

School administrators (i.e., a principal or the Academic Dean) 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 school’s harassment/discrimination policy, including the timelines 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 his/her 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:

3. Identification and collection of necessary and obtainable physical evidence (PQVG: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile);
4. 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;
5. Interviews with any identified witnesses;
6. A review of any mitigating or extenuating circumstances;
7. 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 82 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary (Corrective) Measures

Students that the School 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:

- Require the student to attend detention;
- Impose in/ or out/of/school suspension or recommend expulsion. Due process procedures contained in the school’s suspension and expulsion policy shall be followed;
- Recommend alternative placement. This recommendation shall be submitted to the Academic Dean for approval or denial. The Academic Dean may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
- Create a behavioral adjustment plan;

- Refer the student to a school counselor;
- Hold a conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff;
- Modify the perpetrator’s schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- If applicable, contact the administrator of the website on which the bullying occurred to report it. If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other school disciplinary policies. For bullying initiated off campus and received on campus (e.g. cyber bullying), the School only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the School may only take corrective measures as described in items five through eight above. If the perpetrator is a school staff member, the School 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.

Victim Protection Strategies

When the School confirms that a violation of this policy has occurred, it should notify the victim’s parents 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 be limited to, the following:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- Notice to the victim’s teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- 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.

Prevention Programs & Professional Development Activities

In accordance with law, the School shall develop and implement bullying prevention programs for all students and staff professional development activities.



Public Health
FARGO, CASS COUNTY, ND

**FARGO CASS PUBLIC HEALTH
COMMUNICABLE DISEASE REGULATIONS**

The table listed below includes possible communicable diseases seen in the school setting. This is not an all-inclusive listing. If you have any questions or concerns related to any communicable diseases please contact your school nurse or Fargo Cass Public Health at 241-1360.

NAME	DISEASE INFORMATION	CASES	CONTACTS
CHICKEN POX (Varicella)	Vaccine available and recommended for all children. For the school year 2011-2012, two doses of vaccine are required for grades kindergarten thru third and one dose is required for grades four thru seven. Caused by herpes zoster virus — the same virus that causes shingles.	Exclude at least seven days from rash or until all lesions crusted.*	Susceptible contacts should consider immunization within a few days of exposure. Incubation period 2-3 weeks, commonly 14-16 days.
DIPHTHERIA-TETANUS- PERTUSSIS (DTP, DTaP, Tdap, Td or DT vaccine)	Four or more doses required — one dose must be on or after the 4 th birthday. Three doses Td required for those age 7 or older not previously vaccinated. Tdap required for middle school entry effective year 2008-09. Thirteen to 18 year olds who missed 11-12 year Tdap encouraged to receive one dose. (TD) booster is recommended every 10 years.	Diphtheria - Each case must be handled individually. Pertussis - Isolate case for three weeks from onset of disease if no antibiotics are given or for five days if antibiotics are given.	Handled individually. Close contacts should be kept under surveillance for 14 days. Physician may advise booster immunizations or antibiotics.
ERYTHEMA INFECTIOSUM (Fifth's Disease)	No vaccine. Caused by a viral infection.	No exclusion. In those with rash alone, greatest infectivity before onset of rash and probably not communicable thereafter.	No restrictions. Pregnant women should consult their physician if they are at risk of exposure to this infection. Contacts with sickle cell anemia should be notified of possible case.
HEAD LICE (Pediculosis)	Caused by a tiny biting parasite. Other than severe itching head lice cause no other medical problems. The sharing of hats, coats, and hair items easily spreads head lice.	Exclude from school until treated and determined to be non-communicable (no nits).	Close contacts should be checked frequently for two weeks.
HEPATITIS A (HepA)	Vaccine is available and recommended for all children at age one year and for certain high-risk children.	Transmission is by oral-fecal route so need to use care if providing bathroom personal care to students (gloves and careful handwashing). Exclusion depends on stage of disease, so case by case.	Household and close personal contacts should receive immune globulin and/or vaccine.
HEPATITIS B (HepB)	Vaccine is routine for infants and became required for kindergarten entry in year 2000-01. Each subsequent year the next higher grade was included. For year 2011-12, three doses required for kindergarten through grade eleven.	Case by case basis for exclusion but usually not necessary.	Household and close personal contacts should receive immune globulin and/or vaccine.
HEPATITIS C	No vaccine available.	No exclusion.	Risk is through needle sharing (main risk) and being a sexual partner (less risk).
HUMAN IMMUNODEFICIENCY VIRUS (HIV)	No vaccine available. Caused by a virus.	Evaluated case by case.	As with all students follow universal precautions.
IMPETIGO	Caused by certain strains of streptococcal and staphylococcal bacteria.	Exclude until lesions are healed or under treatment for 24 hours and covered.	No restrictions. Frequent hand washing for staff in contact with case.
MEASLES-MUMPS-RUBELLA (MMR)	(MMR Vaccine) Two doses are required for all school-aged children. Note: Students without two doses will be excluded from school if a measles case is diagnosed.	Measles - Exclude five days from onset of rash. Rubella - (German Measles) Exclude five days from onset of rash.	Inadequately immunized contacts require vaccination or exclude from school for 14 days after date of last diagnosed case. Other contacts may attend school unless advised by physician to remain at home. Need daily observation unless adequately immunized. Incubation period 14-21 days.
MENINGOCOCCAL MENINGITIS (MCV4 or MPSV4)	Vaccine available. Required for entrance into middle school effective 2008-09. Vaccine may be used for certain high risk groups including college freshman living in dorms and those with functional asplenia. Minimum age for vaccine is 2 years.	Exclusion until at least 24 hours of treatment and physician approval.	Household, daycare, and other direct, intimate contacts may be recommended antibiotics.