Upcoming Events

August 31st- First Day of School for 9th-12th grade only

Sept 1st- First Day of School for 6th-8th grade only

Sept 2nd & 3rd- First Day of School for Elementary only both days

Sept 7th- No School- Labor Day

Sept 8th- School Picture Day

Sept 14th- Public Hearing Mtg for Property Taxes 6:30 PM
Board of Education Mtg 7:00 PM

Sept 21st- ASVAB for Juniors

School Hours: Mon-Thurs from 8:00 AM to 3:30 PM
Office Hours: Mon-Fri from 7:00 AM to 4:30 PM

To report any changes in your child(s) bus route please email ncbus@northerncassschool.com.

If your child is going to be tardy/absent from school please email attendance@northerncassschool.com.

If you prefer to receive a paper copy of our monthly newsletter please contact the office at 701-874-2322 or email Rachel Bopp at rachel.bopp@northerncassschool.com and we will add you to our mailing list. Thank you!
From Steiner:

Parents/Guardians,

Welcome back to the 2020-21 school year! Although it will certainly look different this year, we are thrilled to be able to welcome your learner/s back to our campus in just a few weeks. I have been involved in education for 20 years and have seen many changes. When I taught my first year, either the Secondary Principal or I could be on the Internet, but not both at the same time. Sometimes change can be a good thing. The first phone I owned was a ‘bag’ phone where you placed the antenna on the top of the car to make a call. Sometimes change can be a good thing. When I was a child, the first time my family got cable TV, we had 10 channels (up from 3) AND a remote. I liked the remote most because I was the youngest and was the remote for my family. Sometimes change can be a good thing.

As many of us reflect on our lives, we can identify examples like the ones I shared above. Here is the point. At those times in my life, I couldn’t imagine those would now be considered ‘essential’. With COVID-19, we have been forced to live with ongoing change. However, our challenge is not to fight the change, but to recognize there will be good to come from it. Don’t get me wrong; I know it all won’t be positive. We must make a conscious effort to be optimistic about this school year. Our learners deserve this. We must make a conscious effort to be a team this year. Our learners deserve it. We must make a conscious effort to ‘choose fierce’. Our learners deserve it. Did you catch it? The theme at Northern Cass this year is ‘Choose Fierce’. Choosing fierce is positive although the word fierce can have negative connotations. It means to be passionate, honest, bold, inspired, and meaningful. It is when we come out from behind ourselves to be authentic and real. If we can all ‘choose fierce’ this year, COVID-19 won’t define our school year; we will define the year.

The following ideas were shared with me and are ‘ideas’ to live by during this school year.

1. **Accept failure right now.** Failure is one step in getting better and failing quickly and adjusting is the sign of successful people and organizations.

2. **Embrace flexibility.** School has the potential to be ‘messy’ this year so flexibility will need to be a skill we all exhibit.

3. **Make choices, even if they might be the wrong choice.** Choices will be made based on the conditions at that moment.

4. **Do what is best for the long-term physical and emotional health of your learners, educators, and families.** School won’t be perfect (it never is), but we must never abandon our core value of doing everything to make this year a great experience.

NEW Drop-Off and Pick-Up Procedures

- **Parents/Guardians**
  - Learners may be dropped off on the SOUTH side of the building. They may be dropped off NO earlier than 7:45 a.m.
  - Learners may be picked up at 3:25 p.m. on the SOUTH side of the building. Parents/guardians will park in front of the sidewalk (in a line). We will have staff there to assist.

- **Learners**
  - Learners will park on the south side of the building this year and enter through the south doors. They may arrive NO earlier than 7:45 a.m.
  - Learners who drive will be dismissed at 3:25.
  - Learners who are remaining for activities will be dismissed after all learners have left the building to load the bus or drive home.

- **Staff**
  - Staff will park on the east side of the building and will enter the east gym doors.

COVID Updates and/or Changes

- The Center for Disease Control has provided us with new recommendations. If your learner is ill, they should stay home for 24 hours with no fever (without the use of medication) and improvement of symptoms—whichever is longer. There is no longer a requirement for a doctor’s note to return to school.
• We are required to have an ‘isolation’ room for learners who exhibit symptoms. We are moving this room to the conference room in the main office. This will allow the learners in there to be closely supervised while also providing them an opportunity to listen to music or watch a movie until a parent/guardian can arrive. We know it will be a potentially scary experience. We wanted to make it more comfortable and inviting.

A weekly update e-mail will be sent starting the first week of school. It will include updates on COVID-19 along with other important events/activities at Northern Cass. We are committing to sharing what is happening in the building in order to provide you with accurate and timely information.

Other Things to Note
• Information will be coming soon on ‘Back to School’ Days being held on August 31st and September 1st for Levels PK-7. Please watch for an e-mail.
• The school day runs from 8:00 a.m. to 3:30 p.m. Monday, Tuesday, Wednesday, and Thursday. There will be some distance learning for secondary on Friday, but non for elementary. Some learners may attend on Friday if requested by educators and agreed on by parents/guardians. Educators are on contract from 7:45 a.m. to 3:45 p.m.
• We are not allowing any visitors into the building at the start of the year unless a request is made by the administration.

Thank you for choosing Northern Cass and thank you for trusting your learners to our staff. We appreciate the confidence you have in us to take care of your most prized possession. Although we are in a time of uncertainty, we will guarantee you two things. Your learner will come to Northern Cass and be surrounded by educators who love and respect them. We believe YOUR learner can change the world; therefore, we will provide a world class education.

From Nurse Pam:

Food Allergies Newsletter Article August 2020

We want you to know that your child’s needs are important to us. Most children are fortunate to have little or no health problems, while others have conditions that must be guarded every day. Our goal is to provide a safe environment for all students in each of their individual circumstances. We are asking for your assistance in providing a safe learning environment for our students who have life-threatening peanut and tree nut allergies. If exposed to peanuts or peanut products, tree nuts or tree nut products, these children may develop a life-threatening allergic reaction (anaphylaxis) that requires emergency medical treatment.

While peanut butter is a popular and convenient lunch food, it could literally become life threatening for some students, who have already had several serious reactions in the past. When planning your child’s lunches, snacks, and class party/celebration foods, please provide alternative food items to reduce exposure to peanuts and tree nuts and products containing them.

However, products containing peanuts and tree nuts can be packed in your child’s lunch for consumption in the lunchroom and designated areas. This will help maintain safety while allowing non-allergic classmates to enjoy what may be life threatening to other children in a controlled environment. Students bringing lunch from home will wash their hands prior to going back to class or recess. Foods that contain peanuts/tree nuts should not be shared with other students. The tables will be thoroughly cleaned after each lunch. We appreciate your support of these procedures.

During Covid-19 pandemic there will be no lunches with peanuts/peanut butter allowed in Peanut/Tree Nut Free classrooms. You will be notified with a letter from Nurse Pam if one of your children is in this type of classroom. The classroom teacher will give the letter to the appropriate parents. Let us know if you have concerns regarding this issue and we will work on solving it with you.

If you have any questions or concerns, please contact me at pam.stirling@northerncassschool.com or call me @ 701-874-2322.
New Staff Announcements:

My name is Syndey Meehl. I will be joining Northern Cass as a Level 1 educator. I graduated from Oakes High School. I also went to The Salon Professional Academy for Cosmetology. I also have a college degree from Minnesota State University of Moorhead for Elementary Inclusive Education.

I have worked as a Cosmetologist, a nanny, a preschool teacher, and a long-term substitute.

My hobbies include watching movies, sand volleyball, playing board games with my family, and going to the lake.

My name is Hillary Anderson. I will be joining Northern Cass as a Level 3 educator. I graduated from Norman County West High School. I have a Bachelor’s degree from the University of Nebraska-Omaha and a Master’s degree from Northwest Missouri State University.

I have taught 2nd grade for 8 years. I also have a son named Korbin who is 3 ½. I enjoy reading, being outdoors, crafting, listening to music, fishing, and watching football. Go Vikings!

My name is Emily Opatril and I am excited to be the new Level 4 ELA teacher at Northern Cass. I graduated from Minnesota State University Moorhead in December with a degree in Elementary Inclusive Education. This will be my first-year teaching. Prior to MSUM, I attended Dilworth Glyndon Felton High School where I graduated in 2016. My passion for teaching came from the teachers I had while attending DGF and how they made school a place I always wanted to be. My favorite subject has always been Language Arts so I am thrilled to be an ELA teacher.

I grew up in the country of Glyndon, MN with my family of five, which includes an older brother and a younger sister. I have always loved the outdoors and enjoy spending as much time as I can being outside, whether I am reading, walking, or hanging out with family and friends. During the summer you can typically find me at the lake or spending time with my dog. I also love to travel and hope I can continue to do so soon!

I am excited to become a Jaguar and meet all of you!
My name is Katelyn Zaun. I will be joining Northern Cass as a secondary math educator. I started my teaching career as a student teacher at Northern Cass a few years ago. I then taught high school math at Wyndmere Public School for 3 years. I am excited to be back in the Northern Cass ‘family’ this year!

I graduated from Maple Valley High School in 2011. I then went to NDSU to pursue my degree in math education. I recently finished up my master’s degree in Educational Leadership through NDSU, as well. Go Bison!

My dad is a retired farmer who I get to visit and play golf and cards with often. I have one younger brother who currently lives and works in Fargo. My hobbies include pretty much anything that involves sports, being outside, and family. I love to get out and golf with family and friends, enjoy time at the lake, cheer for the Vikings on Sundays, and just be active.

My name is Chad Wittner. I will be joining Northern Cass as a 5th grade math educator. My first teaching experience was one year in 5th grade at Frazee-Vergas Elementary school in Frazee, Minnesota. From there I moved to Lidgerwood, ND and taught the past three years in 3rd grade. Throughout my time teaching, I have coached basketball and baseball across a variety of levels.

I will be graduating from MSUM this summer with my Masters Degree in Educational Leadership. I also did my Bachelors degree at MSUM and I graduated in the summer of 2016. I am also a graduate of Cass Lake-Bena High School in Cass Lake, Minnesota class of 2011.

I am the youngest of four in my family. Education is the family business with my siblings all working in school districts as well. My siblings have blessed me with 3 adorable nieces and 2 nephews, and I carry the title of “Uncle Chad” proudly. My parents still reside in the family home in Cass Lake, Minnesota where my mom works in a home title office and my dad is a school bus driver and meat market manager at the local grocery store.

Minnesota sports teams are my passion as I am a huge fan of the Vikings, Twins, Timberwolves, and Gophers. In my free time, I like to golf, get out on the lake, or relax with family outdoors.

My name is Nick Wright. I will be joining Northern Cass as a secondary social studies educator. I am originally from Fargo, ND and graduated from Oak Grove Lutheran High School in 2007. Following high school, I graduated from North Dakota State University in 2012 with a Bachelor’s degree in Social Science Education and received a Master’s of Education degree from NDSU in the spring of 2019. Following my graduation from NDSU in 2012, I took a position as high school social studies teacher at Oak Grove in Fargo and worked there from 2012 to 2020. My wife Abbi and I married on Friday, July 13, 2018 and had our first child, a girl named Lila Jane Wright, on June 13, 2020. In my free time, I tend to read a lot of historical non-fiction and watch documentaries. In the summertime, I try to spend as much time at a golf course or on a lake as I can. I am also a big fan of sports, especially football and baseball.
My name is Danielle Peterson. I will be joining Northern Cass as a Special Education Educator. I have a Bachelor’s of Science degree in Elementary Education from VCSU and in Human Development from NDSU. I also have a Master’s of Science in Special Education from UND.

My previous career experiences include a Learning Disabilities teacher for 2 years and an Intellectual Disabilities teacher for 3 years in West Fargo. I have been a dance director and coach for 7 years. I also have various work opportunities over the past 10 years supporting individuals to reach independence.

My husband Dean and I have a gorgeous daughter names Denver who is 15 months. My hobbies include adventuring the world with my daughter, I also like to do crafts like crochet, quilting, and I like to read.

My name is Jake Copenhaver and I will be joining Northern Cass as a Special Education student teacher. I am currently a senior at Northern State University. I will graduate from NSU in December 2020 with a Bachelor’s degree in Special Education and Elementary Education. Along with student teaching, I am an assistant coach for the football team. The past two years, I have worked for Aspire, Inc. and Fourth Corporation which are both group homes for people with disabilities. I am the youngest of three children. I played football at University of Mary and Northern State University. I enjoy working out, hanging out with friends and family, and spending time with my niece and nephew. My goal is to be a special education teacher in rural North Dakota! I want to thank you all for allowing me into your school and classroom. I am looking forward to growing as a teacher from this experience.

My name is Frances Johnson. I am going to be student teaching at Northern Cass this year. I am from Dilworth and attending UND for Mathematics in Secondary Education. I want to create a positive learning environment and work to find the best teaching style that works with individual learners.

I am a family-oriented person. I like being active and athletics. I participated in basketball, volleyball and track and field in high school. I had the privilege of running track at UND. I am a friendly outgoing person and I look forward to my time at Northern Cass.

My name is Jacob Hutchins and I will be a student teacher at Northern Cass this year with Mr. Krinke. I am a senior attending North Dakota State University. I originally attended Foley High School in central Minnesota. My hobbies include long distance running and reading. I am a budding plant dad who has recently obtained a cactus and I am always looking for more plants. I am very passionate about NDSU and have been in many organizations ranging from Hall Government to Bison Ambassadors.
My name is MacKenzie Tadych. I will be joining Northern Cass as the new College and Career Counselor. I choose every day to grow and Inspire to live a life on fire. I grew up in Northwood, ND. I received my bachelor’s degree from the University of Jamestown in Psychology, Marketing, and Christian Ministry. I received my Master of Arts in Leadership from the University of Jamestown. I have spent the majority of my career in higher education; from recruiting to online program management. I have a strong passion for helping others discover who they are called to be. For fun I enjoy working out, volunteering, being outdoors and spending time with my husband and fur children.

My name is Melissa Uetz. I am so excited to be back at Northern Cass! I live in rural Argusville with my husband, Erik; our sons, Harris (8th grade) and Cullen (2nd grade); and our three cats. I have a bachelor's degree from the University of Sioux Falls in elementary and special education. I have master's degrees from the University of Mary in strategic leadership and the University of North Dakota as a special education strategist. As soon as I finish my dissertation, I will also hold a doctorate from Bethel University in K-12 leadership and administration. When I have free time. I love to travel, especially to historic sites.

My name is Stacy Schimming. I will be joining Northern Cass this year as a FACS Educator. I’m originally from Enderlin, ND. In 2014, I graduated from NDSU with degrees in Family and Consumer Science Education and Human Development and Family Science. I spent 5 years teaching FACS in Lisbon, ND and this previous school year substituting teaching. I live in Fargo with my fiancé, Justin.

My name is Kirsten Berntson. I will be joining Northern Cass as the Assistant Food Service Director. I graduated from Kulm High School and then went to NDSU for a year then continued at NDSCS for Culinary Arts and Business Management. After college, I worked at Small Wonders Childcare and Gigi’s Cupcakes for the past 3 years. I have an identical twin sister along with two younger sisters. Some of my hobbies are scrapbooking, photography, and baking. I also enjoy being at the lake with my family or at the races with friends.
Meet our new CLSD Literacy Coaches:

Erica Carney graduated from NDSU with a Bachelors in English Education in 2011 and was hired at Northern Cass as a 7-12 English educator. After two years in the classroom, she transitioned to the library while working on her graduate degree from VCSU. In 2015, she graduated with a Masters of Education with a concentration in Library and Information Technology. During her 9 years at Northern Cass, she coached C Squad Volleyball, junior high speech, and advised FFA for a year. She also led the MS/HS MTSS team for a year, served on the Personalized Competency Based Learning Team, the AVID team, and the High Reliability Schools team.

On a personal note, she lives in Fargo with her husband, Shawn, who is a physics teacher at Davies, and her sons, Lochlan (3) and Merlan (almost 2) and her dog, Ajax. In her free time when she isn't chasing toddlers, she likes to read, crochet, go for walks, and play board games.

Erica will be working full-time during the school year and will have an office in the Agassiz building at SEEC. Erica will primarily be responsible for Northern Cass and Richland schools.

My name is Katie Anderson and I am educating Level 6 learners in Reading and World History this year. I am originally from Fargo and have just moved back from Underwood, ND, where I was a teacher for 2 years. I taught 1st grade then moved to 6th grade, so I am excited to be continuing in 6th grade. When I am not at school, I enjoy spending time with my family at our lake house, hammocking with my friends, or reading a good book. I know this year will be different than any other year, but I am looking forward to getting to meet everyone here at Northern Cass!

My name is Jamie O’Halloran. I will be a Level 3 Educator for the 2020-2021 school year. This will be my first year having my own classroom. I graduated from the University of North Dakota in December of 2018. From there, I went to Fisher Public School and worked as a Full-Time Substitute Teacher where I switched positions within the school every day. I grew up in Grand Forks, ND and lived there until recently when I moved to Fargo. I have always had a passion for teaching. I believe in making learning exciting for all students. I look forward to applying this to my classroom this year as well as being a part of the Northern Cass family!
Cindy Erbes has been in education for over 30 years and retired in June of 2019. Most recently she was the principal at Richland Elementary in Abercrombie for twelve years. Prior to being principal, she was a classroom teacher at Richland for 18 years teaching in the Kindergarten, 1st, 2nd and 3rd grade classrooms. Interestingly, she graduated from Richland #44 as well. Cindy spent many years of her life in those buildings! Her first teaching job right out of college was in Grenora, North Dakota where she taught second grade for three years. When she moved back to the Red River Valley, she took the job as the first director of the Wahpeton Area Teacher Center for six years.

Cindy has been married for 41 years to Dan and they live in Wahpeton. They have a daughter, Sarah, who is married and lives in Breckenridge. Sarah and her husband, Corey have two sons, Charlie (12) and Hudson (9). Sarah is a 5th grade teacher at Breckenridge Public School. They also have a son, Josh, who is married to Kelsey and they have two children, Oscar (2 1/2) and Eleanor (6 months). They live by Argusville. Cindy, Dan, and their families are big NDSU Bison Football fans and love to spend time at Ottertail Lake in the summer.

Cindy will be working part-time during the school year and will office out of the Milnor School district. Cindy will primarily be responsible for Milnor Public School and Sundale Colony.

Kerri Whipple is beginning her seventh year at SEEC and has worked with multiple programs and services. In her new role, she will be supporting member schools to implement the activities written into their CLSD grants. Kerri’s past work experiences include employment at the North Dakota Department of Public Instruction, West Fargo Public Schools, UND and St. Mary’s School in Breckenridge, MN. Kerri grew up in Carrington, ND and attended college at UND. She holds a master’s degree in Reading Education.

Kerri has been married to Casey for 18 years. Their sons are active in athletics in all seasons. Bryce (almost 15), Gabe (12) and Cael (8) attend school near their home in Kindred, ND. They also have a bonus son (Tarley) who works as a surgical tech for Sanford and is attending UND in a pre-PA program. Kerri enjoys reading, crafting and tries to play volleyball and softball when her kids’ schedules allow.

Kerri will be working part-time during the school year and her office is at SEEC. Kerri will be assisting SEEC districts with CLSD grants, will continue working with PreK and K-3 Reading Corps tutors and coaches and will continue supporting EL teachers/programs.
# 2020-2021 Northern Cass Staff

## BOARD OF EDUCATION
- Susie Carlson- President
- Brad Bjerke- Vice President
- Chris Murch
- Sean Jalbert
- Penny Johnson
- Todd Olson
- Lori Steffes

## ADMINISTRATION
- Dr. Cory Steiner- Superintendent
- Doug Margerum- Secondary Principal
- John O’Day- Activities Director
- Crysta Schenck- Elementary Principal
- Paige Carlson- Business Managers

## PK-ELEM TEACHERS
- Hilary Anderson- 3rd grade
- Jackie Bosch- Preschool
- Lee Burgad- Kindergarten
- Alyssa Danielson- 5th grade
- Amber Eller- 2nd grade
- Kelsey Fercho- 2nd grade
- Judy Gingrey- Kindergarten
- Bailey Kohman- 3rd grade
- Megan Lindgren- 4th/5th grade
- Wendy Longlet- Kindergarten
- Megan Margerum- 3rd grade
- Sydney Meehl- 1st grade
- Courtney Nelson- Preschool
- Jamie O’Halloran- 3rd grade
- Emily Opatril- 4th/5th grade
- Shane Platz- PK-4th PE
- Riley Thompson- 1st grade
- Taylor Thorvilsen- 2nd grade
- Dustin Tieman- 4th/5th grade
- Stephanie Vetter- PK-4th grade Music
- Chad Wittern- 4th/5th grade
- Carla Wolsky- 1st grade
- Jodi Zieske- 4th/5th grade

## SPECIALISTS
- Luke Bush- Dean of Culture
- Darin Eller- Director of Technology
- Megan Engelke- Intervention Specialist
- Samantha Hopwood- HS Special Education
- Tom Klapp- Director of Personalized Learning
- Ashley Krinke- Elementary Counselor
- Michelle Kyser- Elem/MS Special Education
- Nikki Laufenberg- Intervention Specialist
- Keira Oscarsen- MS/HS Counselor
- Danielle Peterson- Elementary Special Education
- Jessica Regner- Speech & Language Pathologist
- Rachel Richtsmeier- Performance Strategist
- Jessica Smette- Media Specialist
- Jessica Stoen- Personalized Learning Coach
- Mackenzie Tadych- Director of College, Career & Life R
- Melissa Uetz- Special Education

## MS-HS TEACHERS
- Katie Anderson- 6th grade
- Brittany Breiland- MS English
- Taylor Diede- MS Social Studies
- Don Hollister- HS English
- Kaylee Glaser- Art
- Samuel Johnson- Secondary Math
- Troy Kinn- PE/Health
- Paul Kosenski- AG ED
- Shawn Krinke- HS English/SEL
- Bryce Laxdal- PE
- Sue McPherson- 6th grade English
- Beth Podoll- Secondary Science
- Sarah Savnoch- 5th-12th grade Band
- Laurie Salander- Business & Marketing
- Heidi Salwei- Secondary Math
- Stacy Schimming- FACS
- Gage Sitte- HS Social Studies
- Lyndsey Swanson- 6th grade Science
- Christian Thompson- MS Science
- Kelli Trudeau- MS Math
- Margo Walter- Spanish/Yearbook
- Wyatt Whiteaker- Secondary Science
- Nick Wright- Secondary Social Studies
- Jeremy Young- 5th-12th grade Choir
- Katelynn Zaun- Secondary Math

## SUPPORT STAFF
- Janet Barker- Para
- Sue Berndt- Food Service
- Kirsten Berntson- Asst. Director of Food Service
- Errin Bjerke- Para
- Maureen Bjerke- Administrative Assistant
- Rachel Bopp- Administrative Assistant
- Lori Buckhouse- Bus Driver
- Joe Crawford- SRO
- Kim Dally- Custodian/Bus Driver
- Julie Drader- Para
- Stan Dreckman- Director of Grounds and Maintenance
- Pam Ellenson- Para
- Ashley Frederick- Para/Bus Driver
- Jess Goodmanson- Para
- Chione Gould- Food Service
- Trish Hanson- Para/Bus Driver
- Patsy Holm- Custodian/Bus Driver
- Anita Jalbert- Preschool Para
- Joene Jangula- Para
- Ann Johnson- Para
- Randi Johnson- Para/Bus Driver
- Mike King- Bus Driver
- Belinda Lawrence- Custodian
- Steve Lerew- Head Custodian/Bus Driver
- Leslie Murch- Para
- Joy Nogowski- Food Service
- Carrie Petersen- Administrative Assistant
- Patty Peterson- Custodian
- Tamera Pueppke- Preschool Para
- Bill Rohrich- Bus Driver
- Shannon Sprague- Food Service
- Pam Stirling- Nurse
- BethWinterquist- Director of Food Service
Northern Cass Robotics Team is accepting team members!

Wanted: Builders, Creators, Team Players. Learners in Grades 7-12 are eligible.
Season begins in September.
Email Mrs. Howatt for information.

mary.howatt@northerncassschool.com

Northern Cass Jaguar Football Concessions

Prepare for a new season! Due to COVID-19, we will have limited staff and a simple menu. Help us implement health recommendations:
* Social distance in line
* Use exact change when possible
* Bring extra patience and grace
It’s a NEW Destination Imagination Season!

So much of our lives can feel up in the air right now. But we know one thing is certain: if you’re anything like us, you can’t wait to get started on the next season of Destination Imagination (DI). Even though the coronavirus has disrupted “normal,” DI is continuing to provide life changing experiences for learners through the Challenge Experience. This year there are three changes you can expect for the upcoming season and three ways DI remains the same.

3 Ways DI Will Change (This Year)

1. **The 2020-21 Challenges will be revealed later than normal:** Adapting to the changes caused by COVID-19, we will reveal the 2020-21 Challenges later than normal. Challenges are being re-developed so they can be solved and scored fairly in a digital format for advancing through all levels of tournaments. Even though the Challenges are coming later, Northern Cass will form teams in late September and early October.

2. **Teams can meet virtually if schools move to Distance Learning:** No matter what school looks like, teams will be able to continue meeting and solving challenges virtually. This means you might even be able to include a friend who moved away on your team! Distance is not a barrier.

3. **Some tournaments will be 100% digital while others may incorporate an in-person celebration:** Our top priority is the safety of participants and volunteers, and our Challenge season will reflect that. The 2020-21 tournament could be 100% digital or we could participate in person. The in-person celebration will have a new and different format. We are hoping to compete in person, but if health recommendations will not allow it, our teams can still complete their season virtually.

3 Ways DI Stays the Same

1. **Our Challenges will provide project-based learning in a competitive environment:** The Challenges will help kids with:
   - **Problem-solving:** STEAM-based challenges that students solve in teams.

2. **Creativity:** Kids blossom developing ideas that build on what they learn in school—and in life.

3. **Collaboration:** Team members make all the decisions and even manage the budget.

4. **Communication:** Each student has a voice and space to develop unique abilities and talents.

2. **Teams can compete and advance through Regional, Affiliate and Global competition levels:** North Dakota is collaborating with Minnesota DI. Our teams will compete Regionals with Moorhead and could advance to an Affiliate tournament in the Twin Cities before advancing to Global competition levels.

3. **Your kids will grow and transform:** DI offers an experience through which—as one parent told us—kids find their superpowers. Quiet children come alive performing. Kids who like things their way realize how much better their ideas are with input from their teammates. And if your child hasn’t found his or her niche yet? No problem. DI introduces kids to a wide range of ideas, skills, and techniques while solving Challenges their way.

The DI Challenge Experience has always been about preparing our children to engage with new ideas, overcome obstacles, and adapt within an ever-changing world. Our current circumstances are the real-world test of these skills. This year, a successful Challenge season will include teams navigating the unexpected with resilience, innovation, and good spirits. This valuable philosophy of DI definitely will not change.

At Northern Cass, DI is a Grade 2-12 program. Zoom information meetings are coming in September! For more information, email mary.howatt@northerncassschool.com.
The North Dakota Department of Health Oral Health Program has had an exciting year and is pleased to share highlights they have accomplished. In the last year, with funding from the Health Resources and Services Administration and the Centers for Disease Control and Prevention, their team has worked to implement and expand the following:

- Implement the School-based Sealant Program into additional schools throughout the state each year and include care coordination to provide follow-up care for the children in the schools. Care coordination services focus on disparate populations with high oral disease rates within low income, American Indian, and rural populations.
- Maintain the proportion of people served by community water systems who receive optimally fluoridated water.
- Maintain and enhance the oral health surveillance system including developing oral health data products and disseminating to interested parties.
- Enhance medical-dental integration in the state to increase the number of dental and medical providers doing bidirectional referrals.
- Enhance oral public health infrastructure and capacity by placing a dental hygienist in a medical facility to provide oral health screenings, fluoride varnish, education, referrals, and care coordination.
- Enhance the oral public health infrastructure and capacity by placing dental students in a Federally Qualified Health Center. This is to raise awareness of public health services as a career path and to help attract dentists to North Dakota.
- Enhance the oral public health infrastructure and capacity by facilitating better practices for substance abuse and pain management. This is to evaluate the gaps in knowledge among the state’s dental workforce regarding substance abuse screening and pain management practices in the wake of the national opioid and substance abuse epidemic.

The Center for Rural Health has been working with the North Dakota Department of Health Oral Health Program to evaluate various efforts in North Dakota to reduce oral health inequities. Throughout this process, they have developed a few fact sheets, infographics, and briefs on community oral health programs and outcomes as well as oral health inequities. Consider reviewing the following products and visiting the Center for Rural Health’s Oral Health Publication’s page for future work.

- Dental Pain Management in Dental Clinics, Emergency Rooms, and Primary Care Settings in North Dakota [Fact sheet]
- High Rates of Decay and Need for Dental Treatment Among American Indian and Alaska Native Kindergartners in North Dakota [Fact sheet]
- High Rates of Decay and Need for Dental Treatment Among Rural Kindergartners in North Dakota [Fact sheet]
- Medical - Dental Integration in North Dakota [Fact sheet]
- Progress and Reach of the SEAL!ND Program [Fact sheet]
- Evaluation of a Comprehensive Program Addressing Oral Health in Multiple, Diverse Community Settings [Poster]
- Benefits of Medical-Dental Integration for Medical Residents, Providers, and Patients [Poster]

If you have additional questions about any of the above reports, contact Dr. Shawnda Schroeder with the Center for Rural Health at Shawnda.schroeder@UND.edu. If you have additional questions or ideas for the State Oral Health Program, contact the Director, Cheri Kiefer at ckiefer@nd.gov.
Northern Cass School Calendar 2020-2021

Important dates to know...

Start Dates: August 31 & January 4
End Dates: December 22 and May 26

Holidays/Breaks for Learners

- Labor Day: September 7
- NDCEL Conference: October 22, 23
- Veterans Day: November 11
- Thanksgiving: November 25, 26, 27
- Christmas/New Year's: December 23, 24, 25, 26, 27, 28, 29, 30, 31, 1
- Winter Breaks: February 19, 22 and March 18*, 19
- Spring Break: April 1, 2, 5*
- STORM DAYS* (2): March 18 and April 5
- Northern Cass Graduation: May 30th at 2pm

Parent/Educator Conference: October 20 & March 19 from 2:00-8:30pm

EDUCATOR COMP DAYS: November 24 and March 19

Educator Professional Development Days

PD-New Staff: August 11, 12, 13
PD-All Staff: August 24, 25, 26, 27 January 18

End of Semester: January 15 (85 days) & May 26 (87 days)

School Learning hours are from 8am until 3:30pm Monday-Thursday

NC Total Learner Hours for Secondary = 980 hours on campus + distance 77.5 hrs
(every Friday starting Sept 11 for 2.5 hours=1057.5 hours)

NC Total Learner Hours for Elem = 980 hours on campus

State requirement: 962.5 hours for elementary and 1050 hours for secondary

JAGUARS

Northern Cass School Board Approved 8/6/2020

2020 Learner Contact Days: 61 days
2021 Learner Contact Days: 79 days
140 total on campus days=980 Virtual Learning on Fridays for Secondary (2.5 hrs)
2020-2021 Supply List Additions to:

Parents/Guardians:

The new plan for the upcoming school year requires a few extra supplies that will be needed for learners. These items are listed below.

**PK:** Mask, water bottle with learner’s name on it.

**K:** Mask, water bottle with learner’s name on it.

**Level 1:** Pencil box, mask, water bottle with learner’s name on it.

**Level 2:** Pencil box, mask, water bottle with learner’s name on it.

**Level 3:** Pencil box (except Mrs. Margerum’s learners), mask, water bottle with learner’s name on it. Black and white composition book.

**Level 4/5:** Pencil box, markers, colored pencils, ruler, scissors, glue, mask and water bottle with learner’s name on it.

**Level 5 Math:** One - 1” 3 ring binder for math class, (any color) mask, water bottle.

**Level 6:** Colored pencils, markers, glue sticks, tape, scissors, ruler, black dry erase markers, calculator, mask and water bottle.

**Level 7 Math:** Notebook, folder, scissors, coloring utensils, calculator, ruler, mask and water bottle.

**Level 8:** Markers or colored pencils, scissors, calculator, ruler, tape, black dry erase markers, mask and water bottle.

**Mrs. Diede:** Colored markers, glue stick, scissors, tape, colored pencils, notebook, post-its, dry erase markers, black sharpie, headphones/ear buds.

**Physical Science:** Composition notebook, glue stick, calculator, ruler, whiteboard marker, headphones that connect to Chromebook.

**Botony/Env Science:** Composition notebook, glue stick, folder, whiteboard marker, headphones that connect to Chromebook.

**Spanish:** 2 different-colored pens, scissors, glue stick, set of primary-colored markers, scotch tape, a folder, dry-erase marker, a pool towel or blanket to use to sit outside for class, ear buds/earphones.

**Yearbook and Broadcast:** 2 different-colored pens, set of primary-colored markers, a folder, dry-erase marker, a pool towel or blanket to use to sit outside for class, ear buds/earphones.

**Algebra:** Scientific Calculator, Colored Pencils, Binder.

**Geometry:** Scientific Calculator, Colored Pencils, Folder or Binder, Compass (Geometric Compass for constructions), Protractor or Ruler.

**Stats:** Texas Instruments TI-84 Plus CE Graphing Calculator – (Price $100+) **Strongly Recommend**, Folder or Binder.

**For all learners in levels 9-12:** Masks and water bottles.

If your family is in financial hardship and cannot afford school supplies, contact carrie.petersen@northerncassschool.com or an administrator for assistance.
NORTHERN CASS
2020-2021 FEE SCHEDULE

A. HOT LUNCH
   Breakfast K-5          $2.00/meal
   Breakfast 6-12         $2.25/meal
   Breakfast-Adults       $2.60/meal
   Lunch K-5              $2.75/meal
   Lunch 6-12             $3.00/meal
   Lunch-Adults           $3.75/meal

B. MILK/JUICE BREAK
   Grade PK                $1.00/milk + snack   $20.00/20-punch ticket
   Grades K-3              $0.50/milk or juice $10.00/20-punch ticket

C. GATE ADMISSION
   Students                $5.00/game
   College Students        $5.00/game
   Senior Citizens (age 60+)
   Adults                  $7.00/game
   Adult Activity Pass     $120.00/year
   (The activity pass will let you in to all home, regular season games for the year.)

D. BEHIND-THE-WHEEL DRIVER EDUCATION - $210.00

E. CLASSROOM PROJECT FEES
   Grades 9-12
   Art/Crafts              $25.00
   FCS Foods Classes       $25.00
   Ag Ed                    $25.00

F. MANDATORY LEARNER SCHOOL FEE (K-12)   THIS REPLACES PARTICIPATION FEES
   K-4 grade               $40 per learner
   5-8 grade               $50 per learner
   9-12 grade              $60 per learner
   (family cap of $160.00) includes free entry into all home games
   Fee covers learner expenses related to activities, fieldtrips, and supplies for classrooms.

G. COMPUTER USAGE FEE - $50.00*
   * This is for all learners of the district grades 3-12, even if you use your own device.

H. RENTAL OF BAND EQUIPMENT
   (Waived if requested to play)      $25.00
   Band Instrument Maintenance Fee (school owned)  $25.00

I. RENTAL RATES – Does not include custodial cost before or after event
   IN DISTRICT          PROFIT   NON-PROFIT
   East Gym             $375.00  $150.00
   West Gym             375.00   150.00
   Auxiliary Gym        375.00   125.00
   Concessions & Commons 375.00  125.00
   Kitchen              375.00   125.00
   Auditorium           375.00   125.00
   Library              225.00   125.00
   Baseball Field       TBD      TBD
   Softball Field       TBD      TBD

   OUT OF DISTRICT
   Triple above rates.

   LEAGUE/ACTIVITY USE OF ATHLETIC SPACE/FACILITY    $20 per 2-hour block

J. WEIGHT ROOM USAGE FEE
   Monthly Charge         $15.00
   Annual Charge if paid in full  $180.00
Health Card Instructions for Parents:

1. Log-in to PowerSchool: [https://northern-cass.ps.state.nd.us/public/home.html](https://northern-cass.ps.state.nd.us/public/home.html) using the PowerSchool ID and password you have previously set-up.

   ![PowerSchool Login Screen](image)

2. Click Applications Icon. It is the square with the with the arrow pointing to the upper right corner. It is located in the upper right side of the screen.

   ![PowerSchool Applications Screen](image)

3. Click the link for Health Cards

   ![PowerSchool Applications List](image)

4. Click the Returning Student Icon on the left.
5. Note the Household List displaying your children’s names.
6. Click the Go To Registration button to proceed.
7. Click the continue button.
8. Complete all forms and click on the Submit Button. The Student Registration Form and Health Information Forms are both for health related information. (This IS NOT the Registration forms for your child to attend NC.)

Congratulations! You have completed the Online Health Card Registration process for Northern Cass Schools!
GIVE BACK TO YOUR SCHOOL

Need a Vehicle?

New or Used
Business or Personal

BUY FROM ME IN AUGUST &
WE WILL SEND $100 TO ONE OF
THESE SCHOOLS!

CENTRAL CASS, ENDERLIN, FINLEY-SHARON/
HOPE-PAGE, KINDRED, MAPLE VALLEY,
NORTHERN CASS

Appt. Preferred
Dave Overland
701-277-4081
dave.overland@lutherfamilyford.com
lutherfamilyford.com
August 3, 2020

Superintendents:

Thank you again for your assistance and patience as we coordinated and installed broadband for students without access in March. In June we disconnected free broadband services. Approximately 30% of these families have permanently connected services. We left equipment in place at that time in anticipation there may be more, or the possibility of distance learning when returning to school this fall. We will be contacting customers to retrieve equipment starting September 1, 2020.

At this time, we have not received or heard of receiving funding to provide broadband to students without access. Polar participates in the federal Lifeline program that assists eligible customers with phone and/or broadband services. We can assist customers through this process. Lifeline information is available on our website at https://www.polarcomm.com/resources/phone-assistance/.

Because of Acceptable Use Policies and CPNI (Customer Proprietary Network Information) rules, customers will need to apply for service in their own name. If your school chooses to pay for a student’s broadband service, we will work with you on payment arrangements. The start of the 2020-21 school year will be unlike any other. If there is any way we can assist you and your school, please contact me.

Sincerely,

[signature]

Karl Bloke, CEO
### K-12 School Relative Risk Index

<table>
<thead>
<tr>
<th>Transportation to and from school</th>
<th>Routine classwork</th>
<th>Lunchtime</th>
<th>Arts &amp; Humanities</th>
<th>Recess &amp; Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Walk or ride a bicycle</td>
<td>Desk-based instruction</td>
<td>Picking up prepackaged meals</td>
<td>Art indoor</td>
<td>Outdoor playground</td>
</tr>
<tr>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Automobile Household members only</td>
<td>Shop/Vocational-technical</td>
<td>Outdoor eating</td>
<td>Supervised clubs/Organizations</td>
<td>Outdoor non-contact sports</td>
</tr>
<tr>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Automobile Carpool/non-household members</td>
<td>Going to the restroom</td>
<td>Cafeteria lunch line</td>
<td>Band/Orchestra</td>
<td>Indoor non-contact sports</td>
</tr>
<tr>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>School bus</td>
<td>Unmonitored study hall</td>
<td>Indoor eating Classroom</td>
<td>Choir</td>
<td>All contact sports, indoor or outdoor</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Public transportation (Subway, bus)</td>
<td>Locker rooms</td>
<td>Indoor seating Cafeteria</td>
<td>Drama performance</td>
<td>Locker rooms</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>Medium</td>
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<td>Low</td>
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<td>High</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### Risk Reducing Actions

1. Classes outdoors (e.g., using tents)
2. Maximum class size of 10-15 students
3. Open classroom windows
4. Stagger drop-off and pick-up times
5. Pod students in groups
6. Switch teachers between classes, not students
7. Limit shared items
8. Make unused spaces classrooms (e.g., gyms and band rooms)

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Ezekiel J. Emanuel, MD, PhD
Perelman School of Medicine at the University of Pennsylvania

James P. Phillips, MD
George Washington University School of Medicine and Health Sciences

Saskia Popescu, PhD, MPH
University of Arizona/George Mason University

**Sources:**


NSA (https://www.nationalacademies.org/our-work/guidance-for-k-12-education-on-responding-to-covid-19)
NORTHERN CASS TITLE 1
SCHOOL-PARENT-STUDENT COMPACT
GRADERS K-5

Each school receiving funds under Title 1 of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in the Title 1 activities, services, and programs. That compact is part of the school’s written parental involvement policy developed by the school and parents. The compact must outline how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

SCHOOL-PARENT-STUDENT COMPACT

Northern Cass School and the parents of the students participating in activities, services, and programs funded by Title 1 agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent-student compact is in effect during the 2019-2020 school year.

SCHOOL-PARENT-STUDENT COMPACT PROVISIONS

School-Teacher Responsibilities

Northern Cass School and its Title 1 Teachers will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

   • Research based instruction will supplement the classroom curriculum through methods including pre-teaching, re-teaching, and review.
   • Instruction will be given in a positive learning environment (one-on-one, small groups, or in-class settings).
   • Title 1 instructors will communicate frequently with classroom teachers to enhance the support and achievement of the students.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:

   • October 15, 2019
   • March 17, 2020

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

   • The Title 1 teacher will send home three formal progress reports each year. The teacher will also email, call, and be available to meet with parents throughout the year.
   • Parents will be notified of the school's progress as a whole through the Annual Yearly Progress Report (AYP).

4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

   • Title 1 teachers’ email and phone number can be made available to parents. Parents are encouraged to contact the Title 1 teacher at any point with questions or concerns.
   • Title 1 teachers and administration will be available at the annual fall meeting for parents.
• Teachers and administration will be available on the evenings that conferences are held.
• Title 1 teachers have a website to which parents will be invited to join to view updates, Title 1 information, and resources.

5. Provide parents with opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:

• Parents are invited to the annual fall meeting and annual review meeting.
• Parents are asked to complete a survey at the close of the year to provide feedback on the program and ask questions.
• Parents are encouraged to make arrangements with the Title 1 teacher to observe classroom activities, participate, or volunteer.
• Parents will be asked to serve on our advisory committee when developing policies, compacts, and other Title 1 documents.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

• Monitor attendance.
• Encourage my child's effort, pertaining to academics and extracurricular activities.
• Establish a time for homework and being available to answer questions.
• Read with my child and let my child see me read.
• Attend parent-teacher conferences.
• Monitor the amount and content of television, movies, and video/computer games that my child watches/plays.
• Serve, to the extent possible, on policy advisory groups.

Student Responsibilities

As a student at Northern Cass, it is important that I work to the best of my ability. Therefore, I will strive to do the following:

• Attend school regularly.
• Come to school prepared to learn (necessary tools and attitude).
• Complete and return homework assignments.
• Follow school and classroom rules.
• Show respect for others in the school environment.
TITLE 1
Parental Involvement Policy
Northern Cass Public School District

It is the intent of the Title 1 Program at Northern Cass to work with parents, as partners, in the education of their children. With this in mind, the Northern Cass Public School will:

1. Notify parents in writing that their child has been selected to participate in the Title 1 program.

2. Hold an annual meeting in the fall for parents/guardians of all children participating in the Title 1 program. At this meeting:
   a. Parents will be provided with a copy of:
      i. The School-Parent-Student Compact
      ii. The Parental Involvement Policy
   b. Parents will be informed of the student selection policy and other information pertinent to the Title 1 program.
   c. Parents will be asked for input on the operation of the program.

3. List Title 1 meetings (or activities) on the monthly school calendar. An extra notification will also be sent home with Title 1 students.

4. Inform parents of their child’s progress through oral and written communication including:
   a. Two parent-teacher conferences
   b. Written reports with child’s assessment results

5. Provide specific information and techniques that will guide parents in helping their child/children learn.

6. Encourage parents to promote recreational reading as a leisure activity for their child/children.
Bullying Policy

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

Definitions

For the purpose of this policy:

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

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

- **Electronic communication** is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- **Protected status** are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- **School property** is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- **School-sanctioned activity** is defined as an activity that:
  a. Is not part of the district’s curricular or extracurricular program; and
b. Is established by a sponsor to serve in the absence of a district program; and

c. Receives district support in multiple ways (i.e. not school facility use alone); and

d. Sponsors of the activity have agreed to comply with this policy; and

e. The district has officially recognized through board action as a school-sanctioned activity.

- School-sponsored activity is an activity that the district has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the district.

- **School staff** include all employees of the Northern Cass School District, volunteers, and sponsors of school-sanctioned activities.

- **True threat** is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

**Prohibitions**

A learner or school staff member may not:

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

**Reporting Procedures for Alleged Policy Violations**

1. **Reporting requirements for school staff.** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a learner, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors for school-sanctioned activities, other corrective measures.

2. **Reporting options for learners and community members:** Learners and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
   a. Completing a written complaint form (ACEA-E4). 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.
   d. **[List additional methods, if applicable.]**

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.
9. [List other options].

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.

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End of Northern Cass School District Policy FHCIA

Adopted: 11/13/00
Amended: 2-15-11/5-17-12/4-15-19/9-11-19