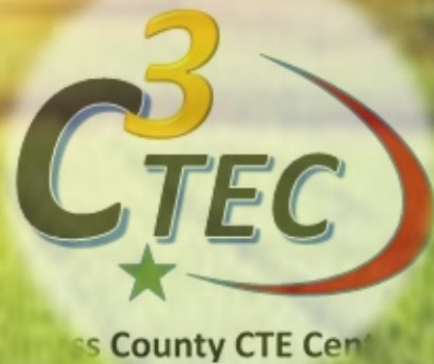


Cass County Career & Technical Education Center

Course Sharing Handbook

2023-2024



Career exploration and experiences for all students to discover their passion!

The C3TEC Story!

In 2014, the Cass County Career and Technical Education Center (C3TEC) was established as a collaborative effort between Fargo, West Fargo, and Northern Cass Public School Districts. In 2016, the Center expanded its membership to include Central Cass Public Schools. As members of the C3TEC, district leaders are committed to working collaboratively to strengthen career and technical education options for all high schools in the region through the sharing of teachers, curriculum, facilities, and equipment.

Career and Technical Education Matters!

Career and Technical Education (CTE) is an essential component of the educational system, preparing learners for life, careers, and college. With an emphasis on real-world and real-life skills, occupational content and academics come to life through application. Students develop 21st Century skills as they communicate and collaborate on activities and utilize creativity and critical thinking to design projects and solve problems. Teachers work directly with business and industry partners to bridge high school curriculums with relevant skills needed in today's world of work. Middle school and high school learners are given the opportunity to explore career pathways with varying levels of education, including industry-recognized credentials, post-secondary certificates, and two- and four-year degrees, giving them a jumpstart on personal, academic, and career planning. Career and Technical Student Organizations (CTSO) prepare young people to become productive citizens and leaders in the community as they engage in leadership development.

A Virtual Center!

The C3TEC functions under a 'Virtual Center' model where programs are housed in one or more of the member district's high schools. The virtual center model contributes to cost efficiencies for schools while creating opportunities for more students to enroll in CTE courses. Students may travel to sites to attend classes; along with options for students to share curriculum over video conferencing technologies and/or online curriculum learning management systems. C3TEC programs include Agriculture Education, Aviation Technology, Career Development, Diesel Technology, Health Science Careers, Information Technology, Manufacturing, and Welding.

Growing a Workforce!

The economic expansion in Cass County over the last ten years has created both low unemployment and a workforce shortage in the region. To meet this workforce challenge and prepare students for these emerging workforce opportunities, C3TEC leaders work to build and expand upon current partnerships with business and college institutions to create relevant educational opportunities for students. The C3TEC will help to foster innovative education that contributes to building a skilled regional workforce to meet economic workforce demands to grow tomorrow's workforce.

Flexible Delivery

Our goal is to provide students with diverse opportunities to enroll in CTE courses to complete a program of study in their career pathway of interest. Relative to the course, C3TEC courses will be available to students: 1) on-site in a face-to-face (F2F) setting, 2) online asynchronously for flexible scheduling, or 3) through live video conferencing (VC) scheduled between participating sites.

Registration for C3TEC courses will occur during their school's local registration process. Course participation may be subject to course prerequisites and/or by local school administration recommendations. Courses taught online or for dual credit require students to be self-motivated and responsible to access courses daily and will be subject to fees as designated by the post-secondary institution.

C3TEC & CTE Administrative Contacts

| | |
|--|--|
| Denise Jonas CTE Director Office: 701-499-1008 E-mail: djonas@west-fargo.k12.nd.us | Mary Foss C3TEC & WF Administrative Assistant Office: 701-356-2000 E-mail: mfoss@west-fargo.k12.nd.us |
| Ryan Pierce CTE Curriculum Coordinator Office: piercer@fargo.k12.nd.us | Lana Duffey-Feeley Business Partnership Liaison (WBL Coordinator) Office: duffeyl@fargo.k12.nd.us |
| Brenna Janke SEEC Business Services Office: 701-997-2437 brenna.janke@k12.nd.us | Idette Graham Fargo Administrative Assistant Office: 701-997-2685 hunter.diegel@k12.nd.us |

C3TEC Governance Board

| | |
|---|---|
| Central Cass Public Schools <ol style="list-style-type: none"> Todd Sears – Board Member Todd.sears@k12.nd.us Morgan Forness – Superintendent Morgan.forness@k12.nd.us | Northern Cass Public School <ol style="list-style-type: none"> Penny Johnson – Board Member Penny.johnson@northerncassschool.com <p>Dr. Cory Steiner – Superintendent Cory.steiner@northerncassschool.com</p> |
| Fargo Public Schools <ol style="list-style-type: none"> Robin Nelson – Board Member nelsonr@fargo.k12.nd.us Dr. Robert Grosz – Assoc. Superintendent groszr@fargo.k12.nd.us Jackie Gapp – Business Manager gappj@fargo.k12.nd.us | West Fargo Public Schools <ol style="list-style-type: none"> Patti Stedman – Board Member pstedman@west-fargo.k12.nd.us Vincent Williams – Asst. Superintendent vwilliams@west-fargo.k12.nd.us Jean Luke – Accounting Director jarel@west-fargo.k12.nd.us |

Principal Advisory Group

| | |
|--|--|
| Central Cass High School Nikki Wixo Nikki.Wixo@k12.nd.us | Davies High School Dr. Dale Miller millerd@fargo.k12.nd.us |
| North High School Joshua Andres Andresj1@fargo.k12.nd.us | South High School Dr. Todd Bertsch bertsto@fargo.k12.nd.us |
| NDSCS – Early Entry Dr. Marion Askegaard marion.askegaard@ndscs.edu | Northern Cass Doug Margerum doug.margerum@northerncassschool.com |
| Horace High School Dr. Pam Cronin pcronin@west-fargo.k12.nd.us | Sheyenne High School Jana Oistad joistad@west-fargo.k12.nd.us |
| West Fargo High School Dr. Wayne Samson wsamson@west-fargo.k12.nd.us | |

Information Technology Contacts

| | |
|---|--|
| Central Cass Alex Kingsley - alex.kingsley@k12.nd.us Nancy Nelson – nancy.nelson@k12.nd.us | Fargo Public Schools Del Vogel - vogelde@fargo.k12.nd.us |
| Northern Cass High School Darin Ellers - Darin.ellers@northerncass.com | West Fargo Public Schools Shauna Hoffman - shoffman@west-fargo.k12.nd.us |

C3TEC Teachers

| | | |
|------------------------|---|---|
| Agriculture Education | Central Cass | Hanna Gress hannah.gress2@k12.nd.us |
| Manufacturing | Fargo South | Andrew Henjum henjuma@fargo.k12.nd.us |
| Aviation Technology | Sheyenne High School | David Gravidahl gravdahl@west-fargo.k12.nd.us |
| Diesel Technology | Sheyenne High School South High School | Ralph Elletson relletson@west-fargo.k12.nd.us Aaron Prestegaard prestea@fargo.k12.nd.us |
| Health Science | Fargo North Fargo Davies & South | Kelsey Walters walterk@fargo.k12.nd.us Ellie Guy Ellie.guy@k12.nd.us |
| Information Technology | Fargo South Sheyenne High School | Ullrich Reichenbach reicheu@fargo.k12.nd.us Stephen Garaas sgaraas@west-fargo.k12.nd.us |
| Welding Technology | NDSCS Fargo | Mitch VanVleet Mitchell.vanvleet@ndscs.edu |

Career Development Counselors and Advisors/Specialists

| | | |
|------------------------|---|--|
| Central Cass | Trista Ziegelmann 9-12 Counselor/CD | Trista.Ziegelmann@k12.nd.us |
| Fargo Dakota | Josh Schreier – Advisor Jennie Rude - Counselor | schreij@fargo.k12.nd.us rudej@fargo.k12.nd.us |
| Fargo Davies | Anita Mahnke - Counselor Jody Jahner - Advisor | mahnkea@fargo.k12.nd.us jahnerj@fargo.k12.nd.us |
| Fargo North | Mandy Gibney – Counselor Tracy Cramer - Advisor | orthm@fargo.k12.nd.us cramert@fargo.k12.nd.us |
| Fargo South | TBD - Counselor Brenda Koppy | koppyb@fargo.k12.nd.us |
| NDSCS Fargo | Marion Askegaard Director Distance Ed. | Marion.askegaard@ndscs.edu |
| Northern Cass | Mackenzie Tadych Career & College Ready | Mackenzie.Tadych@northerncassschool.com |
| Sheyenne High School | Jessica Raile - Counselor Corin Strapp - Advisor | jraile@west-fargo.k12.nd.us cstrapp@west-fargo.k12.nd.us |
| West Fargo High School | Tessa Roberts - Counselor Allison Caldwell - Advisor | troberts@west-fargo.k12.nd.us acaldwell@west-fargo.k12.nd.us |

Principal Planning Timeline

- 1st Week December Semester 2 Confirmation and Pre-registration planning
- 1st Week December Communicate Program of Studies updates for C3TEC Courses
- January – March Local school district registrations
- 4th Week March Principal Meeting - Determine enrollments for staffing.
- April - June Share school calendars and coordinate schedules
- May Principal Meeting - Confirm registration updates.
- 1st Week August Principal Meeting - Finalize course schedules prior to fall registration.
- Mid-August Letter of communication sent to principals and C3TEC teachers.

Principal-Teacher Course Sharing Checklist

CTE Director

- CTE Director will confirm C3TEC teacher schedules with member schools prior to semester 1 and semester 2.
- Final bell and course schedules will be available to principals, teachers, and career counselors via the Cass County CTE Center website.
- CTE Director will provide C3TEC teachers with an updated Course Sharing Handbook and communicate teacher names to remote sites for PowerSchool access.

Principals:

- High school schedulers should update student enrollments for C3TEC courses in the Google spreadsheet.
- Remote schools must provide student IEP or 504 accommodations to teachers – PowerSchool.
- Principals or counselors ensure students attending class activities at a hosting school are aware of parking passes and fee requirements for face-to-face sessions.
- Principals or counselors confirm para support for video conferencing on receiving site.
- Complete student registration form for students attending classes off-site from their home school.
- For face-to-face courses, communicate Career Advisor as point of contact for C3TEC students.

CTE Curriculum Coordinator:

- CTE Curriculum Coordinator will update teachers and principals in the use of video conferencing resources when needed.
- CTE Curriculum Coordinator will work with teachers and building technology to ensure LMS access for students and teachers (Google, Schoology, etc.)
- Ensure curriculum resources are distributed to teachers.
- Communicate curriculum resources needs CTE Director or Career Advisors at hosting sites.

Teachers:

- Review course sharing handbook, C3TEC schedule, and PowerSchool rosters for students name.
- Teachers should test video conferencing equipment and headsets at host and receiving ends.
- Teachers schedule visits to remote sites.
- Dual credit courses require prior approval by the CTE director and hosting site principal. A meeting must be scheduled between the post-secondary, high school instructor(s), CTE director, and Early Entry Coordinator prior to the start of the school year. This meeting should be coordinated by the hosting instructor.

Administrative Designee

To ensure consistent communication between member schools for the sharing of courses, each school should appoint an administrative representative to work with course schedules, student support, and health communications.

Announcements and Classroom Interruptions

Schools are asked to limit the broadcasting of school announcements. Only students who are enrolled in the on-line or video class are allowed in the on-line or hybrid classroom unless arrangements have been made through the building principal and cleared with the teacher.

Attendance

Attendance is to be taken each day by the hosting school and reported on PowerSchool. Procedures may vary by school regarding the attendance collection process. Attendance should be entered by 10 am. Attendance records will follow the student's home school policy. Teachers must communicate attendance and/or tardy expectations to improve student class participation and minimize problems. Students from remote sites are asked to report known absences for medical, activities, or non-school days to their teachers. If teachers have attendance concerns with students from remote schools, they should contact their schools Career Advisor for follow up with member schools.

Bussing

Bussing for on-line or video conferencing courses will be done at the discretion of the participating schools. Students may be responsible for transportation dependent upon the number of student requests and/or course schedules. Schools will provide bussing for field trips as approved by the principal and CTE Director.

Calendar and Starting Times for Class

Member districts of the C3TEC, along with NDSCS, will distribute calendars to communicate important events for the year. Schools sharing courses may need to adjust instruction based on start and end dates, professional development days, and PLC late start days. The intent is to maximize instructional time and eliminate as many interruptions as possible.

Shared course start times will be based on the host site's schedule. Times may be negotiated by schools participating in the class. Teachers are asked to be flexible with start and end times of students, yet to report expected abuse of arrival and departure of students.

Online courses will be designed to be delivered in an asynchronous format. Schools may opt to schedule on-line courses within their schedule due to supervision of students or as a course requirement for their student's schedule. DPI time requirements for credits must be met.

Late Starts - students will be expected to attend class based on the hosting site's schedules. Class will not be held if school is cancelled at the hosting site.

PLC Late Starts – students participating in on-site courses will not be required to travel to the host site on PLC late starts days. An alternate assignment is required by the classroom teachers to ensure the student learning experience is not reduced to meet performance standards.

Academic Integrity

If a student is believed to be demonstrating academic dishonesty during an on-line or video class, the on-line or video teacher will contact the remote site principal or site facilitator with evidence of academic dishonesty. If in the opinion of both the teacher and the principal that the student was indeed demonstrating academic dishonesty, the student will receive a grade of zero for the worksheet or test given.

To ensure academic integrity at remote sites or in video class sessions, instructors may request an adult monitor be in the room to distribute, monitor, and collect all tests. A process for the collection of papers and tests should be determined between the teacher and principal of the remote site. By following this procedure, students at all sites are assured an environment conducive to academic integrity.

Career Education and Development

A Career Education Program is a coordinated system of programs, activities, and learning experiences that connect school and work. The program provides opportunities for ALL students to choose career-related coursework and workplace experiences that will advance them from school to post-secondary placement. To execute a systemic Career Education Program, all Cass County high schools have been approved as Career Development programs with at least one Career Development Counselor or advisor at each building to collaborate in discussions for Cass County courses and communicate opportunities to students, principals, and families.

Class Enrollment and Diversity

- a. The recommended maximum total number of students at remote and home sites is 24 unless approved by director, principal, and teacher. The type of class, size of the on-line or hybrid room and the maturity level of students should be considered when enrolling students.
- b. The recommended size for an online course will be 24 unless approved by the director, principal, and teacher.
- c. A Google form will be shared with member school's schedulers to update course requests as they proceed through the registration process. The CTE Director will develop the form to be shared with building leaders.
- d. Scheduling principals will communicate directly with students interested in participating in C3TEC courses to clarify schedule times, location, and transportation responsibilities. The home school is responsible to contact parents to confirm transportation if needed. (A principal update meeting will be held in the spring and fall to confirm travel and dates to start course. PowerSchool links will be e-mailed to teachers.)
- e. It is important to remember that classes may be comprised of students from multiple high schools. Teachers are encouraged to promote events and activities for all students represented in their class and to note important events that may differ from the home school's schedule.
- f. Teachers delivering online or video conferencing courses are encouraged to arrange for a face-to-face visit with remote students in the first two weeks of the semester. Travel will be reimbursed by the C3TEC.

Crisis Situations

Situations may occur during the school day which require emergency drills or crisis management. Schools and teachers sharing courses must communicate procedures to handle these situations. Please try to inform site facilitators and the C3TEC director of any crisis that may arise. If principals/counselors have instructions for teachers regarding their students, pass that information along to the on-line or video teachers as well. (Example: will students be allowed to leave the room to see a counselor?) Each situation and school are different, so communication is critical.

Teachers can locate emergency contact information for off-site students through PowerSchool. Substitute teachers should contact the hosting office for assistance.

Dual Credit

- C3TEC will utilize the following process to identify CTE Dual Credit courses.
- Student must be in grades 10, 11 or 12.
- Minimum GPA of 3.0 recommended. Requests for Early Entry enrollment by students who do not have a GPA of 3.0 will be reviewed on an individual basis by an authorized NDSCS representative in consultation with the high school administration.
- Students and teachers involved with dual credit or early entry courses must follow requirements as outlined by the designated institution.
- Each school must identify their dual credit designee, counselor, or teacher, to ensure procedures are completed by students.
- Textbooks will be provided by the hosting school.
- High school students' registration is required through the post-secondary institution.
- Course surveys will be completed by the post-secondary institution to collect student feedback. Survey results will be shared with the instructor.
- [NDSCS – Early Entry Information](#)

Evaluation

The C3TEC is committed to evaluation of the on-line or video conferencing curriculum and its staff. Principals from the sending sites are responsible for the formal evaluation of their instructors. Principals are encouraged to communicate (with each other and the director) any deficiencies or expertise that would help in making the on-line or hybrid instructor and/or class more effective.

Field Trips and/or Site Visits

Any required gathering of C3TEC on-line or video conferencing students at a location other than their home site constitutes a field trip. This includes gatherings scheduled before, after, or during school hours.

Procedure:

- a. The teacher must receive approval from the principal of each site before scheduling or talking with the students about the field trip. Teachers should prepare an outline of what the field trip consists of to help principals determine whether their school will participate in the trip.
- b. Transportation arrangements must be approved by the building principal from each of the sites affected. This may include coordination for bussing or requiring student permission release forms for students to drive on their own.
- c. Approval and transportation arrangements must be made at least one full week before the activity.

Arrangements can also be made by on-line or video conferencing teachers to meet face to face with their students. This can be accomplished by site visits or meeting students at school sponsored events. These arrangements need to be cleared up with a school administrator and communicated to the remote sites in advance.

Grading and Midterm Reports

PowerSchool will be utilized for attendance and reporting of student grades.

- a. The C3TEC Director is responsible to confirm teacher assignments with individual school district principal designees and to communicate teacher assignments with teachers and receiving schools.
- b. Receiving sites are responsible to create PowerTeacher logins for teachers and e-mail teachers their schools link, login, and password directly.

- c. C3TEC grades will be reported based on the teacher of record's grading scale.

Eligibility Checks

Grades will be reported based on the hosting sites eligibility check dates. Student eligibility will be based on and determined according to the home sites eligibility guidelines.

Material Transfer (tests, worksheets, other)

Materials will be delivered using the host sites online Learning Management System (LMS). The LMS will be used to share announcements, daily assignments, tests, and/or other correspondence. Training will be provided by C3TEC for staff new to the LMS. Teachers will need to upload documents for remote sites **before** class starts (preferably at least one day before class starts).

Monitoring and Management of the Classroom

While it is the responsibility of the teacher to monitor the behavior of the students in an on-line or video conferencing classroom, it is also within the scope of the building principal and/or site facilitator to observe and support students in the classroom. Students will be asked to engage in video conferencing using camera view, audio, and chat discussions. In the event of concerns, whether it be by the students or by the teacher, an e-mail or telephone call between the teacher, facilitator, or principal is the recommended method for resolving concerns.

Parking Passes

Hosting schools requiring parking passes should contact the receiving schools to ensure students are aware of any fees, tags, and parking locations for visiting students.

Recording and Video Conferencing

The C3TEC is working to create synchronous and asynchronous options for delivery of course content via online and video conferencing technologies, thus allowing for flexible delivery and personalized learning for students. Zoom, Teams, Google Classroom, Schoology, and Canvas for sharing of course content. Teachers delivering course content via diverse learning tools will be asked to coordinate set up and communication with receiving school site contacts to test prior to each semester. Students will be informed when technologies are used for recording and will be asked to be cooperative with the process for quality operation.

Registration of Students

Yearly registrations for C3TEC classes will be included in on each high school's registration process. Registration totals will be compiled and verified with the individual districts in March to hire staff for the upcoming school year. Principal meetings will be held in May and August to finalize registrations.

A Google sheet will be shared between school scheduling principals to maintain enrollments as schedules are built for students. The C3TEC director will send communications to principals periodically requesting updates.

A shared C3TEC Enrollment data warehouse has been developed to coordinate final enrollments across the member schools. A data release is required by each district to ensure approval of the process. Principal contacts or designees are required to maintain updated enrollments.

Registration Timelines by High School (dates may vary by calendar year):

| | |
|------------------------------|--|
| a. Davies High School | End of January or first week of February |
| b. Horace High School | End of January or first week of February |
| c. Sheyenne High School | End of January or first week of February |
| d. West Fargo High School | End of January or first week of February |
| e. North High School | First week of February |
| f. Northern Cass High School | First week of February |
| g. South High School | End of February |
| h. Central Cass High School | End of February |

A Lock-in-Date of June 1 will serve as the target date for schools to finalize preliminary registrations and enrollments for C3TEC courses. Enrollments should be updated in the C3TEC spreadsheets in the event participation changes. Finalized enrollments will be confirmed at the August principal's meeting.

School Activities

On-line or hybrid teachers should be kept informed of any special school activities that apply specifically to their class. On days where activities (homecoming, tournaments, lyceums, etc.) cut into class time, students are responsible for watching their recorded class online.

Semester and Final Tests

Many schools have an exemption policy for taking semester and final tests. Students at remote sites will follow the policy of the **hosting** school regarding test exemptions. Arrangements for test taking must be made between the teacher and the students' schools. In the event school calendar dates do not align, it is the responsibility of the receiving student to align with the hosting school's schedule. Teachers have the latitude to adjust their schedules as needed to accommodate testing receiving students' schedules.

Site Technology Facilitators

Each C3TEC school will be asked to designate a student support and technology contact for set up and support of student logins, equipment, and communication with students. Contacts will serve as the direct link for day-to-day operations of those schools on-line or video conferencing classroom and students supports.

It is the site facilitator's responsibility to introduce the on-line or hybrid system and procedures to the students prior to the first day of on-line or hybrid class. A few students from each class should be adequately trained to use the system and be able to adjust camera and volume levels.

Staff Reimbursement

Staff incurred expenses due to the planning and preparation for C3TEC courses will be under consideration for reimbursement by the C3TEC.

- Arrangements must be made with the CTE director prior to events.
- On-line or video conferencing teacher travel to a remote site will be reimbursed by the LEA for mileage and reimbursed by the C3TEC.

Storm Days or School Cancellations

In the event of inclement weather or unforeseen school cancellations, the hosting/delivering teacher will communicate an online or alternate activity to the receiving students. Live attendance will not be required when technology is unavailable.

If the event the hosting/delivering school day is cancelled, but not the receiving school, the receiving school principal will coordinate the student's period for that class. Alternate activities may be assigned, prior to or after, to complete curriculum outcomes.

Student Conduct and Standards

Students will be expected to conduct themselves in a manner that will not impede the orderly conduct of the class or the teacher's classroom policies. Students and teachers are expected to maintain a learning environment that is free from discrimination and harassment. Any concerns, violations or disciplinary actions must be reported to the student's home school principal. Conduct violations of a severe nature will follow in accordance with the student's home school district policy.

Teachers are required to comply with the Individuals with Disabilities Education Act.

Teacher Absence

There will be times when an on-line or video conferencing instructor will be absent due to illness, leave, or other reasons. The hiring of a substitute teacher is up to the discretion of the sending site principal. Unless the substitute teacher has had on-line or video conferencing training, it may be advantageous for the principal to notify the other schools & the C3TEC director that there will be no teacher for that day and that the remote site students will be unsupervised. Due to the liability and cost of the classroom equipment, students should not be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

Teacher Resources

Teacher resources will be coordinated through the building principal, CTE Director, and CTE Curriculum Coordinator.

Teacher Stipends

All C3TEC teachers will receive a stipend for curriculum writing and preparation of a new on-line, video conferencing, or shared course. The rate will be based on their home school's curriculum writing rate. Preparation includes on-line, workshops, before and after hours' meetings, technical troubleshooting, and general working conditions that are above and beyond the normal teaching load of a traditional classroom teacher. Compensation must be coordinated through the C3TEC CTE Director to ensure funding availability. Teachers will submit requests to their home school for payment. The C3TEC will reimburse schools for the expense.

Testing Protocols

Each school is to provide a monitor at the request of a teacher for monitoring tests. Schools participating in Dual Credit courses must provide proctors during testing times to ensure integrity in the testing process. C3TEC site contacts will work with the CTE director and teacher prior to the start of the course to define the process based on course needs and individual school resources.

In the event of cancellation or delay in the testing process, teachers must notify course monitors in advance to adjust schedules accordingly.

Online courses will not be required to have adult monitors if scheduled as a stand-alone course delivered outside of the schedule, except for dual credit testing. If schools elect to schedule an on-line course during the school day schedule, it is recommended that students are scheduled in a supervised environment.

High School Bell Schedules - 2023-2024

| | Early Bird | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 |
|--|------------|----------------|------------|--------------------------|-------------------------------|------------------------------|-----------------|----------------|-----------|
| Central Cass | | 8:15-9:03 | 9:06-9:55 | 9:58-10:47 | 10:50-11:39 | 11:42-12:31 | 1:01-1:50 | 1:53-2:42 | 2:45-3:34 |
| | | | | | | | | | |
| Fargo South | 7:45-8:20 | 8:35-9:20 | 9:25-10:12 | 10:17-11:02 | A-11:07-11:52 / B-11:30-12:15 | A-11:57-12:42 / B-12:20-1:05 | 1:10-1:55 | 2:00-2:45 | 2:50-3:35 |
| | | | | | | | | | |
| Fargo Davies | NA | 8:50-9:35 | 9:40-10:25 | 10:30-11:15 | A-11:20-12:05 / B-11:45-12:30 | A-12:10-12:55 / B-12:35-1:20 | 1:25-2:10 | 2:15-3:00 | 3:05-3:50 |
| | | | | | | | | | |
| Fargo North | NA | 8:50-9:35 | 9:40-10:27 | 10:32-11:17 | A-11:22-12:07 / B-11:45-12:30 | A-12:12-12:57 / B-12:35-1:20 | 1:25-2:10 | 2:15-3:00 | 3:05-3:50 |
| | | | | | | | | | |
| Northern Cass <i>Mon., Tues., Thurs, Fri.</i> | 7:35-8:25 | 8:30-9:25 | 9:29-10:19 | 10:23-11:13 | 11:17-12:07 | 12:11-1:01 | 1:31-2:23 | 2:27-3:20 | |
| Wednesday PLC | NA | 9:00-9:45 | 9:47-10:32 | 10:34-11:19 | 11:21-12:06 | 12:11-1:01 | 1:31-2:23 | 2:27-3:20 | |
| | Early Bird | Block 1 | | Block 2 | | | Block 3 | Block 4 | |
| WFHS (A/B Block) | | 8:25 - 9:55 am | | 10:25 - 12:25 am (Lunch) | | | 12:30 - 2:00 pm | 2:05 - 3:35 pm | |
| | | | | | | | | | |
| | | Block 1 | | Block 2 | | | Block 3 | Block 4 | |
| Sheyenne (A/B Block) | 7:25-8:12 | 8:25 - 9:55 am | | 10:25 - 12:25 pm (Lunch) | | | 12:30 - 2:00 pm | 2:05 - 3:35 pm | |
| | | | | | | | | | |
| | | Block 1 | | Block 2 | | Lunch + Period 3 | | Block 4 | |
| Horace High (A/B Block) | | 8:25 - 9:55 am | | 10:25 - 11:55 am | | 12:30 - 2:00 pm | | 2:05 - 3:35 pm | |
| | | | | | | | | | |

Cass County CTE Center - 2023-2024 - Schedule

Agriculture Education

| Ag Education | Central Cass Schedule | | Period 1 8:25-9:15 | Period 2 9:18-10:08 | Period 3 10:11-11:01 | Period 4 11:04-11:54 | Period 5 12:27-1:17 | Period 6 1:20-2:10 | Period 7 2:13-3:03 | Period 8 3:05-3:30 |
|--------------|-----------------------|--|------------------------------------|------------------------|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|-------------------------|
| Gress, Hanna | Semester 1 | | Central Cass - Agriculture Courses | | | | | | | Intro of Ag (Video) |
| | Semester 2 | | | | | | | | | Plant Science I (Video) |

Aviation Technology

| Aviation | Sheyenne Schedule - Room 2641 | Early Bird | Block 1 | Block 2 | Block 3 | Block 4 |
|-----------------|-------------------------------|--------------------|----------------|--------------------------|----------------------------|----------------|
| | | 7:25-8:15 | 8:25 - 9:55 am | 10:25 - 12:25 am (Lunch) | 12:30 - 2:00 pm | 2:05 - 3:35 pm |
| Gravdahl, David | Semester 1 - A | C3TEC - Aviation 1 | Aviation 1 | IED | Prep | |
| | Semester 1 - B | | Aviation 1 | IED | Aviation II - B | Prep |
| | Semester 2 - A | | Aviation 1 | IED | UAV - A Day ??? - Overload | |
| | Semester 2 - B | | Prep | IED | Aviation II - B | |

Diesel Technology

| Diesel Technology | Sheyenne | Early Bird | Block 1 | Block 2 | Block 3 | Block 4 |
|-------------------|----------------|------------------|----------------|--------------------------|-------------------------|----------------|
| | | 7:25-8:15 | 8:25 - 9:55 am | 10:25 - 12:25 am (Lunch) | 12:30 - 2:00 pm | 2:05 - 3:35 pm |
| Elletson, Ralph | Semester 1 - A | C3TEC - Diesel I | | Diesel I - A | Diesel II Block - Daily | |
| | Semester 1 - B | C3TEC - Diesel I | | | | |
| | Semester 2 - A | C3TEC - Diesel I | | Diesel I - A | Diesel II Block - Daily | |
| | Semester 2 - B | C3TEC - Diesel I | | | | |

Automotive Technology

| | | | | | | | | | | |
|--------------------|------------|--|-----------|------------|-------------|-----------------------------|----------------------------|-----------|-----------|-----------|
| | | | 8:35-9:20 | 9:25-10:12 | 10:17-11:02 | A-11:02-11:30 B-11:30-12:15 | A-11:57-12:42 B-12:20-1:05 | 1:10-1:55 | 2:00-2:45 | 2:50-3:35 |
| Prestegaard, Aaron | Semester 1 | | | RPM | Auto I | | Auto I | RPM | | Auto I |
| | Semester 2 | | RPM | | | | | | RPM | |

Construction Technology

| | | | | | | | | | | |
|------------|------------|--|-------------------------------|--|--|--|--|--|--|--|
| Rude, Nate | Semester 1 | | Central Cass HS - 8:15 - 9:55 | | | | | | | |
| | Semester 2 | | | | | | | | | |

Health Sciences

| Health Science WFHS | WFHS Schedule | | Block 1 | | Block 2 | | Block 3 | | Block 4 | |
|-----------------------------------|----------------|--|------------------------|------------------------|--------------------------|---|--|-----------------------|-----------------------|-----------------------|
| | | | 8:25 - 9:55 am | | 10:25 - 12:25 am (Lunch) | | 12:30 - 2:00 pm | | 2:05 - 3:35 pm | |
| Balvik, Heidi | Semester 1 - A | | Prep | | Med Term | | HS I | | PCAI | |
| | Semester 1 - B | | PCAI | | HS I | | HS II | | Prep | |
| | Semester 2 - A | | Med Term - DC | | CNA | | HS I | | Prep | |
| | Semester 2 - B | | PCAI | | HS I | | PCAI | | Prep | |
| Health Science Central Cass | Central Cass | | Period 1 8:00 -8:45 | Period 2 9:18-10:08 | Period 3 10:11-11:01 | Period 4 11:04-11:54 | Period 5 12:27-1:17 | Period 6 1:20-2:10 | Period 7 2:13-3:03 | Period 8 2:45-3:30 |
| Guy, Ellie | Semester 1 | | Pharm Tech | Central Cass | | | | | | Med Term online |
| | Semester 2 - A | | | | | | | | | |
| Health Science North | North Schedule | | Period 1 8:45-9:35 | Period 2 9:40-10:25 | Period 3 10:30-11:15 | Period 4 A-11:20-12:05 / B-11:45-12:30 | Period 5 A-12:10-12:55 / B-12:35-1:20 | Period 6 1:25-2:10 | Period 7 2:15-3:00 | Period 8 3:05-3:50 |
| Kelsey Walters, North High School | Semester 1 | | | HS I | HS I | | HS II | Job Shadow | | CNA |
| | Semester 2 | | | | | | | Med Term Online | | Med Term - North |

Information Technology

| Information Tech Fargo | Sheyenne Schedule | Block 1 | Block 2 | Block 3 | Block 4 | |
|------------------------|-------------------|----------------|--------------------------|-----------------|----------------|--|
| | | 8:25 - 9:55 am | 10:25 - 12:25 pm (Lunch) | 12:30 - 2:00 pm | 2:05 - 3:35 pm | |

| | | | | | | | | | | |
|--|----------------|--------------------------------|------------------|-------------------|------------------|-------------------------------|------------------------------|-------------------------|-------------------------|-----------|
| Garaas, Stephen (Sheyenne & Horace) | Semester 1 - A | Java Programming | | IT Essentials | | Prep | | Programming with Python | | |
| | Semester 1 - B | Intro to Coding | | Intro to Coding | | Prep | | Intro to Coding | | |
| | Semester 2 - A | Mobile App | | Prep | | Mobile App | | AP Computer Science A | | |
| | Semester 2 - B | Programming with Python/Horace | | Mobile App/Horace | | Intro to Coding | | Prep | | |
| Information Tech West Fargo | South Schedule | | 8:35-9:20 | 9:25-10:12 | 10:17-11:02 | A-11:07-11:52 / B-11:30-12:15 | A-11:57-12:42 / B-12:20-1:05 | 1:10-1:55 | 2:00-2:45 | 2:50-3:35 |
| Reichenbach, Rick (North & South) | Semester 1 | | North | | Intro to Coding | | Comp Prog - Java | IT Essentials I | | Davies |
| | Semester 2 | | North | | AP Java = 21 | IT Essentials | | Prog. w/Python | Intro to Networking | |
| Werrmeyer, Wayne | Semester 1 | | Intro to Coding | | | | | | | |
| | Semester 2 | | Python | | | | | | | |
| Information Tech WFHS | WFHS | | 8:25 - 9:55 am | | 10:25 - 11:55 am | | 12:30 - 2:00 pm | | 2:05 - 3:35 pm | |
| Walker, Ben | Semester 1 - A | | Bus Law | | Prep | | Fund of Bus. | | Programming with Python | |
| | Semester 1 - B | | Java Programming | | Prep | | Fund of Bus. | | | |
| | Semester 2 - A | | Fund of Bus. | | Intro to Coding | | Prep | | Fund of Bus. | |
| | Semester 2 - B | | Intro to Coding | | Prep | | Bus. Law | | | |
| Manufacturing | | | | | | | | | | |
| Manufacturing | South | | 8:35-9:20 | 9:25-10:12 | 10:17-11:02 | A-11:02-11:30 B-11:30-12:15 | A-11:57-12:42 B-12:20-1:05 | 1:10-1:55 | 2:00-2:45 | 2:50-3:35 |
| Henjum, Andrew | Year | | Manuf. 2 | Manuf. 1 | Manuf. 1 | | Manuf. 1 | Manuf. 2 | Manuf. 3 | |
| Welding Technology | | | | | | | | | | |
| Welding Technology | NDSCS | | Period EB | Period 1 | | | | | | |
| VanVleet, Mitch | Welding I | Semester 1 | 7:30-8:50 am | 8:50 - 10:00 am | | | | | | |
| | Welding II | Semester 2 | 7:30-8:50 am | 8:50 - 10:00 am | | | | | | |