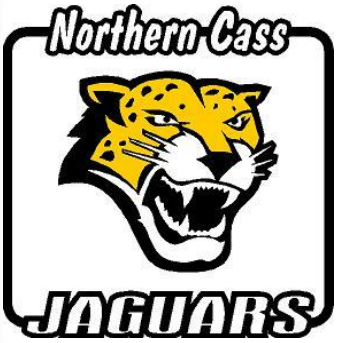
2026-2027
Secondary Handbook





Our Why: We believe every learner can change the world; therefore, we will provide a world class education.

Our Core Values: Impactful Partnerships, Empowered Educators, Engaged Learners, and Learner Growth and Performance

Collective Commitments:

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

Updated: 10/13/2026

Welcome to Northern Cass High School, “Home of the Jaguars”. Education is a cooperative venture between learners, families, 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 families. 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!

Doug Margerum
Secondary School Principal

Shallyn Fontana
Assistant PK-12 Principal

Northern Cass School District #97

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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 Information

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 1-5. This framework is based on 40 years of educational research, where best practices work together and provides indicators to empower districts and schools to measure their progress on attaining five increasing levels of reliability —where all learners learn the content and skills, they need to be choice ready.

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 family(s)/guardian(s) will be notified when a learner qualifies under this law.

One credit is given for any full-year course (both semesters). A learner is given one-half credit for each semester 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:

Course Requirements	
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	
Civics (Financial Literacy)	½
Physical Education	1
OR .5 of PE and .5 PE Health	
Electives	9.5
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.

Each learner must complete a minimum of 4 job shadows OR 2 job shadows and 1 internship. The administration reserves the right to approve a different plan (i.e.—2 internships would be approved with no job shadows). Job shadows will not receive any credit, while internships will receive .5 credit by meeting the required number of hours.

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.

Daily Operations

DAILY SCHEDULE

Northern Cass learners in levels 6th-12th will use a phase schedule, consisting of seven phases. Learners in levels 6-12 will start Phase 1 at 8:30 a.m. Learners in "Zero" hour will start at 7:40 a.m. The last phase will conclude at 3:21 p.m. Every learner will have a required "advisory" time daily, except on Wednesdays. Attendance will be recorded in Advisory. 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 all learners at 9:00 a.m. Bus routes will run as normal on these days.

EDUCATOR HOURS

Families may contact a staff member from 8:00 a.m. to 8:25 a.m. and after school from 3:20 p.m. to 4:00 p.m. except Friday after school. Please do not call to talk to an educator during learning center times. Families 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.

Assessment & Coursework

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

Course Score	GPA Equivalent
3.5-4.00	4.00
3.25-3.49	3.75
3.0-3.24	3.5
2.75-2.99	3.00
2.5-2.74	2.75
2.25-2.49	2.5
2.0-2.24	2.25

SCORING PROCEDURES AND PROFICIENCY

Northern Cass uses standards based reference reporting for scoring at all levels. Learners must score a 2.0 in each course (average a score 2 in all standards) to obtain course credit. All learners in Levels 9-12 will receive a GPA after their first Semester of High School. Learners have an opportunity to work on standards through the course term and are not permitted to go back on previous standards from previous terms or years. Educators will instruct to levels 3 and 4 with the goal of all learners meeting proficiency. Proficiency is the demonstration of required content and skills. Perfection is not required to demonstrate proficiency, but learners must avoid major errors in demonstration, based on the standard and scale. At Northern Cass, a score of 3.0 is proficient.

SCORING PROCEDURES AND PROFICIENCY CONTINUED

Missing work:
Missing work is when a learner has failed to hand in an assignment. Missing work must be completed. This is designated in Empower.

Missed opportunity:
When a learner has not handed in evidence of learning by the end of the priority standard but has demonstrated proficiency in other ways (i.e.--learning center discussions, labs, formative assessments, etc.). If a learner has a missed opportunity they may not go back later and improve a score for a course.

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 and Habits of Work (eligibility). The system houses the learner's materials and course information. It allows learners, families, and educators to see what the learner has accomplished and what is next. Every learner and family will have a specific username and password to access their information. It is strongly encouraged learners and families 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 family support on Empower, contact Mr. Eller. Director of Technology - darin.eller@northerncassschool.com

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 will 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 4:00pm on Tuesdays, Wednesdays, 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/families will be notified of JAG Time through email.

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

Assessment & Coursework

HABITS OF WORK

Learners will be assessed in Respect, Engagement, and Preparedness in our learning management system. These areas will be used to determine eligibility for learners in a proficiency- based scoring system. Learners must maintain an average score of 2.20 and above, staying on pace, and not have five or more missing assignments for the week, to remain academically eligible. The max score a learner can achieve is a "Score 3" in Habit of Work." Please see page 18 for further information on academic eligibility.

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.

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.

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. Families will have the opportunity to visit with your learner's educators to discuss progress at both a fall and spring conference. Family's will be notified when online sign up for conferences is open to schedule a time with educators.

COURSE REGISTRATION

All learners plan their four-year courses in cooperation with their family(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/phases each semester
Level 10 – need to enroll for at least 6 hours/phases each semester Level 11 – need to enroll for at least 6 hours/phases each semester *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!

Academic Progress

NORTH DAKOTA CENTER FOR DISTANCE EDUCATION (NDCDE)

Online courses taken during the regular school day will only be scheduled when an equivalent course is not offered at Northern Cass. This policy ensures that learners have full access to the in-person learning opportunities, instructional support, and community experiences provided by the school.

Online courses may be placed in a learner's school-day schedule only under the following condition: **The course is not offered at Northern Cass during the school year.**

Examples of eligible courses include, but not limited to:
- Agriculture courses
- Business or specialized business pathways
- Other specialized or niche courses not currently available on campus

If a course is offered at Northern Cass, learners are expected to enroll in the in-person option. Online versions of these courses will not be scheduled during the school day.

Learners who choose to take an online version of a course that is offered at Northern Cass must complete the course:
- Outside of the regular school day (before or after school, evenings, weekends, or during breaks)
- Without displacing scheduled in-person classes

Requests that fall outside of the guidelines above may be considered on a case-by-case basis. Approval is not guaranteed and will depend on factors such as:
- Learner-specific academic needs
- Graduation requirements
- Scheduling constraints
- Availability of support services
- Alignment with the learner's individualized learning plan (if applicable)

All case-by case requests must be reviewed and approved by school administration.

Review and Approval Process
- Learners and families must submit online course requests during the scheduling process.
- Administration will review requests to determine eligibility based on this policy.
- Final placement decisions rest with Northern Cass administration.

This policy will be reviewed periodically to ensure alignment with Northern Cass programming, learner needs, and graduation requirements.

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. Many decisions are based on learners taking courses they originally signed up, and learners are strongly encouraged to not adjust their schedules.

All learners must carry a full class load, which is 6 courses per semester (5 for Seniors) who are on pace to graduate.

Academic Progress

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.

This is subject to change depending on budget restrictions.

VCSU Dual Credit Information Guide

NORTHERN CASS SCHOOL ACADEMIC INTEGRITY POLICY AND ARTIFICIAL INTELLIGENCE (AI)

At Northern Cass, we value academic honesty and integrity. Academic dishonesty (cheating) is unacceptable because it threatens the ability of a learner 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 learner'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, family, 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 family/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 family/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 family/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.

Artificial Intelligence (AI): The AI Usage Policy outlines the rules and guidelines for the responsible and ethical use of AI by learners enrolled in Northern Cass. Using artificial intelligence incorrectly is considered academic dishonesty and consequences will be assigned.

Appendix C- AI USER AGREEMENT

Support Services

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.

PHYSICAL EDUCATION

Each learner in levels 9-12 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.

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. AimsWeb (Levels 6-11) and other standardized measurements of achievement are administered throughout the year to learners in levels 6-11.

The results obtained from the tests are valuable to the learner, to the family, and to the district, in that they indicate aptitudes in light of his/her present educational plans and those of the future. Families, 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.

School Environment

ANIMALS

No animals will be allowed into the building for any type of project unless they handled by a professional - such as a veterinarian or an Agriculture/Biology course, and in accordance with Board Policy ACBC. Service animals are permitted.

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.

SCHOOL PARKING LOT

The school parking lots are a privilege, and learners have the responsibility to safely operate a vehicle and conduct and practice responsible driving habits on school grounds at all times. All learners will receive a verbal warning at the beginning of the school year about parking lot safety and expectations. **After a verbal warning the following steps will be taken for additional violations involving vehicles in the school parking lot:**

- 2nd Instance: Learner will be cited in accordance with the law - a ticket will be issued by law enforcement
- 3rd Instance: Learner will not be allowed to park on school grounds for a minimum of one month

Administration may deviate from the steps depending on the severity of the violation.

LOCKERS

Lockers and locks will be issued to learners during registration upon request. Learners taking a PE course will receive a locker in the locker room for changing. The lockers are the property of the Northern Cass School, and the school retains the right to inspect lockers at any time.

LIBRARY

All books from the school library can be checked out after 8:30 and before 3:20. 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 (Freshman and above) may purchase a weight room pass from the office ($100.00) and can have access to the weight room before and after school hours, and on weekends. **Learners are expected to follow weight room rules and expectations at all times.** Loss of passes may result with improper behavior.

🚨 Discipline & Conduct

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, engaged, and prepared.

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.

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. Families are notified of inappropriate behavior with written or oral communication from the school. Please contact the principal if any questions arise concerning discipline.

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 attending school professional development days with educators in the building.

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 FFK.

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 in an academic year will result in removal from the team.

Learners who are suspended may 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

🚨 Discipline & Conduct

ENROLLMENT OF SUSPENDED/EXPELLED LEARNERS

Any learner who has been suspended or expelled from another district will not be permitted to enroll in the district until eligible to re-enroll in his or her former district or until the School Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given. 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 FFK.

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. family(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.

Appearance & Personal Items

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.

Minimum Safe Attire

Learners must wear the following…

- A shirt (with fabric in the front, back, and on the sides under the arms, and connected over at least one shoulder)
- Pants/jeans, or a skirt, sweatpants, leggings, a dress, or shorts
- Shoes

Guidelines

- Clothing must cover all traditionally private parts of the body including, but not limited to, the buttocks and chest. Clothing must also cover all undergarments (except for bra straps).
- Clothing must be suitable for all learning center activities.
- Learners may NOT wear bottoms which could expose their traditionally private areas in the front and/or the back when standing or walking. The length guideline for bottoms is mid-thigh.
- Tops must connect over at least one shoulder (i.e. no strapless tops or dresses).
- Midriff needs to be covered, and the navel cannot be visible while sitting, standing, or moving.
- Baseball hats/caps (headwear that is above the ears) will be permitted during the school day.
- Bandanas, sunglasses, wallet chains, and hoods must be removed during school hours (8:30-3:20).
- Learners may NOT wear clothing displaying or representing any advertisements, symbols, words, slogans, patches, or pictures that…
    - Refer to drugs, alcohol, tobacco, vaping, or weapons,
    - Are of a sexual nature,
    - Are obscene, profane, vulgar, lewd, or legally libelous,
    - Threaten the safety or welfare of any person.
    - Is intended to identify the learner as a member of a gang or group which advocates illegal or disruptive behavior,
    - Otherwise disrupt the education process.

All educators shall be responsible for addressing violations of this dress code. When a dress code violation occurs, the learner will be required to change into proper attire. families may be asked to bring appropriate clothing to school for the learner if no other option is available.

Continued violation of the dress code will be considered defiance and will be referred to administration for disciplinary action.

Statement on Uniforms

Any and all uniforms deemed appropriate by the North Dakota High School Activities Association (NDHSAA) will supersede the Northern Cass Personal Appearance Policy.

Dress Code Enforcement

No list of dress and appearance guidelines for learners can be written that will anticipate all potential dress and grooming extremes. The administration retains the sole discretion to make the final determination for whether a learner's attire and/or appearance meet acceptable standards.

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.

Appearance & Personal Items

CELL PHONES/ELECTRONIC DEVICES

Law:
House Bill 1160 requires all personal electronic communication devices to be securely stowed and inaccessible to learners during instructional time from the start of the school day until dismissal at the end of the day – commonly referred to as a "bell-to-bell" device-free policy. The law becomes effective August 1, 2025. Northern Cass Board Policy FFI will be followed.

The bill limits learner use of personal electronic devices during school hours, with appropriate exceptions for instructional or medical reasons.

The bill allows for the use of tablets and other school-issued electronic devices for learning, while also including exceptions for learners who need personal electronic devices for medical reasons or as part of an individual education plan (IEP). Schools will have flexibility in deciding how to store personal electronic devices.

Clarity at Northern Cass:
To meet the requirements of the law, to minimize distractions, and to enhance learning, Northern Cass School District is implementing a device-free policy. This policy is in effect during school hours, including lunch and passing time, which is from the start of each learner's instructional day until the end of the school day (3:21pm).

All Personal Electronic Communications/Devices:

Definition and Prohibited Devices:

- All electronic devices besides school-issued devices and approved personal laptops are strictly prohibited upon entry to the building.
    - Electronic devices include, but are not limited to headphones, earbuds, radios, recorders, CD players, MP3 players, iPads, iPods, electronic readers, tape players, pagers, cellular phones, smart watches, boomboxes, wireless speakers, walkie talkies, and electronic games.
- NOTE: The administration reserves the right to identify what constitutes a personal electronic device.

Prohibited means the device must not be seen, heard, or used. They will be stored in learning centers from the start of the day until the completion of the school day. Devices are not allowed to be 'on your person'.

Educators who require headphones for their supply lists must specify that only wired, non-Bluetooth headphones are allowed. Bluetooth-connected headphones and earbuds are not permitted.

Medical Accommodations:

Medical device use requires prior administrative approval along with medical documentation provided by a licensed medical provider.

Emergency Communication:

Families shall contact the school office to relay messages to their learner(s). Contacting learners via cell phone during class is prohibited and may result in disciplinary action for the learner. Families are encouraged to send emails to their learners' school email account on a school-issued device or approved personal laptop.

Privacy and Camera Use

Under no circumstances are cameras or camera phones to be used in locker rooms, bathrooms, dressing areas, and offices. This policy is in effect 24 hours 7 days per week. This could also be a violation of the criminal code.

Consequences:

- Learners violating the device-free policy will receive a warning for a first offense.
- A second violation will result in a learner serving an hour detention before or after school.
- A third violation, the learner will serve in school suspension (four hours). In-school suspension will continue, with no limit to the number of occurrences after the third offense.

Note: Learners shall not communicate to educators except through school approved platforms which include SeeSaw, Empower, Remind, and a Northern Cass email. There is never an instance when a learner should communicate to an educator through a personal device, account, or social media.

SCHOOL ISSUED DEVICES and PERSONAL COMPUTERS (Laptops)

Learners in Levels 10-12 are allowed to use their own personal computer in school and must follow the acceptable use policy while using their own personal computer. Learners will receive one warning and communication home to the family. A second infraction will result in the loss of privilege of using their personal computer for the remainder of the school year.

Learners using their own personal computers may need to have software installed by the Technology Director for testing or other purposes required by the school for safety purposes.

Learners in Levels 6-9 will not be permitted to take home school issued devices and will be stored nightly at the school.

Attendance Policies

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 per class per semester. Absences in excess of 10 may result in the loss of credit for the course as well as being academically ineligible for the remainder of the semester, or until time is made up.** 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.
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2. The following procedures will be followed when implementing the attendance policy:

- A learner who is absent or tardy 5 times may receive an email notifying the family of a potential concern with attendance.
- A learner who is absent or tardy 7 times will receive a 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 may lose credit for a course, a grade of "IP" (in progress) will be registered on the report card and transcript. The "IP" 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 or until time is made up per administrative regulations.
- A learner must backfill (make up) time missed during specific times set out by administration, once they go over 10 days for a semester or 10 hours. Time will be made up after school, or a learner attending school on staff professional development days.

TYPES OF ABSENCES

Tardy (T) Learner was late to class (within 5 minutes of start time) with no parental notification or proper excuse from school officials.

Excused Tardy (ET) Learner was late to class (within 5 minutes of start time) with proper approval/excuse from parent or school official.

Unexcused (U) Learner was absent for the day without proper notification from parent or school official.

Excused (EX) Proper notification of the learner's absence was communicated with the school from a parent or school official.

Special Excuse (S) These absences are marked for 'Special Circumstances' as deemed by school officials.

Medical (M) Proper dated notification of medical appointment was received. Receival of a note, or email from a medical professional excusing learner's absence for specific date and time. The school nurse may excuse a learner from school which will be marked as a medical absence.

Extra-Curricular Activity (ECA) Learner dismissed for a school scheduled event.

In School Suspension (ISS) Discipline resulting in a learner missing class time and supervised directly by administration in school.

Out of School Suspension (OSS) Discipline resulting in a learner missing class time out of the building per administration.

College Visit (CV) Learners (Juniors and Seniors) are allowed 2 college visit days per school year excused by a parent or school official.

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 e-mail attendance@northerncassschool.com prior to 9:00 a.m.
A dated note from the provider who is seeing your learner must be provided to the office upon the learner's return for it to be a medically excused absence. This will not count towards a learner's overall attendance.
If the school nurse recommends a learner not be in school, this will count as a medical absence.
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 family/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.

Attendance Policies

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/WORK VISITATION

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

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 for only part of a day, he/she is responsible for obtaining regular class assignments. Alearner must be in attendance the immediate half day prior to participating or practicing in any extracurricular or co-curricular activity after school hours. Learners must be present for afternoon classes that day, unless they have obtained prior approval from the administration. Friday's absence does not affect a Saturday contest.

Attendance Policies

TRUANCY

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.

UNEXCUSED ABSENCES

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 (leaving class without permission) 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 8 (i.e.—first tardy is no detention and second tardy is detention – this applies for tardies received through the office). Learners being marked tardy by educators in the learning centers will make up time with educators with no warning or alternating. Tardies will be tracked in attendance through PowerSchool. Learners who are tardy will serve a 1-hour detention after school for every other tardy from 9-16. Learners who accumulate more than 16 tardies in a semester will be required to attend a full day designated by the administration and will be academically ineligible until time is completed. Tardy totals are calculated per semester. Detention must be served within two days of the incident.

VOTING ACCESS

Learners who are eligible to vote and qualified electors and wish to vote in general, special, or primary elections may leave campus to do so on election day and may not be gone from the school building for more than two hours. The office must receive notification from the family notifying their intention to leave school and vote at their designated polling site. Learners must sign out in the office when they leave and the time they return. Learners who leave school early to vote must be in their afternoon classes to attend and participate in extra-curricular activities that evening. A learner's attendance will be marked as special excused and will not count towards overall attendance and their allowable days per semester.

Movement & Transportation

LEAVING THE SCHOOL GROUNDS

School officials must know where learners are during the school day. Family/Guardian 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 before the school day concludes.

LEAVING THE SCHOOL BUILDING TO GO TO YOUR VEHICLE

Learners need to obtain permission from the office to leave the school building and go to their vehicle. Failing to obtain permission from the office will result in being counted as an unexcused absence for that hour. The hour must be made up afterschool within two days.

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. Due to rough roads and conditions cameras may not always be functioning properly.

Logistics & Services

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. Families 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 families and returned to the office before the program can be initiated. Prices for meals are set at the beginning of each school year.

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. Families 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.

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 Hot Lunch $2.50 (B)/$4.00 (L)
2. Driver's Education – behind-the-wheel instruction = $325.00
3. Mandatory Learner School Fee for all learners:
    - 6-12 $150 per learner

Open Enrolled Bussing = $250.00

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.

STORMY WEATHER & BLIZZARDS

Families/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. families must contact the school 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 communicate with a standard message for contacting families in the event of weather-related announcements.

When a storm threatens during the day, families 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 send out communication 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 families, if requested. If buses do not run, learners who drive will not be allowed to drive themselves home unless permission if received from parents.

LEARNER ACCIDENT INSURANCE

Learners will not be covered by school-sponsored accidental injury insurance. All insurance claims are the responsibility of the family'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. families will be notified. It is the family's' decision whether to seek medical attention and submit a claim to their insurance carrier.

PLEDGE OF ALLEGIANCE

All learners will have the opportunity to recite the pledge of allegiance at 8:30 on Monday, Tuesday, Thursday, and Friday; 9:00am on Wednesday through morning announcements.

Health & Wellness

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

Families should call the school to advise school officials of the child's absence. If a child becomes ill while at school, the families will be contacted so they can come immediately to the school to pick up the child. It is important that each family 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 family 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 full 24 hours and their 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 families 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 waivered 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 families 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 family 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 family or legal guardian. You may give permission via the "Yearly Learner Health Information Sheet" or verbally to the school nurse or a medication trained staff member.

Health & Wellness

LEARNER SELF ADMINISTRATION REQUIREMENTS

A family/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 families 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 family 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 families 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.

Extracurriculars

EXTRACURRICULAR/ACADEMIC ELIGIBILITY

An eligibility report will be run every Monday morning at 8am, or the next available day if there is no school on Monday. Assignments and other pieces of evidence must be submitted to educators before 3:30 on Friday or the last day of the regular school week for missing work. Electronically or assignments that are blank when submitted will still be considered "missing" by educators. It is the responsibility of the learner to ensure they are properly attaching the correct work. For a learner to maintain academic eligibility they must meet three requirements. If a learner does not meet ONE of these requirements, they will be ineligible for one calendar week.

- The first is that they may not fall "behind pace" in two or more courses. Pace is shown on the learner dashboard in Empower. Pace, defined for eligibility purposes, is when a learner is not ready to move on to the next standard due to lack of growth or missing vital evidence. Learners taking a North Dakota Center for Distance Education course must not have any missing assignments weekly to be considered on pace.
- Secondly, the learner must maintain a Habits of Work average of 2.20 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. Learners taking a North Dakota Center for Distance Education course must not have any missing assignments weekly to be considered on pace.
- Third, Learners having five or more missing assignments for the week will be ineligible. Learners taking NDCDE courses and missing assignments will be factored into the five total missing assignments.

Learners who are deemed ineligible will not be allowed to leave the building during school hours. For example, if there is a field trip for a class, learners must be eligible to attend the field trip. Ineligible learners will be given items to work on while their peers are out of the building. Administration reserves the right to make case by case decisions on ineligible learners leaving the building.

Learners with an In Progress score from a previous term may have their schedules adjusted, such as assigning designated work locations/learning centers during the day or resource time to ensure learners are completing their In Progress (IP) Scores and to become eligible. Learners placed in specific classes for In Progress scores will follow current eligibility requirements of pacing and Habits of Work.

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

See Page 6 in the High School handbook for make-up work for absenteeism.

EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS

Northern Cass Public School is a member of the North Dakota High School Activities Association (NDHSAA). 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.

Example:

1. 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.)

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

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

Section 3. Procedures

The school administrator (Superintendent, Principal, or Activities Director) 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.

Continued on Next Page

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 family 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. families 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).

🔐 Safety, Prevention & Policy

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 involved individual will be assisted in seeking 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, caffeine supplements (e.g., pills, pouches, and related products), 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 family or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of administering medicine to learners, which requires a prior permission slip signed by the family for aspirin and/or Tylenol and the signed request of the physician and family for any other medication.

🔐 Safety, Prevention & Policy

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: FF

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.

Bullying Policy Continue on Next Page

Safety, Prevention & Policy

Bullying Definitions

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.

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:

   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.

Bullying Policy Continue on Next Page

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

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 families) 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.

Bullying Policy Continue on Next Page

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 family/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.

Bullying Policy Continued on Next Page

Bullying Victim Protection

Victim Protection Strategies

When the district confirms that a violation of this policy has occurred, it should notify the victim's families/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.

NDHSAA TRANSGENDER LEARNER BOARD REGULATION

A transgender learner will be defined as a learner whose gender identity does not match the sex assigned to him or her at birth. Any transgender learner who is not taking hormone treatment related to gender transition may participate in a sex-separated interscholastic contest in accordance with the sex assigned to him
or her at birth.

The following clarifies participation in sex-separated interscholastic contests of transgender learners undergoing hormonal treatment for gender transition:

- A trans male (female to male) student who has undergone treatment with testosterone for gender transition may compete in a contest for boys but is no longer eligible to compete in a contest for girls.
- A trans female (male to female) learner being treated with testosterone suppression medication for gender transition may continue to compete in a contest for boys but may not compete in a contest for girls.
- Updated medical treatment and/or hormone therapy verification is required annually.

Safety, Prevention & Policy

If a trans male or trans female learner can show, from a medical perspective, that the learner does not have a competitive advantage based on their testosterone treatment or prior physical development as a male, the learner's member school may submit a letter and medical evidence to the NDHSAA Executive Director.
NDHSAA Board Approved: November 2015 Revised: August 2022

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.

PROCEDURE FOR COMPLAINTS

It is the goal of the district to resolve the problems at the lowest appropriate level. Families and school personnel should work together as a team to provide the best educational program for children.

If a family has a concern about an educator's judgment of a learner's work or behavior, the proper chain of command will be followed to keep the line of communication open. First, a family should talk to the educator involved. If a satisfactory solution is not reached, the family should confer with the building principal. If the concern remains unresolved, then the family should confer with the Superintendent of Schools.

Educational Rights for Students Experiencing Homelessness

(McKinney-Vento Act – North Dakota)

Learners and families who do not have a stable place to live have important rights at school under the McKinney-Vento Act. You may qualify for support if you are staying in a shelter, living in a motel or campground, staying with others because you lost housing, living in a car or temporary place, or living on your own without a parent or guardian. If you qualify, you have the right to enroll in school right away, even if you do not have documents such as proof of address, school records, or immunization records. You may also stay in your current school, called your school of origin, if it is in your best interest, even if you move. Transportation to and from that school may be provided. In addition, you qualify for free school meals and may receive help with school supplies and other basic needs. You have the right to fully participate in school activities, including sports and clubs, and to receive extra support such as tutoring or counseling to help you succeed. Every school has a Homeless Liaison who can assist with enrollment, transportation, and connecting you to resources. If you are living on your own, you still have these same rights and supports. If you disagree with a school's decision, you have the right to ask for a review, and the school will explain how to do so. Please contact your school office or the Homeless Liaison, Linsey Davis, if you need help.

Appendices-A

Updated Link for 26/27: https://docs.google.com/document/d/1tM-3pAzQn2btUlxYLtZNjndQIsuxsWqlQUIkbDZSdbI/edit?tab=t.0

APPENDIX A: Northern Cass Technology User Agreement: 2026-2027

Technology User Agreement Purpose

Northern Cass Public School provides technology devices to support learning, communication, creativity, innovation, and personalized learning. School-issued devices are educational tools intended to enhance learning opportunities and prepare learners for success in a digital world. The use of school technology, devices, accounts, and networks is a privilege. Learners are expected to use these resources responsibly and in accordance with school expectations.

Device Ownership and Monitoring

All devices remain the property of Northern Cass Public School.
The district reserves the right to inspect, monitor, collect, or restrict access to any school-issued device at any time. School administrators and technology staff may review activity conducted through district accounts, including internet history, email, digital communications, and files stored within district-managed accounts.
Learners should have no expectation of privacy when using district-owned devices, networks, or accounts.

Learner Responsibilities

Learners agree to:
• Use technology for educational purposes.
• Follow all district technology expectations and the Acceptable Use Policy.
• Use only their assigned device and district account.
• Keep passwords private and secure.
• Transport and store devices safely.
• Report lost, damaged, or malfunctioning devices immediately.
• Demonstrate responsible digital citizenship.
• Respect the privacy, rights, and work of others.
• Follow directions provided by educators and staff.

Prohibited Uses

The following actions are prohibited:
• Accessing, creating, sharing, or storing inappropriate content.
• Attempting to bypass internet filters, security settings, or monitoring systems.
• Using another person's account or allowing others to use your account.
• Downloading or installing unauthorized software, applications, or browser extensions.
• Harassing, threatening, bullying, or intimidating others through technology.
• Recording, photographing, or sharing images, video, or audio of others without permission.
• Using technology in a manner that disrupts learning or school operations.
• Damaging, altering, or misusing district-owned technology.

Family Responsibilities

Families are encouraged to:
• Review technology expectations with their learner.
• Support responsible technology use.
• Communicate concerns regarding technology use with school staff.
• Monitor technology use outside of school for learners who are permitted to take devices home.

Damage, Loss, and Repairs

There is no annual technology fee for school-issued devices.
Learners are expected to care for devices appropriately and report concerns immediately.
The district will address repairs resulting from normal wear, accidental technology issues, or manufacturer-related concerns.
Families may be financially responsible for repair or replacement costs when damage is determined to be intentional, reckless, or the result of misuse.

Appendices

Northern Cass Technology User Agreement: 2026-2027

Consequences for Misuse

Failure to follow technology expectations may result in:

• Reteaching of expectations
• Temporary loss of device privileges
• Required digital citizenship learning activities
• Parent/guardian notification
• School disciplinary action consistent with the Learner Handbook
• Long-term or permanent loss of technology privileges
• Financial responsibility for intentional damage

Administration reserves the right to determine consequences based on the severity and frequency of violations.

Technical Support

If a device is damaged or not functioning properly, learners should notify their educator or contact the Technology Department immediately. A loaner device may be provided when available.
By signing the grade-level agreement page, learners and families acknowledge they have read, understand, and agree to follow the Northern Cass Public School Technology User Agreement and Acceptable Use Policy.

Grades 6-9 Technology Agreement
Standard Operating Procedures (SOP)

•Devices are to remain on school grounds and not to be taken home unless notified by school administration.
•Devices should remain in their protective case.
• Devices are to be used for educational purposes during the school day.
• Passwords should remain private and secure.
• Devices should never be left unattended.
• Learners are responsible for safely transporting and storing their device at school.
• Any damage, loss, or concern should be reported immediately.
• School-issued devices, accounts, and activity are monitored by the district.

Consequences for Misuse

First Violation:
• Warning, reteaching, and/or temporary loss of device privileges
Second Violation:
• Parent notification and loss of device privileges
Third Violation:
• Administrative conference and extended loss of device privileges

Major Violations:
Examples may include inappropriate content, cyberbullying, unauthorized recordings, bypassing district security measures, using another person's account, or intentional damage.

Consequences may include:
• Immediate loss of device privileges
• Required digital citizenship learning activities
• School disciplinary action
• Financial responsibility for intentional damage

Appendices

Northern Cass Technology User Agreement: 2026-2027

Grades 10-12 Technology Agreement

Standard Operating Procedures (SOP)

- *Learners are expected to bring their charged device to school each day.*
- *Devices are educational tools and should support learning and productivity.*
- *Passwords must remain private and secure.*
- *Devices should be secured when not in use.*
- *Learners are responsible for the care and condition of their assigned device.*
- *Any damage, loss, or concern should be reported immediately.*
- *School-issued devices, accounts, and activity are monitored by the district.*
- *Personal devices are still monitored and be subject for software install by the district tech coordinator.*

Consequences for Misuse

Technology privileges may be restricted, suspended, or revoked when expectations are not met. Examples of violations include:

- *Accessing inappropriate content*
- *Bypassing district security measures*
- *Cyberbullying, harassment, or intimidation*
- *Unauthorized recording or sharing of images, video, or audio*
- *Using another person's account*
- *Intentional damage to school property*

Consequences may include:

- *Temporary or permanent loss of technology privileges*
- *Parent notification*
- *Required digital citizenship learning activities*
- *School disciplinary action*
- *Financial responsibility for intentional damage*

Levels of Behavior, Intervention, and Response

APPENDIX B: Northern Cass Code of Conduct and Response

Northern Cass is committed to maintaining a safe, positive, and supportive learning environment where all learners can learn and grow. Expectations for behavior are a shared responsibility across the school community and are intended to help learners make positive choices and develop the skills needed for success.

When behavior does not meet expectations, staff will respond in a manner that is **instructional, restorative, and developmentally appropriate**. Responses will consider the nature, severity, frequency, and impact of the behavior, as well as the learner's individual needs. The five levels of behavior range from **Level 1(least severe)** to **Level 5 (most severe)**. As the severity or frequency of behavior increases, the level of intervention, support, and administrative response may also increase.

LEVEL	FOCUS
Level 1	Teach and reinforce expected behaviors through restorative reflection and relationship-building
Level 2	Practice and strengthen replacement skills while increasing accountability and using restorative approaches to repair minor harm.
Level 3	Intensify interventions and coordinate supports to address significant behavioral concerns through restorative collaborative problem-solving and reintegration.
Level 4	Individualize supports through multidisciplinary planning, maintain school safety, and use formal restorative processes to support successful reintegration into the school community.
Level 5	Maintain school safety and ensure due process while using formal restorative planning to support successful reintegration into the school community.

Behavioral interventions and responses are in three categories:

- **Skills-Based Supports**: Targeted strategies that help students develop and strengthen essential behavioral, emotional, and social skills through re-teaching, redirection, and guided practice.
- **Restorative Practices**: Practices that focus on repairing harm and restoring relationships through reflection, accountability, and collaborative problem-solving.
- **Staff/Administrative Actions**: Immediate responses and adjustments by school staff to address behavior, reinforce expectations, and maintain a supportive learning environment.

Each section identifies specific behavior infractions, definitions, and corresponding behavior levels (1–5). The matrix provides guidance for professional judgment and does not require a specific intervention or administrative response. Responses are based on the severity, frequency, and circumstances of the behavior, as well as the individual needs of the learner, with the goal of **teaching, restoring, and reinforcing positive behavior**.

APPENDIX B: Northern Cass Code of Conduct and Response

When behavior does not meet established expectations, the principal will communicate with the learner and guardian and partner with staff and families to support positive behavior and uphold the values of Northern Cass.
Unless otherwise noted, these expectations apply to behavior occurring on District property, at District-sponsored or associated activities, or off school premises when the behavior substantially and materially disrupts learning or the school environment.

Consideration of Disability or Suspected Disability

1. Schools have the authority to discipline all learners, including those with learning and thinking differences.
2. Learners with IEPs or 504 plans have special legal protections that must be followed.
3. Special considerations apply to learners on an IEP or 504 Plan where the behavior is a manifestation of the learner's disability.
4. When a learner's behavior is a manifestation of their disability, schools must consider what accommodations, adjustments, or supports are required to assist the learner.

Learners with IEPs and Section 504 plans are subject to the school district's adopted discipline policies as long as the procedures are not abused or applied in a discriminatory manner. In the case of suspension, learners with an IEP or Section 504 plan are afforded procedural safeguards to maintain their access to a free appropriate public education.

Disciplinary procedures that result in a change of educational placement must comply with the procedural safeguards afforded to learners with disabilities under IDEA and Section 504.

Appendices

Northern Cass 2026/2027 Artificial Intelligence Usage Agreement for Learners

Signed in conjunction with AUP

1. Introduction

This Artificial Intelligence Usage Agreement (AIUA) outlines the rules and guidelines for the responsible and ethical use of Artificial Intelligence (AI) by learners within the Northern Cass School District. AI technologies have the potential to enhance learning and research, but it is essential to use them in a manner that respects ethical considerations, privacy, and the well-being of all individuals. By using AI resources provided by the school, learners will gain the foundational skills necessary to fully utilize AI technology as a means to work independently in the future. All learners who utilize AI technology at Northern Cass agree to abide by this agreement.

2. Purpose

The purpose of this agreement is to:

- Promote responsible and ethical use of AI technologies.
- Protect the privacy and data security of individuals.
- Ensure a safe and inclusive environment for all learners and staff.
- Encourage the responsible development and application of AI technologies.

3. Acceptable and Unacceptable Use of AI

Note: Educator expectations and allowance of the usage of generative AI tools may vary. Educator discretion is permitted as individual tasks and assignments vary on usage of AI. Always consult with your educator before using AI on a task or assignment (Reference Collaboration Spectrum).

- The use of generative AI tools by learners (e.g. ChatGPT, Dall-e, etc.) is generally permitted at Northern Cass for the following academic activities:
    - Brainstorming and refining your ideas.
    - Fine tuning your research questions.
    - Finding basic information to guide your research
    - Making complicated texts easier to read.
    - Drafting an outline to organize your thoughts.
    - Checking grammar and style.
    - The use of AI tools must be properly documented and cited for any academic submission made by a learner.
- The use of generative AI tools by learners is not permitted for the following activities unless specifically allowed by an educator and properly cited:
    - Having an AI write a draft of a writing assignment.
    - Writing entire sentences, paragraphs or papers to complete class assignments.
    - Completing group work projects or assessments.
    - Using AIs to answer questions for assignments in any course unless otherwise instructed to do so.
    - Impersonating you in classroom or virtual classroom contexts.

4. Data Privacy and Security

- Data Protection: Learners must comply with all applicable data protection laws and school policies when using AI technologies that involve the collection, storage, or processing of personal data.
- Secure Access: Learners should safeguard access to AI resources by using strong, unique passwords and not sharing their login credentials.

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5. Bullying or Harassment

- Using AI tools to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.

6. Reporting Misuse

- Learners who become aware of any misuse or violation of this agreement by themselves or others should report it to the proper authority (educator or administrator).

7. Consequences of Violations

- Violations of this agreement may result in disciplinary actions, including but not limited to warnings, suspension of access to AI resources, and other penalties as listed in the learner handbook. Any use of generative AI tools by learners in unauthorized ways is academic dishonesty and subject to the consequences laid out in the Academic Dishonesty agreement.

8. Review and Updates

- This agreement will be periodically reviewed and updated to reflect changes in AI technology, legal requirements, and evolving ethical standards.

9. Acknowledgment

- By using AI technologies provided by Northern Cass, learners acknowledge that they have read, understood, and agreed to abide by this Acceptable Use Agreement for AI.

Northern Cass School District encourages the responsible and ethical use of AI, promoting a positive and inclusive environment for learning.

Signature of Learner

Learner Name

Date
