and fully so as to try to determine the guilt/innocence of learners involved with said incident.

D. For the purposes of this section, the school year is the period during which academic classes are held commencing in the late summer of one year and ending in the spring of the following year.

Section 5. Training Rules

A. The athletic coach or activity advisor shall set all other rules for the sport or activity including but not restricted to the following: curfew, dress code, team discipline and travel rules.

Other: Learners who are serving any suspension will be subject to the following rules:

- Learners may not leave school early to attend competitions/events.
- Learners may ride with the team if they are not missing school time.
- Learners may participate in the Senior Recognition night.

Note: Any activity sponsored by the school is covered by this policy.

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 could result if any learner's conduct is detrimental to his/her school or community. Learners riding a school bus or car (provided by the school for transportation) to an out-of-town event must return in the same vehicle. The only exception shall be if the parent has made a request that the learner rides home with him/her. Requests can be made verbally or with e-mail.

SCHOOL DANCES AND FUNCTIONS

All learners must submit to a breathalyzer prior to attending the dance. The junior class sponsors the junior-senior prom and junior senior banquet. The junior class, junior class advisor, prom advisor, administration, and School Board are responsible for all decisions relating to both the prom and banquet.

All other dances and school-sanctioned events will be subject to the following restrictions:

1. Must receive approval of the administration at least two weeks prior to the date;
2. Must run no later than 10:30 p.m. on a night followed by a school day and 12:00 a.m. on a night followed by a non-school day.
3. Must be chaperoned by the organization advisor(s) and additional faculty members;
4. Only Northern Cass learners from levels 6-7-8-9-10-11-12 may be admitted unless approved otherwise by the principal prior to the event (learners inviting out-of-school dates are responsible for their conduct);
5. Once a learner leaves a function for any reason, they may not re-enter the building;
6. If a Northern Cass learner is found to be under the influence of alcohol or drugs, law enforcement will be notified, and the learner will be detained. Parents will be notified. Further disciplinary action can be expected;
7. Prom: Only seniors, juniors and sophomores from Northern Cass will be allowed to invite another learner for the prom. The escort cannot be younger than a freshman in high school or older than 20 years of age at the date of prom.
8. No one older than 20 years of age will be allowed at any Northern Cass dance.
9. Learners who are serving a Northern Cass suspension are not eligible to be on the homecoming court, attend prom or any other Northern Cass sponsored dances (includes, but not limited to Snowball and Homecoming).

CHEMICAL PREVENTION

It is the goal of the Northern Cass Public School Board to create a caring atmosphere for each learner/employee within the system. This prevention is instituted by nurturing successful, interpersonal relationships, promoting skills in decision making and problem solving, while providing for a learner's academic growth.

The Board understands a learner may become harmfully involved with some chemical. This involvement would create pain for themselves and/or others. At this juncture, the school must continue to operate as a caring rather than a punitive community, through the provision of ongoing support. The harmfully

supportive and rehabilitative services. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school setting. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.

The School Board of the Northern Cass Public School District #97 endorses this philosophy built upon PK-12 education, prevention, identification of the harmfully involved, appropriate intervention with provision for support services and the continuation of staff training.

The administration is charged to implement this policy through procedures to provide for the following:

1. Staff training.
2. Prevention through the establishment of programs to bring about learner awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs.
3. The provision of counseling services so that learners may seek and get counseling on these matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling.
4. Procedures in the helping process:
 - a. Identification of harmfully involved learners.
 - b. Determination of the problem.
 - c. Immediate intervention.

The Northern Cass School Board has adopted the Chemical Use Procedure Supplement and directs the administration to administer, revise and evaluate the chemical use program while keeping the Board advised of any revisions and evaluations made to said program.

Prohibited Activities:

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any learner:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the learner represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the learner to be any of the substances listed in this policy or what the learner believes is any of the substances in this policy. A learner will be determined to be "in possession" when the substance is on the learner's person or in the learner's locker, car or handbag, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the learner to be any of the substances listed in this policy or what the learner believes is any of the substances in this policy.

This policy applies to any learner who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of learners or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, e-cigarettes (including vaping devices), and all other illicit drugs.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use:

Any learner whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA—Administering Medicine to Learners, which requires a prior permission slip signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

FEDERAL STATUTE SEXUAL HARASSMENT POLICY

A learning and working environment that is free from sexual harassment will be maintained in the 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.

BULLYING POLICY

According to NDCC 15.1-19-17 Northern Cass Description Code: FHCIA

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;
 - i. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
 - ii. Places the learner in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the learner; or
 - iv. 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;
 - i. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
 - ii. Places the learner in actual and reasonable fear or harm;
 - iii. Places the learner in actual and reasonable fear of damage to property of the learner; or
 - iv. Substantially disrupts the orderly operation of the public school.

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:

- i. Places the learner in actual and reasonable fear of
 1. Harm; or
 2. Damage to property of the student; and
 3. 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, 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.

Off-Campus bullying that is received on school property is also prohibited. This district has limited disciplinary authority to respond to such forms of bullying.

Cyberbullying is prohibited and includes any conduct received or sent by a learner through the use of an electronic device while the learner is off school property and which places another learner in actual and reasonable fear of harm or damage to property of the learner, and is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

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.

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). A complainant will have the option of including their name on this form or filing it anonymously. The district will place the form in a variety of locations throughout the school and should inform learners and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including 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 disciplinary 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 shall be retained by the district for six years after a 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 bully 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 if an investigation by a school administrator or Board President results in a reasonable suspicion that a bullying incident constituted a crime. Also, 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. The superintendent may approve such recommendations only if the learner has been given notice of charges against them and an opportunity to respond. 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 including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law 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. End of Northern Cass School District Policy.

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. If the learner doesn't have their medication with them, they will not be allowed on the field trip.

UNSTATED POLICY

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 and make decisions and administer appropriate disciplinary action when required.

APPENDIX A: Northern Cass Technology User Agreement

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 (NCSD) 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 NCGUEST.

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

1st offense – Loss of device for 5 school days

2nd 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.

3rd 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. 1st time – Warning
- b. 2nd time – Loss of device for 2 school days
- c. 3rd time – Loss of device for 10 school days
- d. 4th 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

o 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.

****Learners and Parents/Guardians are aware the device is monitored by Northern Cass Technology Department, even while it is out of the building, any misuse according to the agreement will result in consequences**

APPENDIX B: Northern Cass Secondary Disciplinary Plan

Discipline Guideline					
	Number of Offenses and Action Taken				
Level 1	1	2	3	4	5
Excessive tardies	Minimum	Minimum	Minimum	Minimum	Minimum
Not working in class	Administrative Conference	Detention	Detention	Detention	1 Day Suspension
Class disruption					
Inappropriate hall behavior	Maximum	Maximum	Maximum	Maximum	Maximum
Not checking out properly/ Missing a scheduled Advisory Time	1 Day Suspension	1 Day Suspension	3 Day Suspension	3 Day Suspension	5 Day Suspension
Level 2	1	2	3	4	5
Leaving class without permission	Minimum	Minimum	Minimum	Minimum	Minimum
Profanity	Administrative Conference	Detention	1 Day Suspension	2 Day Suspension	3 Day Suspension
Skipping Class	1 Hour Detention				
Cheating	Maximum	Maximum	Maximum	Maximum	Maximum
	3 Day Suspension	3 Day Suspension	5 Day Suspension	5 Day Suspension	Expulsion
Level 3	1	2	3	4	5
Inappropriate physical contact	Go Right to Step 3		Minimum	Minimum	Minimum
Vandalism			Detention	1 Day Suspension	5 Day Suspension
Theft					
Bullying/threatening behaviors					
Talking to staff in a disrespectful manner					
Possession of tobacco			Maximum	Maximum	Maximum
Openly defying an educator's/staff member's authority			Expulsion	Expulsion	Expulsion
Level 4	1	2	3	4	5
Fighting	Go Right to Step 4			Minimum	Minimum
Use, possession, or under the influence of drugs or alcohol				3 Day Suspension	5 Day Suspension
Use of tobacco on school grounds					
				Maximum	Maximum
Profanity or abusive language directed to any staff or learner				Expulsion	Expulsion
Level 5	1	2	3	4	5
Assaulting a staff member	Go Right to Step 4			Minimum	Minimum
Causing major physical harm to another learner				5 Day Suspension	Expulsion
Possession of a weapon on school grounds				Maximum	Maximum
				Expulsion	Expulsion

