

# OAK GROVE LUTHERAN SCHOOL



2023 - 2024 NORTH CAMPUS STUDENT HANDBOOK

*Oak Grove Lutheran School • Fargo, North Dakota*

*Updated August 2023*



# Student Handbook 2023-2024

## Oak Grove Lutheran School

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## INTRODUCTION

The information contained within the Oak Grove Student-Parent handbook is meant to serve as a useful tool to guide all Oak Grove stakeholders through the day-to-day procedures that govern the Oak Grove North Campus and community.

**The administration reserves the right to vary from the written information when dealing with individual cases.**

## OAK GROVE LUTHERAN SCHOOL MISSION STATEMENT

The mission of Oak Grove Lutheran School is to express God's love by nurturing students for academic achievement, lifelong Christian commitment, and loving service throughout the world.

## OAK GROVE LUTHERAN SCHOOL'S SHARED VALUES

### RELATIONSHIPS

We thrive on personal relationships and strong role models, caring for each person as a child of God, and together reflect a spirit of accountability, trust, and respect.

John 13:34-35; Galatians 5:14; Galatians 6:9

### COMMUNITY

We grow as a community that welcomes new people and ideas, supports each other as members of our family, and continually renews our legacy as part of God's unfolding plan.

Colossians 2:6-7; Hebrews 10:24-25

### CHARACTER

We challenge each other to be people of strong character, well-grounded morally and ethically, and confidently live out God's call to show honesty and integrity in all that we say and do.

Ephesians 1:17-19; 1Timothy 4:12; 1Peter 4:11

### COURAGE AND CURIOSITY

We encourage courageous exploration and development of our God-given gifts, driven by a curiosity to discover and experience broad and unique opportunities, and commit ourselves to life-long learning and growth.

2Timothy 1:6-7; 2Timothy 2:15; Hebrews 3:6

### FAITH AND REASON

We embrace the intersection of faith and reason through rigorous pursuit of knowledge and understanding while seeking to know and trust in God's creative power, His revealing word, and His saving grace.

Romans 12:2, Hebrews 6:12, Hebrews 11:1

### SERVICE AND LEADERSHIP

We transform ourselves and the world around us by loving and serving our neighbors, showing compassion and empathy to all, and being leaders who imitate Christ in our thoughts, words, and actions.

Mark 9:35; Mark 10:42-45; Philippians 2:3-8; Hebrews 6:10

## **STATEMENT OF PHILOSOPHY**

Oak Grove Lutheran School accepts as its premise an individual's need for a relationship with God and the abiding truth of God's revelation which comes through Jesus Christ and the written Word. The general purpose of the school is to maintain a learning institution of academic excellence in which secondary education is provided in harmony with the Christian faith, adhering to the necessity of a certified, professionally competent faculty committed in personal faith to Jesus Christ.

## **NONDISCRIMINATORY STATEMENT**

Oak Grove Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

## **OWNERSHIP AND ACCREDITATION**

Oak Grove Lutheran School offers classes for grades K-12 and is owned and operated by the Evangelical Lutheran Church in America. It is incorporated under the laws of North Dakota, and its administration is under the control of the Board of Regents, which is elected by the corporation. Oak Grove Lutheran School is classified by the North Dakota Department of Public Instruction as a fully accredited high school, middle school, and elementary school. The school has been a member of the North Central Association of Colleges and Secondary Schools continuously since 1926 and is currently accredited through AdvanceED. This regional accreditation is the highest attainable by secondary schools.

## GENERAL INFORMATION

### ACADEMIC LETTERS

An Oak Grove letter will be awarded at the annual spring Academic Convocation to students who have a year-to-date GPA of at least 3.67 or above. The GPA is calculated after 3 quarters. Middle School students shall receive an academic certificate.

### ACHIEVEMENT TESTS

Standardized achievement tests help students, parents/guardians, teachers, and administration to assess academic performance and progress. The following achievement tests are administered/available to Oak Grove students:

- NDSA – Grades 6-8, 10 – Spring
- Fastbridge – Grades 6-12 (Benchmarking & Intervention)
- PSAT – Grades 10 mandatory, 11 optional - Fall
- ACT/Work Keys – Grade 11 – Spring
- SAT – Grade 11/12
- ASVAB (Armed Services Vocational Aptitude Battery) – Grade 10
- AP Courses – Grades 11, 12 - Spring

### ADDING/DROPPING A CLASS

The school counselor will help students change their schedule.

The new class must be added during the first five calendar days of the semester, unless approved by the Counselor as well as the Principal.

To drop a class within the required 5-week time frame, a student must obtain a withdrawal form from the School Counselor and complete the form with all required information and signatures. The student must remain in class until the withdrawal form is completed and signed as indicated on the form. A class may not be dropped if it results in having less than six classes per semester.

Classes dropped after five weeks will appear on the record with a grade of F. When dropping a class after five weeks, the student shall report to study hall during the time that class period met regardless of exemption status.

### ALCOHOL, TOBACCO, AND OTHER DRUGS

Students attending Oak Grove Lutheran School shall be prohibited from the use, possession and/or sales of alcohol, tobacco, and/or illegal drugs at any time during the regular school day and while on any school property, in school vehicles, or while representing or attending any school-sponsored activity.

It is against school policy for any student, including students aged 18 or older:

- To sell, deliver, give, or attempt to sell, deliver, or give to any person any of these substances or what the student represents or believes to be any of these substances.
- To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive any of these substances or what the student believes to be any of these substances. The student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, bag, or when they own it completely or partially.
- To be under the influence of (legal intoxication is not required), or to use or consume or attempt to do so, the listed substances or what is represented by the student to be any of the substances.
- To be in the PRESENCE of any individual or group who is using or in possession of any illegal substance. PRESENCE indicates that the student had ample opportunity to leave the gathering/area once the illegal substance was discovered and chose to remain at the gathering/area.

Prohibited Substances include, but are not limited to:

- Tobacco – including cigarettes, smokeless tobacco, e-cigarettes, or other vaping device
- Alcohol or any alcoholic beverage
- Any controlled substance or dangerous drug
- Any abuse of glue or aerosol paint or any other chemical substance
- Any prescription or nonprescription drug not taken in accordance with the authorized use policy.

We want to do all we can to encourage students to seek help for themselves or their friends without fear of punishment.

1. *Student contacts staff member in regard to use by another student.* There are no consequences. The student who contacts a staff member is encouraged to get the friend or classmate with the problem to personally seek assistance from the school counselor and/or director of campus ministries. NDHSAA policies do apply.
2. *Student voluntarily informs staff member about personal alcohol, tobacco or drug use and asks for help.* There are no consequences. Parents/guardians will be notified unless there is clear and imminent danger. NDHSAA policies do apply.
3. *Student uses tobacco on school property or at any school-related activity off school property.* Student is confronted and the administration is notified. The student and their possessions will be searched, and tobacco confiscated. Parents/guardians will be notified. NDHSAA policies and school consequences do apply.
4. *Student possesses drug-related paraphernalia but shows no evidence of use.* The principal will be notified, and paraphernalia confiscated. The student, their locker and other possessions will be searched. There will be confiscation of any substances found. Parents/ guardians will be notified. Police will be notified, and any paraphernalia and substances found will be turned over to them. NDHSAA policies and school consequences do apply.
5. *The student possesses, uses, or is under the influence of alcohol or other prohibited substances at a school-related activity on or off school property.* The chaperone/staff member will confront the student and contact administration. The student and their possessions will be searched, and any substance will be confiscated. Parents/guardians will be notified immediately and will make arrangements to get the student home. The student will be detained until arrangements are made by the parents/guardians. Police may be notified, and illegal substances found will be turned over to them. The student may be required to submit to drug/alcohol testing. NDHSAA policies and school consequences do apply.
6. *A student is distributing alcohol, drugs, or controlled substances on campus or at any school-related activity.* The student will be confronted, and administration will be notified. The student, their locker and possessions will be searched, and substances will be confiscated. Parents/guardians will be notified and requested to come immediately. Police will be notified, and the illegal substance(s) will be turned over to them as evidence. The student will be turned over to parents/guardians and/or police. NDHSAA policies and school consequences do apply.

\*\*If it seems advisable in 4, 5, or 6, that the student be removed from campus while the school's response to the infraction is being considered, they will be suspended for a specified period of time. The school's response may include:

- Expulsion
- If the student is to remain at Oak Grove, the following may be required:
  1. Drug/Substance Abuse evaluation



2. Participation and perfect attendance in a chemical abuse/drug rehabilitation program approved by Oak Grove. Parents/guardians will pay for the cost of the program. Refusal to comply will result in suspension until there is cooperation. The Oak Grove School Counselor/ Director of Campus Ministries will meet with the student periodically to reinforce the chemical abuse sessions.
3. Submit to periodic drug testing paid for by the parents/guardians.
4. Be willing to have behavior closely monitored while on campus.

#### **Students Involved in Extracurricular/School Activities**

Beyond the consequences applied by the NDHSAA, Oak Grove also reserves the right to include in its suspension such activities as dances, Grand March, StuCo activities, royalty/court participation, and any activity which the student participates in and/or represents Oak Grove Lutheran School in or out of the school environment.

#### **ASSEMBLY ATTENDANCE**

All-school assemblies are scheduled as part of the curriculum and attendance is required. Failure to attend will be considered an unexcused absence. Classroom rules and behavior apply to all assemblies. Cell phones are not to be used during school assemblies without authorization.

#### **ATTENDANCE**

Regular attendance is necessary to ensure continuity in the education process and is the student's responsibility. **Parents/guardians must call/email the main office (373.7100) before 9:00 a.m.** the morning of an absence to report any absence or tardiness of their student(s). If the school is not contacted, the office staff will telephone or email a parent/guardian to determine the reason for the absence. All absence and tardy admit slips are issued in the main office.

**Students who accumulate 5 absences in one class in one quarter will be given an 'F' in the course for the quarter.** Parents are encouraged to keep track of their child's absences via the Family Portal and alert the office if they notice any incorrect absences.

The limit of 5 absences DOES include illness, parental requests, vacations, appointments, and unexcused absences. The limit of 5 absences DOES NOT include school activities or funerals. College visits must be substantiated. Parents of children with a chronic illness diagnosis must communicate with the main office for direction.

Distance Learning is NO exception – Special circumstances due to Covid-19 will be granted.

#### **EXCUSED ABSENCES**

The following qualify as excused absences:

- Personal illness
- Medical or dental appointments, if the school is notified ahead of the appointment and verification is brought from the appointment office.
- Funerals
- School-sponsored events
- Family emergencies / Trips
- Church activities
- Required court appearances

#### **UNEXCUSED ABSENCES**

Absences not on the list of excused absences are considered unexcused. They include:

- Truancy (also known as cutting or skipping)
- Oversleeping

- Weather related transportation problems (students should adjust leaving times to accommodate weather)
- Unverified appointments (medical or other)

#### AN UNEXCUSED ABSENCE AND/OR TARDY WILL RESULT IN:

- A meeting with the school administration before returning to class
- Notification of parents/guardians
- Unexcused absences/tardies will result in detention.
- Students with unexcused absences will not be allowed to receive credit for quizzes, homework or tests they missed
- Three or more unexcused absences may result in being dropped and failed from the class.
- Loss of extra-curricular/activities participation for the day

#### PRE-EXCUSE FORM PROCEDURES

If a student knows they will be absent from school for family trips, college visits, extracurricular trips, etc., a blue pre-excuse form must be acquired from the office for the purpose of recording assignments during the absence. This is done for the benefit of the student.

#### ABSENCE AND EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance at school for their **ENTIRE** school day to be eligible for participation in practices, games, performances, and all other activities. **STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES THE DAY FOLLOWING AN ACTIVITY/CONTEST.** Any classes missed for this reason will be considered an unexcused absence. Students who are sick during the last half of a regular school day should not attend activities that night as a spectator.

#### ADMISSION FOLLOWING ABSENCES

On the day a student returns to school, the office will prepare an admit slip, which must then be signed by your teachers. Returning to class without the admit slip will result in being sent to the office to obtain one.

#### BACKPACKS/DUFFEL BAGS

Students may transport personal items to school in backpacks or duffel bags. At school, these backpacks and duffel bags must be stored in student's lockers and are not to be brought into the classrooms. Backpacks or duffel bags left unattended in bathrooms, lobbies, gymnasiums, or hallways will be confiscated, brought to the office, and searched. Middle school students may hang them on the hooks in the hall, but they should not be left on the floor.

#### BATHROOMS

Individual bathrooms are available in Benson and Scheels for any student who wishes to use them.

#### BUILDING ACCESS

Gorder and Eid doors will open at 7:45. Benson, Jackson and Scheels' main doors will open at 8:00 and remain open until 8:30.

- Students and visitors arriving when the doors are locked may be admitted via the "doorbell" systems to Benson or Jackson.
- Parents attending chapel may use the Scheels door between 10:00 and 10:05 and will need to sign in.
- Parents must arrange for timely pick up of students after school. Students who are waiting for pick up must wait in the Grover Grounds in Gorder. Students who are not in after-school activities should be picked up by 4:00 unless specific arrangements have been made with a principal.

## **BUILDINGS AND GROUNDS USAGE**

The use and scheduling of Oak Grove buildings and grounds is under the direction of the facilities manager. Any person or organization wishing to rent/utilize any part of the Oak Grove campus facilities, should contact the facilities manager at 373.7149 for reservation and payment information.

## **BULLYING**

See Appendix pg. 25 for complete bullying policy.

## **CAFETERIA**

Students are expected to display good table manners and positive behavior during lunch. Students in Grades 6-11 are expected to eat lunch in the cafeteria or in the courtyard. Middle School students must have the permission of the cafeteria supervisor to eat in the courtyard. Students are expected to clean up their place at the table, or outside, when finished eating. Students in grades 6-12 may have parents deliver food to campus.

## **CELL PHONES**

At the high school, Cell phones may be used in the hallways between classes. Cell phones brought into the classroom or study hall will be collected by the teacher. Students may not use cell phones in the halls during class or chapel/assemblies. Students may not use cell phones in restroom or locker rooms at any time. Cell phones may be used during a student's lunch period.

At the middle school, Cell phones must remain in the students' locker during the entire school day.

Taking photos or recording of any sort with a cell phone without permission is prohibited for all students. Students using their cell phone as a medical device will need a current 504 plan.

## **CHAPEL**

Chapel is the daily devotional for Oak Grove Lutheran School North Campus. Every student is required to attend Chapel. Students are expected to be reverent and show respect for the ministry of the day. Students are not allowed to have food or drink, cell phones, or other distracting items in Chapel. Students who cannot demonstrate proper behavior may be assigned detention.

## **CHEATING**

Oak Grove places high value on integrity. Cheating will not be tolerated. Some examples of cheating are copying or submitting someone else's work, plagiarism, and providing answers for someone else. First offense = zero on assignment; second offense = failure of quarter, and third offense = failure of semester.

## **CHECKING OUT OF SCHOOL**

If a student becomes ill during the school day or leaves campus for an excused absence or a Senior Privilege, they must sign-out in the main office. Parents may visit the main office and pick-up their son/daughter for checkout.

## **CHURCH NIGHT**

All athletics/activities must be completed, and participants out of the campus buildings and/or practice areas, by 6:00 p.m. each Wednesday.

Outside rentals relating to youth activities, such as club volleyball and traveling-team sports, will not be allowed into Oak Grove facilities after 6:00 p.m. on Wednesday nights. Adult activities can be scheduled on Wednesday nights.

## **COUNSELING SERVICES**

The purpose of the counseling program is to aid students in developing their potential to the fullest. Teachers, administrators, staff, and the school counselor are actively involved in the guidance program and have a deep interest in the total well-being of each student.

*Pastoral Counseling:* The Director of Campus Ministries, school counselor, or administration, will visit with any student to discuss personal, social, or spiritual matters in confidence.

*Academic, Educational and Vocational Counseling:* The school administration and the school counselor are available to Oak Grove students to explore academic, educational, and vocational opportunities.

- Assistance is given to students in the selection and scheduling of classes. Aid is given to students who could benefit from an academic contract or who may need special help such as tutoring.
- Assistance is given to students by providing information on colleges, universities, vocational-technical schools, and military service opportunities.
- Assistance is given in applying for scholarships and other awards, providing financial aid information and materials, and in arranging for students to visit with post-secondary school personnel on campus, or at the college or university.
- The counselor administers various tests and assists in interpretation of the results.

## **COURSE/CLASS LOAD**

Each student must take a minimum of 6 classes per semester. Students that have been approved to take off-campus courses *may* have the option of taking 5 classes per semester, provided they will have enough credits to graduate. High School students may only take courses off-campus that are not offered through the Oak Grove regular curriculum. Home school students must take a minimum of two courses to be considered enrolled at Oak Grove, along with evidence of coursework completed at home. Study Halls do not count in a student's course/class load. Any variance to this policy is at the discretion of the counselor and/or school administration.

## **DAILY BULLETIN AND ANNOUNCEMENTS**

The Daily Bulletin is posted on the web site and emailed to each student and family. All announcements must be approved by a group's advisor and submitted to the office by 3:30 p.m. for the following day's Daily Bulletin and by 8:30 a.m. for verbal morning announcements.

## **DANCE GUIDELINES**

Each dance will abide by the following guidelines:

- Regular dances will be no longer than 2.5 hours in length, and Prom may be 3 hours in length.
- 4 teachers or staff must chaperone each dance
- All music will be pre-selected from a playlist
- Student Council will be responsible for all set-up and clean-up
- No student is allowed to leave a dance and return
- All off-campus dates/friends must provide a driver's license or school student ID to Administration

## **DISCRIMINATION**

No student may be discriminated against on the basis of sex, gender, sexual orientation, religion, ethnicity, or color. Such violations should be reported to the main office immediately.

## **DUAL CREDIT**

Juniors and seniors, with approval from the Principal, may take college courses and earn both college and high school credit. Oak Grove students may take two college courses per semester at Concordia at no cost except for books. Students may take dual credit in three ways: 1) at Oak Grove 2) at a local college/university, and/or 3) on-line. Students who wish to receive high school credit for their college

course may need to fill out an application and have the course approved by the school counselor and Principal before starting the class. For each full semester college course that a student successfully completes, the student will earn .5 high school credit. College courses taken for dual credit will appear on the high school transcript and the grade will be included in the cumulative GPA. Up to 2 high school credits obtained through college coursework **off-campus** can count toward high school graduation. Students may not take off-campus college courses in place of the required high school courses. Tuition and books for college classes are the responsibility of the student.

## **EARLY GRADUATION**

Care must be exercised to ensure that the desire to graduate early has been well thought through by the student and parents/guardians.

A person who wishes to graduate early must follow these steps and meet these requirements:

- State and school requirements concerning the number of credits and required courses still pertain.
- The individual maintains a grade-point-average of at least 2.80.
- The individual submits to the administration a letter from their parents/guardians stating that they seek permission for early high school graduation. The letter must be received by June 30 prior to the desired graduation date.
- A conference is arranged with the individual, his/her parents/guardians and the counselor and Principal during which early graduation is discussed.
- After variance has been granted for early graduation, the student must meet with the counselor to create a plan of completion for graduation.
- Students graduating early will **NOT** be considered in the calculation for Valedictorian. They may be considered for Salutatorian IF there is a Salutatorian designation.
- The Principal, in consultation with faculty, has the right to revoke or alter early graduation permission.

## **ELECTRONIC EQUIPMENT**

Students may use selected electronic devices in accordance with the Oak Grove Acceptable Use Policy (AUP) in Appendix B. A signed AUP must be on file in order to use a school issued device. The AUP is signed at the time of enrollment or during the re-enrollment process. It is highly recommended that each student and parent read and understand the AUP. All non-academic devices are not allowed such as radios, laser-pointers, gaming devices, etc. See cell phone policies earlier in this manual.

## **ELIGIBILITY (ACADEMIC) TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

All grades will be checked on Wednesdays. Any student failing a class will report to that teacher for Academic Intervention (AI). Academic Intervention takes precedence over practices. Students will report to AI until 4:00 and may join practices after 4:00.

Any student who has an “F” in any course will not be eligible for contests/performances. Any student who misses/skips AI will be ineligible for their next contest/performance/meeting. The student must fulfill all NDHSAA regulations governing eligibility.

### *INELIGIBILITY AS IT APPLIES TO VARYING ACTIVITIES:*

Athletes:

- May **NOT** participate in any contest.
- May **NOT** travel with their teams/groups if it means missing school.
- Must attend practices, only after Academic Intervention unless otherwise instructed by the administration.
- May be used as team assistants during the game/activity, and/or may sit with the team in an area designated by the Coach/Advisor

- May be in the locker room before, during and/or after the game, unless otherwise restricted by the coach.
- More strict guidelines may be imposed by the coach/administrator.

#### Music:

- Since choir and band are classes for which the student receives credit, the student has a responsibility to take part in public performances resulting from those rehearsals. The student may not take part in public performances during the school day that might take him/her out of other regular classes.
- Musical performances that are not a result of middle school music, chapel choir, concert choir, or band and not a part of the credit work for that class will not be permitted. Examples are the Madrigal group, Middle School Honor Choir, small ensembles, Carolers, and Choir Tour.
- Ineligible students must remain in the music classroom and complete written assignments given by the teacher so class credit will not be lost.
- Ineligible students may practice with the group.
- Students will not be allowed to take part in competitions. This includes large group contests, regional and state solo, and ensemble contests.
- Vocal solos resulting from private lessons are not considered an extracurricular activity but will be permitted. These lessons must not take the student out of regular classes during the school day.

#### Student Council:

- The student will not attend meetings or activities of the Student Council. If ineligibility is long-term, the council may decide to replace the student.

#### Speech, Debate, Student Congress, and Theater/Drama:

- There will be no participation in contests or performances during the time of academic ineligibility.
- Must attend practices/rehearsal, after Academic Intervention unless otherwise instructed by the coach/advisor/administration.

## **EMERGENCY PROCEDURES AND DRILLS**

Oak Grove administration shall conduct periodic state mandated fire and tornado drills, so as to familiarize students and staff with said procedures. Instructors/Employees shall post in each room the approved evacuation routes for fire drills, and the areas for shelter in case of a tornado and familiarize students with all intended procedures.

Administrators will meet each fall with small student groups to educate students in and explain protocols of several emergency preparedness precautions. Administrators will explain the procedures recommended by the Department of Homeland Security for scenarios involving (but not limited to) a medical emergency on campus, an environmental emergency, and an intruder to campus. NO school wide drills will be run in any of these scenarios, but students will be made aware of the Run, Hide, Fight scenario for school intruders.

## **FAILING A COURSE AND STUDENT RETENTION**

Students who receive an 'F' as a final grade for a semester will not receive credit for the semester. If the 'F' occurs in a required course, the student must retake that course semester before graduating. If the 'F' occurs in an elective course, the student may choose to retake said course. Retaking a course or semester that has been failed is known as 'Credit Recovery.' In a credit recovery situation, if the credit is recovered off-campus the original 'F' will remain on the transcript and will continue to be calculated into the student's GPA. If the credit recovery is taken at Oak Grove Lutheran School, the course name will remain, the "F" will be removed and replaced by the new grade.

Courses taken to improve a grade (courses not failed) may only be retaken at Oak Grove Lutheran School. Upon completion of the retake, only the higher grade will be used in GPA calculation.

The registrar, counselor, and Principal will preview all student credit counts after grade 11 is complete. If a student does not have the required number of credits to be moved to a senior status, students will remain classified as a junior. Students and parents will be notified.

In the event that a student in middle school receives an 'F' in any core course, that student may be encouraged to enroll in summer school, and receive a passing grade, in order to move-on to the next grade. Middle school students earning an "F" in more than two courses will be considered for retention.

The retention of a middle school student will depend on the number of courses failed throughout the year, and the opinion of the administration and staff on whether said student is capable of moving forward or needs to be retained. This determination must be made by the administration, and relayed to the parents, before the end of the school year.

### **FAMILY PORTAL**

Oak Grove utilizes an electronic grading system and management program called the Family Portal. Parents can obtain login help from the main office to gain access to the Family Portal. Parents can monitor their child's grades and attendance through the Family Portal. Students also have access to a Learner Management Site and Google Classroom that teachers will utilize for assignments and information.

### **FIGHTING**

Fighting on campus or at any school sponsored activities and/or on any school provided transportation is prohibited. An individual who participates in a fight will be subject to disciplinary actions. This policy pertains to the person who starts the fight, and those who choose to participate thereafter.

### **FOOD ITEMS IN THE CLASSROOM**

Food or drink are not allowed in the classrooms. Food may be eaten in Grover Grounds and the cafeteria. Water in a re-usable bottle is preferred, but bottled water may be permitted in the classroom.

### **FOOD SERVICE**

The food service/lunchroom is located in the Eid Center. In addition to the noon hot lunch, there is a salad bar, a la carte options, and breakfast available. Students pay for lunch or breakfast via electronic withdrawal from pre-deposited money. Milk and a la carte items may be purchased by students who bring their own lunch.

A la carte breakfast/coffee bar will begin serving at 7:30 a.m. and stop taking orders at 8:15. Serving will stop at 8:20. Oak Grove Lutheran school personnel will not regulate the sale of these items.

Students with a negative lunch balance may be denied a la carte. Report cards and/or diploma may be withheld if negative lunch balances are not paid.

## GRADE ENTRY REQUIREMENTS

A credit audit will be completed after junior year. Any student with insufficient credit will be notified and will not be considered a senior. Students will be held as juniors for as long as necessary.

**9th grade:** Must have completed grade eight

**10th grade:** Must have earned at least six credits

**11th grade:** Must have earned at least twelve credits

**12th grade:** Must have earned at least 18 credits

## GRADE POINT AVERAGE (GPA)

GPA is the cumulative mathematical average of the grades students have received in high school courses taken in grades 9-12 and any college courses approved by Oak Grove. When 8th grade students are enrolled in Algebra I the earned grade will count towards the GPA. Plus and minus grades are used on report cards and will be used to compute the high school GPA. (A+ grades are not issued at Oak Grove.)

GPA at Oak Grove are indicated by letters as follows:

A = 4.00 grade points

A- = 3.67 grade points

B+ = 3.33 grade points

B = 3.00 grade points

B- = 2.67 grade points

C+ = 2.33 grade points

C = 2.00 grade points

C- = 1.67 grade points

D+ = 1.33 grade points

D = 1.00 grade points

D- = 0.67 grade points

F = 0.00 grade points.

## GRADUATION REQUIREMENTS

Specified courses as set by Oak Grove and the State of North Dakota are required for graduation. Please see the appendix in the back of the handbook posted on the web site for a list of these specified courses.

Oak Grove Lutheran School will not grant diplomas to Home School students taking less than 12 credits on campus. If a home school student wishes to be in consideration for an Oak Grove Lutheran School diploma, a student or parent(s) will write an official request to the Academic Dean. From there, a meeting with the Principal, school counselor, parent(s), and student will be held prior to the school year in which a home school student wishes to enroll in Oak Grove. The students/parents will need to present certificates of completed credit from an accredited home school provider in addition to the credits earned at Oak Grove Lutheran School for verification of credits toward graduation.

## HARASSMENT

Harassment or intimidation will not be tolerated, and those found guilty of such conduct may receive a disciplinary warning, a suspension or may be withdrawn from school, depending on the seriousness of the misconduct. Harassment is **unwelcome behavior to the recipient** and may include actions such as:

1. Unwelcome teasing, taunting or other verbal messages.
2. Unwelcome physical contact
3. Race-oriented verbal “kidding” or abuse
4. Sex-oriented verbal “kidding” or abuse
5. Subtle or overt pressure for sexual activity
6. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

Any harassment concerns should be reported to an administrator or counselor.



## **HEALTH SERVICES**

The Health Services (Nurses) office is located on the first floor of Benson Hall in the office. The main office is equipped with ibuprofen, acetaminophen, Band-Aids, cough drops, and other day-to-day health needs.

Students must have an up-to-date Certificate of Immunization on file in the office by October 1, or will not be allowed to attend classes.

## **HONOR ROLL**

The following categories are determined by GPA after each quarterly grading period:

President's List 3.75-4.00; A Honor Roll 3.50-3.749; B Honor Roll 3.00-3.499.

Any student with an 'F' or 'I' on the report card will not be eligible for any Honor Roll.

## **INCOMPLETES**

Incompletes (I) will be issued when all course work has not been completed by the end of quarter, whether due to excused absences near the end of the quarter, or student is simply missing assignments. Students may have up to two weeks from the end of the quarter to complete missing work. If the course work and final test are not completed within this prescribed time, a grade of zero will be given for the incomplete work. The zero score will be averaged with the work completed for the course and a final grade will be recorded by the teacher. Seniors must have all 'I' completed before they will be allowed to receive his/her diploma.

Teachers may require missing work to be turned-in before a semester exam is allowed to be taken.

## **INSURANCE COVERAGE**

Parents/guardians and students should be aware that Oak Grove Lutheran School does provide supplemental or secondary accident benefit coverage. The supplemental plan will only provide secondary coverage after your primary insurance policy has paid benefits.

## **LIBRARY PROCEDURES**

The school library is open during the regular school day before school for 30 minutes and after school for 30 minutes. Students have access to the library throughout the day when they are in study halls and when their classroom teachers schedule time for them.

Students are allowed to check books out for a period of three weeks and are renewable for another two weeks. Any student with overdue library materials will be notified. Students are responsible for all books checked out in their names and for books damaged while in their possession. All books and materials may be returned in the book drop. Report cards and/or diplomas may be withheld if overdue books/fines are not paid.

Reference books may be checked out for use in the classroom. Periodicals are available for use in the library and may be checked out for use in the classroom. The school's library catalog and electronic databases are accessible online for student use 24/7.

The librarian is available to assist students with book selection and research.

Students are welcome and encouraged to make suggestions for books to be added to the library.

## **LOCKERS**

Lockers are the property of the school to be used for students' personal property. The student is responsible for his/her own books and personal possessions at all times. Valuable items should be left at home. Student items are to be placed in lockers, not in hallways, restrooms, etc. Gym/athletic bags should be placed in a locker within the gymnasium locker rooms.

The school owns the lockers and reserves the right to inspect a student's locker at any time. If said locker is locked, the administration may remove the lock without reimbursement. Students are not allowed to inhabit more than one locker, or share lockers, without the permission of the main office. Administration strongly encourages every student to purchase a lock and lock his/her locker.

## **LOST AND FOUND**

Found items are collected and displayed in the Eid Center. Items that remain in the lost and found at Christmas break and at the end of the school year shall be donated to various organizations.

## **MAKEUP WORK**

It is the student's responsibility to arrange for makeup work due to an excused absence. It is the responsibility of the student to discuss with the teacher any missing assignments and to make a plan with the teacher to finish missing work. Generally, the student is allowed two days for each day of an illness absence. Due dates for assignments from illness are as follows:

- Monday – Thursday
- Tuesday – Friday
- Wednesday – Monday
- Thursday – Monday
- Friday – Tuesday

Assignments given the day before an illness absence are due on the day of return. Due dates for long-term assignments (assignments that are more than an overnight assignment) may remain the same, provided the student was in class the day the long-term assignment was announced or, in the opinion of the teacher, had ample time to honor the due date.

Students planning an absence for pre-arranged family trips, appointments, or athletics/activities are responsible to obtain homework from the teacher utilizing the blue sheet from the office before the scheduled absence. Students should be prepared to take all quizzes and tests on the first day back from a pre-arranged absence.

All tests, quizzes and assignments missed during a disciplinary absence (suspension) will be completed. It is the student's responsibility to get assignments from teachers while on suspension via email or office pickup before or after school. All work due must be handed in on the day the student returns to school. Students should be prepared to take all quizzes and tests on the first day back from suspension. Assignments not turned in on that day will be considered late work.

## **MEDICATIONS**

The giving of prescription and/or "over the counter" medications will not be approved without the prior consent of a parent or legal guardian. Only upon written order of a physician, and/or with written consent of the parent or legal guardian, may a member of the school staff assist in the administration of any prescription medication. Directions should be clearly marked on the bottle or container.

Guidelines:

- Any medication sent or brought to the school to be given to a student must be accompanied by a signed request from the parent or legal guardian or physician.

- The parent or legal guardian must complete the ***Medical Information/Authorization to Dispense Medication*** form which will be provided by the school.
- The following information must be included in the physician’s written request:
  - Student’s name
  - Amount of dosage
  - Time to be administered
  - Name of medicine
  - Instructions as to possible side affects
  - Any special instructions
- All medicines will be kept in the school’s main office and a record will be kept of the administration of the medication, noting the date, time and staff member helping the student.
- At the end of the school year parents/guardians should pick up any medication in the possession of the school.
- Medication not picked up will be thrown away.

### **MORNING PROCEDURES**

Students in Grades 9-12 may enter the main buildings as they arrive on campus, or after eating breakfast, to access their lockers and visit available teachers to receive academic assistance. Grover Grounds and the Eid Center are places for High School students to congregate prior to period 1.

Middle School students are to gather in the Eid Center and may be dismissed at 8:20. Middle school students are not allowed to gather in the hallways or gymnasium before school.

### **OFF-CAMPUS COURSEWORK**

High School students may only take courses off-campus that are not offered through the Oak Grove regular curriculum. This may be done through one of the following methods:

- Concordia, MSUM, NDSU, MNSCTC
- The high school district in which the student resides
- The ND Center for Distance Education
- Online courses approved by the administration.

The following policies shall regulate high school classes taken off-campus:

- Required courses are not permitted to be taken off-campus. A waiver may be requested from the high school principal but is not guaranteed.
- Required courses may only be taken off-campus in the case of credit recovery with the permission of the Principal.
- If a student is approved to take an off-campus course through NDCDE/online, the student is required to report to study hall each day to work on the course, even if the student has earned exempt status.
- Off-campus course work may account for up to 2 credits toward graduation electives.
- Grades earned through off-campus work will be included when determining your GPA.
- The cost of off-campus courses is the responsibility of the student.
- Off-campus courses may count toward eligibility.

### **OFFICE HOURS**

The main office is open 8:00am to 4:00pm, Monday through Friday.

### **OPEN CAMPUS PRIVILEGES**

Students in grade 12 (seniors) have an open campus privilege which states that they can leave campus during lunch and/or study hall exemption. Students in grade 11 (juniors) have an open LUNCH privilege on Fridays ONLY. If parents/guardians do not want their junior or senior student to have an open

lunch/campus privilege, they should contact the main office. Junior/senior open campus is subject to Oak Grove eligibility policy. Junior/senior open campus privileges may be revoked by the administration.

### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled following the first quarter and before the end of the third quarter. Parents are encouraged to contact the teacher anytime it is necessary to conference rather than wait for a conference date.

### **POLICY VARIANCE**

Students and parents can apply for a variance to a handbook policy which may grant an adjustment to a policy for the benefit of a student on a case-by-case basis. Policy variances are submitted in writing to the Principal. The letter shall state the policy which the variance is applied, and the circumstances for the submission. Approved variances shall be placed in the student's personal file.

### **REPORT CARDS**

Report cards are available online two weeks after the end of each quarter. Current grades are available to parents on the Family Portal.

### **REPORTING OF CONCERNS**

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 student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Principal. If the alleged violation implicates the Principal, 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 of school-sanctioned activities, other corrective measures.

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The school will make available the form in the school office. 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 the school office.
2. File an oral report with any school staff member.

NOTE: A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.

### **SALUTATORIAN**

This award is given to the person(s) with the second highest cumulative GPA in the senior class. In the case when a graduating class has more than one Valedictorian, there will be no Salutatorian awarded.

### **SEMESTER EXAMS**

Students in grades 9-12 are required to take semester exams during the final three days of each semester. Middle school students who are enrolled in a high school course for credit, must also take semester exams. All required courses will give a semester exam. All other elective courses may give a semester exam.

The following exemptions apply to semester exams:

- Senior students with an 'A' in the course in both quarters and no more than 3 excused non-school absences per semester in said class.
- Any unexcused absence eliminates exemption.

Note: an (A-) will not qualify a student for exemption status.

### **SENIOR CAPSTONE EVENT**

Each year, members of the senior class, in conjunction with the administrative care team, will plan a Senior Capstone Event in the spring. Students will assemble off campus to participate in the capstone event. This day is a school-sponsored activity and is chaperoned by school personnel. All school handbook policies apply to the Senior Capstone Event.

### **SENIOR HONOR STUDENTS**

Seniors with a 3.50 CUMULATIVE GPA or greater will be designated as senior honor student. The GPA for senior honor students is calculated after the first semester of their senior year.

### **SKATEBOARDS**

Skateboards, non-motorized scooters, and roller blades are not permitted on campus during the school day. Students are allowed to utilize such means of transportation to travel to school, as long as the device is stored once the student has arrived on-campus. Students may store such a device in the office if the locker is not accommodating.

### **STUDENT BEHAVIOR AND DISCIPLINE**

It is mandated that students conduct themselves in a manner which respects the rights of other students and staff and fosters the teachings of Christianity. These include:

- The right to a safe, nonthreatening environment
- The right to a clean school
- The right to hear only acceptable language
- The right to an environment free from public displays of affection

The following are considered distractions to class-time and are not permitted:

- Rude, annoying, or discourteous behavior towards the teacher or any member of the class
- Off-task talking
- Not having books, notebooks, writing utensils, etc., necessary to function as a student

Teachers are not required to excuse students from class or study hall. Students who have special needs or physical limitations may request an exemption. Students are expected to act in accordance with the handbook policies as set forth by the administration and staff. Furthermore, teachers may have specific classroom guidelines, which are not listed in this handbook to which students must also adhere. Students who violate established guidelines shall be given consequences as listed throughout, and in the appendix of this handbook. For a list of possible violations and their consequences, please see the chart at the back of this handbook. Obviously, not all possible violations/scenarios can be covered in this list, thus each discipline violation is handled on a case-by-case basis.

### **STUDENT DRESS**

Although personal grooming and dress are primarily matters of concern between the students and their parents/guardians, it becomes a concern of the school when grooming and dress patterns become inappropriate or endanger the health and safety of the student body. Furthermore, modest personal appearance is conducive to a positive learning environment and a strong positive school culture, reflective of adopted school Christian values.

When a student is deemed to be in violation of the dress code, he/she will be asked to change, or add clothing (sweatshirt/hoodie/sweats). In the case where a student does not have other clothing, he/she will be asked to contact the parent(s) to supply the student with appropriate clothing.

***The following are guidelines for the dress and appearance of Oak Grove students:***

- Hair shall be neat and clean.
- Students must wear shoes, sandals, or appropriate foot covering.
- Business/professional dress is expected of all Oak Grove students.
- Immodest and unprofessional clothing is not allowed. This includes, but is not limited to, clothing that shows the midriff, chest, undergarments, or places where undergarments ought to cover.
- Clothing which promotes gambling, the use of alcohol, tobacco, other drugs, violence or which has obscene, suggestive, or vulgar language printed on it is not acceptable.
- Satanic or Gothic-look clothing will not be allowed.
- Body piercings and earrings should be modest.
- Accessories such as heavy chains or 'spiked' jewelry will not be allowed.
- Jewelry or clothing which ridicules a particular person or group or signifies gang membership is prohibited.
- Head or face coverings (hats, caps, bandannas, headscarves, sunglasses, hoodies, etc.) must be removed while in school buildings and classrooms during the school day. Religious or medical waiver may be obtained from the administration.

These guidelines apply to the entire student body whether it be during normal class, field trips, Chapel, or assembly. It applies to any day in which school is in session including semester test days.

## **STUDENT HOUSING**

Oak Grove students may choose one of the following housing arrangements while in attendance at Oak Grove:

1. Live with their regular parents/guardians.
2. Live with an approved host family.
3. Live with an alternate family approved by Oak Grove administration.

Students, who are 18 years of age, may receive approval from the administration to live outside the parents' home while attending Oak Grove.

## **STUDENT LEADERSHIP OPPORTUNITIES**

Oak Grove Lutheran School encourages students to seek leadership opportunities within their extracurricular participation. In an effort to maintain adequate opportunities for many, the president of Student Council, Key Club, and PaY must be 3 individuals. One student may not fill 2 or more roles.

## **STUDY HALL BEHAVIOR**

Study hall is a course offered by Oak Grove to assist students in the completion of assigned homework so as to better achieve academically and lessen the amount of coursework taken home by students. All rules for classroom behavior apply to study hall, along with the following guidelines:

- Students will bring homework and/or a book to read each day during study hall.
- Students will sit at a desk/chair unless otherwise directed.
- Students will obtain permission, and a pass, from the teacher to leave study hall. Students may visit the Library, their locker for more work, and/or seek assistance from a classroom teacher. A classroom teacher who is giving instruction may not be interrupted. A student leaving a study hall for any reason, except an exempt student, must return to the study hall before the end of the period.
- Students are not allowed to go to the gymnasium or fitness center during study hall unless exempt.

- Study hall is not part of the open-campus procedures. Students may not leave campus during their scheduled study hall without the approval from the Principal.
- Cell phones are not to be possessed/used in study hall unless authorized by the teacher.
- Students who are on the ineligible list will lose their study hall exemption privileges.

### **STUDY HALL EXEMPTION**

If you fall into the following categories, you are given the option of deciding whether you wish to attend scheduled study halls: Sophomores who have at least a 3.50 GPA; Juniors who have at least a 3.25 GPA; Seniors who have at least a 3.00 GPA. Freshmen who have at least a 3.75 GPA will be granted exemption **after** the first quarter. Exemption from study hall does not give a student the freedom to leave campus.

Students who are on the ineligible list may lose their study hall exemption privileges.

All freshman and new high school students are required to attend study hall for the first quarter they are enrolled.

Study hall exempt students may be required to check in with their study hall teacher at the start or end (or both) of class. Students who are exempt from study hall may only be in the Grover Grounds, the atrium from Gorder to Jackson, the Woods area in Jackson & the Scheels entryway.

### **SUMMER SCHOOL**

Students may take summer school classes. The class(es) are to be a part of a student's high school transcript. The credits transferred to Oak Grove will be put on the previous spring quarter transcript. Required courses for graduation may only be taken during summer school for the purpose of credit recovery. Summer school courses must be approved by the counselor or administration.

### **TARDY POLICY**

Students will be in the room when the bell rings. Students who are late for class, or who are not ready to start the lesson after the bell rings, will be counted as tardy. If a student is more than 20 minutes tardy for class, he/she shall be given an unexcused absence. If a student is detained by business with a member of the staff, a note from that staff member, explaining the reason for the tardy and stating the time the student left to go to class, will serve as an excuse.

Unexcused tardies are checked at the end of each school day. Students will be assigned one day of detention for an unexcused tardy/absence.

### **TELEPHONE**

A telephone is located outside the main office for use by students during the school day for local calls. Students should ask permission before using the telephone.

### **THEFT**

Theft is when an individual takes another individual's property without specific permission from the owner. Disciplinary action may include detention, suspension, restitution, and/or expulsion. Law enforcement may be involved in theft situations.

### **TRANSCRIPTS:**

A student/alumnus may request from the main office a reasonable number of transcripts of grades forwarded to colleges or businesses. A fee of \$2.00 may be assessed for large quantities requested. No transcripts will be sent if you have an outstanding bill owed to Oak Grove. A request for a transcript must be in writing (email is preferred). Official transcripts are sent directly to the destination. Students may obtain an unofficial transcript for personal use.

## **TRANSPORTATION TO SCHOOL-SPONSORED ACTIVITIES**

Transportation to activities sponsored by the school or a school organization is under the jurisdiction of the school and its policies. Students who participate in an activity must ride in school-provided transportation to the activity. Upon completion of the activity, student-participants may be checked-out by their parent/guardian, for transportation home or to another destination. Parent/guardian is to communicate with the head coach/advisor before leaving with the student/participant. Students/participants may not leave an activity with another student or parent/guardian without a previous arrangement with the head coach and administration/Athletic Director.

In activities/fieldtrips where school-sponsored transportation is not provided, students/participants may transport themselves to an in-town activity with notification to the head coach/advisor. Also, in situations where school-sponsored transportation is not provided, students/participants may ride with another student with communication from parent/guardian to the head coach or administration/ Athletic Director prior to the activity.

## **VALEDICTORIAN**

This award is given to the person(s) with the highest cumulative GPA as a 4-year senior. Students graduating early will not be considered in the calculation for Valedictorian.

## **VEHICLES ON CAMPUS**

Having a car on campus is a privilege. Students are asked to use designated student and street-side parking. Students are to park in the center of the loop, south side of the Scheels Center, or on the street. Parking to the west side of the Scheels Center is reserved for staff parking only.

A senior who provides transportation to a non-senior student who is leaving campus without authorization, may lose off-campus driving privileges, and face other disciplinary action.

Middle School students are not allowed to drive motorized vehicles to school without notification to the Middle School Principal.

## **VISITORS**

Parents/guardians are always welcome and encouraged to visit Oak Grove North Campus. All visitors during the school day are required to report to the main school office in Benson Hall. Visitors will be asked to sign in and wear a visitor badge. Chapel visitors may sign in at the Scheels lobby.

## **WEAPONS**

Possession of a weapon by any student on school property, at any school sponsored activity, or on any school sponsored transportation is strictly prohibited. "Weapon" is defined as any object that is used or can be used to inflict bodily harm on another person. The following are examples of weapons:

- Firearm
- Knife
- Incendiary device
- Explosive
- Razor blade
- Martial arts devices
- Any object, which under normal circumstances is a typical school object, which is used in a manner to inflict bodily harm to another student, including pencils/pens, compasses, rulers, etc.

Incidences involving a weapons violation may require an automatic expulsion from school for one calendar year.



## **WEATHER-RELATED ANNOUNCEMENTS**

In the instance of inclement weather, it may be necessary for Oak Grove to cancel regular classes, delay the start of the regular school day, or dismiss students early. In the event that school is cancelled or delayed, all information will be available on local media outlets as well as on the Oak Grove website and Social Media posts. In the event that the start of the school day is delayed 2 hours, classes will begin with the first block of the day at 10:30 a.m.

In the event that school is held during inclement weather, parents are always encouraged to make the decision regarding travel to and from school based on where the family lives and/or the distance traveled. Safety first!

# Appendix A:

## BULLYING POLICY

Oak Grove Lutheran School is committed to providing all students with a safe and civil school environment in which all members are treated with dignity, respect, and in a manner consistent with the School's Shared Values. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated. Bullying behavior can seriously disrupt the ability of the school to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the School that students and school staff members shall not engage in bullying behavior while on School property or participating in School activities.

## DEFINITIONS

For the purposes of this policy:

Bullying is defined in NDCC 15.1-19-17 as:

- a. Conduct that occurs in School, on School premises, in a School owned or leased school bus or school vehicle, or any School sanctioned or sponsored activity or event and which:
    - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - ii. Places the student in actual and reasonable fear of harm;
    - iii. Places the student in actual and reasonable fear of damage to property of the student; or
    - iv. Substantially disrupts the orderly operation of the public school.
  - b. Conduct received by a student while the student is in School, on School premises, in a School owned or leased school bus or school vehicle, or at any School sanctioned or sponsored activity or event and which:
    - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - ii. Places the student in actual and reasonable fear of harm;
    - iii. Places the student in actual and reasonable fear of damage to property of the student; or
    - iv. Substantially disrupts the orderly operation of the public school.
  - c. Conduct received or sent by a student through the use of an electronic device while the student is outside School, off School premises, and off School owned or leased property and which:
    - i. Places the student in actual and reasonable fear of:
      1. Harm; or
      2. Damage to property of the student;
    - ii. Is so severe, pervasive, or objectively offensive that the conduct substantially interferes with the student'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 classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
  - School property or the term on-campus refers to all property owned or leased by the school, such as school buses and other vehicles, or any school-sponsored or school-sanctioned activity.

- School-sanctioned activity is defined as an activity that: a) Is not part of the school’s curricular or extracurricular program; and b) Is established by a sponsor to serve in the absence of a school program; and c) Receives school support in multiple ways (i.e., not school facility uses alone); and d) Sponsors of the activity have agreed to comply with this policy; and e) The School has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the School has approved through policy or other board action for inclusion in the school’s extracurricular program and is controlled and funded primarily by the School.
- School staff includes all employees of Oak Grove Lutheran School, school volunteers, and sponsors of school-sanctioned activities.
- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

## **PROHIBITIONS**

While at Oak Grove Lutheran School, on school premises, in a school-owned or leased school bus or school vehicle, or at any school sanctioned or sponsored activity or event, a student may not:

- Engage in bullying;
- Engage in reprisal or retaliation against:
  - A victim of bullying;
  - An individual who witnesses an alleged act of bullying;
  - An individual who reports an alleged act of bullying; or
  - An individual who provides information/participates in an investigation about an alleged act of bullying.
- Knowingly file a false bullying report with the School. Off-campus bullying that is received on school property is also prohibited. The School has limited disciplinary authority to respond to such forms of bullying.

## **BULLYING REPORTING GUIDELINES**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the school’s bullying policy. The examples serve as guidelines only and in no way, encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

## **REPORTING GUIDELINES:**

Students should file a report under the bullying policy and staff shall file such a report when there is:

- Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
- Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
- Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
- A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

## **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 student, community member, or anonymously shall contact a principal to inform him/her as soon as possible. If the alleged violation implicates a principal, the school staff member shall report it to the vice president. If the alleged violation implicates the vice president, 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 of school-sanctioned activities, other corrective measures.

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The school will make available the form in the school office. 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 the school office.
  2. File an oral report with any school staff member.

NOTE: A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.

## **REPORTING TO LAW ENFORCEMENT & OTHERS FORMS OF REDRESS**

Any time a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

## **DOCUMENTATION & RETENTION**

The school shall report alleged violations of this policy using the bullying report form. 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 s/he:

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 school 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 school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

## **INVESTIGATION PROCEDURES**

School administrators (i.e., a principal) 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:

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 the 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 a principal for approval or denial. The principal 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.

# Appendix B: Student 1:1 Technology Acceptable Use Handbook

## VISION AND PURPOSE:

Oak Grove Lutheran School believes that the appropriate implementation of technology plays a vital role in the education of our students. By introducing technology into our K-12 curriculum, we can ensure that students:

- Engage actively in their learning, taking an active role in analysis and production of information.
- Collaborate with students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Take ownership of their learning opportunities, connecting them to learning in a meaningful manner

## DEFINITION OF TECHNOLOGY RESOURCES

Oak Grove Lutheran School's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

## REGULATIONS

The use of Oak Grove Lutheran School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Oak Grove Lutheran School is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in Oak Grove Lutheran School. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions names in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

## RESPONSIBILITY

Students are responsible for their ethical and educational use of technology resources of Oak Grove Lutheran School. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Sharing of devices is not allowed. Noncompliance with the Technology Acceptable Use Policy will result in disciplinary action and/or repairs at the expense of the student's family.

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Oak Grove Lutheran School along with State and Federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by Oak Grove Lutheran School staff to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by proper authorities, and they will be given access to their content.

## TECHNOLOGY SERVICE

Oak Grove Lutheran School does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any guarantee as to the results obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided as available without guarantees of any kind. Neither the school nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

## **RECEIVING EQUIPMENT**

Student machines will be distributed each fall. Informational meetings will be held in regard to the 1:1 24/7 initiative and use/handing of student devices. Parents and students must attend one of these sessions and sign and return the Student Technology Acceptable Use Policy before any equipment can be issued and/or accounts are set up of the student. School-issued machines are the property of Oak Grove Lutheran School and are for educational use. These machines may be collected at various times throughout the school year and will be collected at the end of each school year for maintenance, cleaning, and software installation or upgrades. Students will retain the original machines each year while enrolled at Oak Grove Lutheran School.

## **EQUIPMENT IDENTIFICATION**

Student equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number, asset tag, and individual user account name and password. Any tags on the computer should not be altered or removed and should remain visible. Please notify the office if these tags need to be replaced. Machines and covers must remain free of any writing, drawing, or “skins” that cover OG labeling. Personal stickers or labels are allowed but must be appropriate and removed before the computer is returned. Failure to do so will result in a fine.

## **PASSWORD PROTECTION**

Students are assigned individual passwords for accessing computers, devices, and accounts. Students needing help with password issues should contact the office. Students are responsible for securely storing their own passwords. Passwords should never be shared.

## **TAKING CARE OF THE EQUIPMENT**

Students are responsible for the general care of the equipment they have been issued by the school. Machines that are broken or fail to work properly must be reported to the office. Lost or stolen equipment should be reported immediately to the Principal’s Office.

## **REPAIRING OR REPLACING THE LAPTOP COMPUTER OR DEVICE**

Computers or devices that malfunction or are damaged must be reported to the office immediately. Vendors warrant the laptops and devices from defects in materials and workmanship for a limited time. This limited warranty covers normal use, mechanical breakdown or faulty construction and may provide replacement parts necessary to repair the laptop or a laptop replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. Students’ families will be entirely responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Continuous reports of damage will be logged and dealt with on an individual basis.

## **PERSONAL INSURANCE COVERAGE**

Students’ families are financially responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or damage. Please consult with an insurance agent for details about personal coverage of the laptop computer.

## **LAPTOP UNDERGOING REPAIR**

Loaner laptops or devices may be issued to a student when equipment is being repaired. There are a limited number of loaner machines and there may be times when loaners are not available. The office will make every effort to maintain equipment necessary for students’ education.

## **NEGLIGENCE OR INTENTIONAL DAMAGE**

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil/pen marks, stickers, graffiti,



carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machines in any form or fashion is prohibited. The cost of repairs due to negligence or intentional damage will be the responsibility of the student's family. Examples of negligence could include but are not limited to liquid spills on the keyboard, broken hinges or screen damage due to closing the computer with objects inside, pulling the machine off a desk by catching the cord, dropping the computer, or disassembling any technology resources.

### **CONTENT FILTER(S)**

A content filtering server has been installed to filter Internet content while laptops and devices are in use at school and off-campus. The content filter will block inappropriate websites and record web sites that are visited from school or home. There are various filter options used to restrict student access as needed assigned by the school.

### **INSPECTION**

Student machines and accounts may be inspected periodically. Remote software may be used for inspections of a student's computer usage while on the school's network. User accounts are considered the property of the school district. The contracted tech provider may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

### **EQUIPMENT USE AT SCHOOL**

School issued machines are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars, and schedules will be accessed using the devices. Students will be responsible for bringing the machines to all classes, unless specifically advised not to do so by their teacher. No devices other than school issued devices will be permitted to be used at the school, unless specified in a 504 plan.

#### **General Precautions:**

1. No food or drink is allowed near the equipment.
2. Cords, cables, and removable storage devices should be inserted carefully and removed properly from the laptop or device.
3. Equipment should never be left in a car or any unsupervised area.
4. Equipment should never be exposed or subjected to extreme temperatures, hot or cold.
5. Laptops should always be carried with the lid closed in a protective sleeve.
6. Put the computer to sleep and then close the lid when not in use to preserve battery life.

### **CARRYING THE LAPTOP**

The protective sleeve provided with the laptop has sufficient padding to protect the laptop from normal treatment and provides a suitable means for carrying the computer within the school. Laptops should always be within a protective sleeve when transported. Only the laptop should be placed in the sleeve. The machine should be turned off before leaving the building each day. The laptop should also be turned off at home before returning to school. This helps ensure all server settings are received.

### **SCREEN CARE**

- Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper etc.)
- Do not lift or carry the device by the screen.
- Leaning on the top of the device when it is closed is not allowed.
- ONLY the device should be placed in the protective sleeve.
- Excessive pressure on or contact with the screen can cause damage to the screen.

## **BATTERY LIFE**

Laptops must be brought to school in fully charged condition. Students need to charge the machines at home. In cases where use of the laptop has caused batteries to be discharged, students may be able to connect their computers to a power outlet in class.

## **EQUIPMENT LEFT IN UNSUPERVISED AREAS**

Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, hallways, locker rooms, library, random classrooms, dressing rooms, etc. Any machine left unattended is in danger of being harmed, misplaced, or stolen and will be collected by staff and taken to the office. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

## **SOFTWARE ON DISTRICT EQUIPMENT**

District equipment will contain software and applications pertinent to the curriculum of Oak Grove Lutheran School. Any resources originally installed by the school must remain on the machines in usable condition and be easily accessible at all times. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time the school may add software applications for a particular purpose. The licenses for this software may require that the software be deleted from equipment at a future time. Periodic checks of equipment may be made to ensure that the school has not exceeded its licenses. The school cannot support software that is not purchased by the school. Software found to be interfering with school software will be removed. Software used to circumvent copy protection or other protection measures will be removed.

## **MANAGING FILES AND SAVING WORK**

Students may log onto the school network in order to back up their work. Students will have their own user account and folder on the network with space to back up ONLY school-related work. It is suggested that students also back up all of their work at least once each week using removable file storage: Cloud-based storage or USB drives. There are a variety of low-cost web-based storage solutions available, at families' expense, that provide secure backup solutions. It is the students' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion.

## **PROCEDURE FOR RELOADING SOFTWARE**

If technical difficulties occur, or non-school issued software is discovered, the hard drive will be reformatted and imaged. This would guarantee that all files saved to the computer would be lost, so in the event of reloading software, students should have no expectation of saving files they have saved to the hard drive of the computer.

## **RECOVERING DATA AND FILES**

If technical difficulties occur, the office will reach out to try to recover school-related files. It is the individual student's responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion, and prior to scheduled maintenance.

## **PERSONAL USE**

Oak Grove Lutheran School recognizes the use of personal exploration as a learning tool, and encourages students to investigate resources. All material should be educationally appropriate, and any personal files and data created should be backed up on an external device rather than to the server. If student performance or function are impaired due to excessive personal items installed or stored on the machine, the school may require their removal. In the event the machine must be re-imaged, personal files or software will not be backed up or reinstalled.

## **PRINTING**

Students may use printers in classrooms and hallways with permission during class or breaks. School printers are managed by the school and cannot be added or removed by individual students. Please print responsibly.

Students who want to print at home will not be able to do so from their school device.

## **SOUND**

Sound must be muted. Headphones may be used ONLY with permission or when instructed by a teacher.

## **VIRUS PROTECTION**

School machines have antivirus protection software. This software will scan the hard drive and removable devices for known viruses. The virus software will be upgraded from the network.

## **PERSONAL MOBILE DEVICES AND HOT SPOTS**

Mobile devices and phones not owned or managed by Oak Grove Lutheran School are NOT allowed on the school's network. Mobile Hot Spots are not allowed to be used in school due to filtering restrictions required by law.

## **USE OF SCHOOL RESOURCES**

Avoid intentionally wasting school resources, including but not limited to the use of the internet bandwidth, internal network bandwidth, or printing resources. Non-educational subscriptions to mailing lists, mass email messages, games, chat rooms, instant messaging, proxy list services or mailing lists, or other services that can slow the system or waste others' time and access are prohibited.

## **RESPONSIBLY INTERNET USE**

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to flash, web-based, and executables/installable are prohibited on the school machine.

Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.

Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify the office immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility. Failure to report such sites may be considered an infraction of the rules and also carry consequences.

Using the network or internet for commercial, political, or financial gain purposes is prohibited, such as shopping or auction sites, political viewpoints, social viewpoints or promoting or soliciting for funds, other than approved Oak Grove fundraising activities. Promoting or soliciting illegal activities is also prohibited.

Inappropriate use is defined by school administration and will result in disciplinary action.

## **EMAIL USE**

Students should maintain high integrity with regard to email content. School email is subject to inspection by school personnel. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. Sending or forwarding mass emails, chain letters, spam, or sending messages used to further social or political viewpoints is prohibited. Private chatting or instant messaging during class without permission is prohibited.

## **COPYRIGHT AND FAIR USE**

Staff and students are expected to comply with trademark, copyright laws and license agreements. Violating copyright or other protected materials laws for print, audio and video components is prohibited. Please use the following links for information

<http://www.riaa.com>

<http://www.mpaa.org>

<http://www.creativecommons.org>

## **RECORDINGS**

It is important to obtain consent before sharing audio or video recordings of others. Recording audio or video without the consent of the teacher in the classroom is strictly prohibited and will result in disciplinary action.

## **HACKING**

Any attempt to alter data, the configuration of a computer or device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action. Note that instructors may need to access student materials for educational purposes.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources is prohibited. Do not attempt to log on to the network with a device other than the school assigned machine. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including computer crimes, will result in criminal prosecution and disciplinary action by the school.

## **CONSEQUENCES**

Students who violate the Acceptable Use Guidelines are subject to consequences. Consequences are determined by administration and based on the severity of the violation. These may include, but are not limited to suspension of technology privileges, referral to law enforcement authorities and possible suspension or expulsion from school.

If a student's technology privileges are suspended, personal devices are not allowed as a replacement. Grades may be affected due to suspended privileges.

Students' families shall be responsible for any outside costs, fees, charges, or expenses incurred under the person's account in connection with the use of Oak Grove Lutheran School's network or internet connections.

Individual school machines and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled for any length of time, or students who leave Oak Grove Lutheran School for any other reason must return school machines on the date of termination.

Upon leaving the school, students must return equipment and accessories to the district in working order and free of damage. The individual will be expected to pay for any needed repairs or replacement of the computer, device, cords, sleeves, or equipment that are deemed negligent or intentional. Failure to return the equipment will result in a theft report being filed with the Fargo Police Department.

## **PENALTY BOX:**

The Penalty Box is a heightened filter system that impacts only those students who have been added to that list and blocks all internet access apart from sites on an approved list created by the teachers and staff. Breaking certain aspects of the AUP or repeated breaking of the rules in this AUP may result in a student being put into the Penalty Box.

1. Teachers and administrators will add the student to the Penalty Box for the required amount of time.
  - First Offense: Two Weeks
  - Second Offense: One Month
  - Third Offense (or if the infraction is serious enough): From one quarter up to the remainder of the school year.

- All offenses after the third offense may result in the loss of technology privileges for a time up to and including the remainder of the school year.
2. The teacher will add an entry to the RenWeb Behavior Log for record-keeping purposes.
  3. When the time is up, students will be removed from the Penalty Box, and they will once again have full access to the same websites as the other students.

## **EXPECTATIONS:**

### **Students will:**

- Use only the computer assigned to the student
- LOG IN with their personal Username/password, unless otherwise instructed by teachers
- Access the system for educational purposes only during school hours, including printers
- Use computers for learning, research, innovation, collaboration, and creativity
- Report all damages to teacher or IT personnel immediately
- Keep passwords and personal information confidential
- Use appropriate language and be respectful of others
- MUTE sound with headphones to be used only with teacher permission
- Store their device only in a locker (during the day if necessary) or the cart for charging (overnight)

### **Students will NOT:**

- Damage computers, computer systems, or computer networks
- Cover or remove any OG stickers on the device. Personal stickers are allowed. All personal stickers must be appropriate and removed before the computer is returned. Failure to do so will result in a fine.
- Use another's password or represent oneself as another, including trespassing into another's files, work, or folders
- Attempt to bypass filters with use of Proxy Servers, VPN's, Bypass Passwords, etc.
- Load or use unauthorized games, programs, files, or other electronic media
- Create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit
- Alter, add, or delete any files that affect the configuration of a school computer
- Conduct any illegal activity, including infringement on copyright laws
- Access the data or account of another user (this is considered vandalism)
- Copy any school software (this is considered theft)
- Record staff or students without their consent or knowledge, including the use of webcams, laptops, Chromebooks, cameras, phones, or any other digital device
- IM or Chat during class, with any device unless relative to academic related expectations set forth by teachers
- Put mobile devices and phones not owned or managed by the school on the school's network. Phones must be on the Guest Network. Personal devices are prohibited.
- Create/Use Mobile Hot Spots of any kind (this is against CIPA regulations requiring all school devices to be adequately filtered)

Technology Acceptable Use in a Nutshell

## **North Campus Expectations**

1. I will follow the directions of my teachers or an adult in charge.
2. I will use technology as a tool for learning.
3. I will not damage my device or add and/or remove any stickers to/from the device.
4. I will only share with other students, pictures and words that are appropriate.
5. I will honor all copyright and fair use laws as outlined in the AUP.
6. I will be responsible for my online privacy including protecting my passwords and personal information.
7. I will share with an adult any incidences of bullying or harassment in which students are acting abusively or unsafely online toward others.
8. I will share with an adult any online behavior in which a student is acting unsafely and posting information which may be harmful towards themselves or others.
9. I will get permission before taking pictures or videos of other students, and I will NEVER video or take pictures of the classroom or teachers.
10. I will not illegally download or share prated content either through sharing or using peer to peer services.
11. I will not cheat or gain unfair advantage in online activities through sharing and accessing information inappropriately, including use of artificial intelligence (AI) mechanisms.
12. I will use technology appropriately and safely so that it functions properly and is not broken.
13. I will not access another student's accounts, including work.
14. I will use technology appropriately or I may face loss of access or consequences including disciplinary action, expulsion, or legal action.
15. I will not alter or change settings on any devices by downloading software or accessing settings.
16. I will not put other users' technology or personal information at risk by damaging or altering shared network software technology.

## ACKNOWLEDGMENT FORM

I, \_\_\_\_\_ acknowledge that I have attended the informational meeting and accept the terms of use set out in the Acceptable Use Policy which has been provided to me. I have read the document, and I understand and agree to comply with the rules and procedures set forth within it. I understand the costs associated with damage, loss, or theft of the device.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Graduation Check Sheet

### 24 Credits Required for Graduation

There are 15 credits of required courses and students may select at least 9 credits of elective courses.

\* Required Course

#### English (4 credits)

- \*English 9 (1 credit)
- \*English 10 (1 credit)
- \*English 11 (1 credit)
- \*English 12 (1 credit)
- DC English 12 (1 credit)

#### Math (3 Credits)

- \*Algebra I (1 credit)
- \*Algebra II (1 credit)
- \*Geometry (1 credit)
- DC College Algebra (.5 credit)
- DC College Trigonometry (.5 credit)
- AP Calculus (.5 credit)
- AP or DC Elementary Statistics (.5 credit)
- Principles of Engineering (1 credit)
- Individualized Math (.5 credit/sem)

#### Science (3 Credits)

- \*Physical Science (1 credit)
- \*Biology (1 credit)
- Anatomy & Physiology (1 credit)
- Chemistry (1 credit)
- Physics (1 credit)
- Medical Intervention (1 credit)
- DC Biology (1 credit)
- DC Chemistry (1 credit)

#### Social Sciences (3.5 credits)

- \*Civics (.5 credit)
- \*Western Civilization (1 credit)
- \*U.S. History (1 credit)
- \*POD Economics (.5 credit)
- \*POD Government (.5 credit)
- Sociology (.5 credit)
- DC Psychology (.5 credit)
- International Relations (.5 credit)
- Political Science (.5 credit)
- ND Studies

#### \*Other Required Classes

- Phy. Ed. I (.5 credit)
- Health (.5 credit)
- Christian Studies (.5 credit per year)
- Financial Literacy or Ind. Living (.5 credit)
- Business Technology (.5 credit)

#### Electives

- Novels (.5 credit)
- Speech (.5 credit)
- Creative Writing (.5 credit)
- Film (.5 credit)
- Debate (.5 credit)
- Accounting I & II (.5 credit)
- Entrepreneurship (.5 credit)
- Business Fundamentals (.5 credit)
- Management (.5 credit)
- Coop JETS (Jr Ed of Tomorrow) (.5 credit)
- Coop Work (.5 or 1 credit)
- German I (1 credit)
- German II (1 credit)
- Spanish I (1 credit)
- Spanish II (1 credit)
- Spanish III (1 credit)
- Spanish IV (1 credit)
- Band (1 credit/year)
- Concert Choir (1 credit/year)
- Music & Praise (1 credit/year)
- AP Music Theory
- Art Foundations (.5 credit)
- Photography (.5 credit)
- Ceramics (.5 credit)
- Painting (.5 credit)
- Weight Training (.5 credit)
- PE II (.5 credit)
- Cultures & Cuisine (.5 credit)
- Nutrition & Food Prep
- Housing (.5 credit)
- Textile and Sewing (.5 credit)
- Child Development (.5 credit)

#### College Requirements

Requirements for entrance to colleges vary. Most colleges include this information online. The School Counselor may be consulted for details.

#### Requirements for the North Dakota university system are:

- 4 credits in English
- 3 credits in Mathematics (Algebra I, II, Geom.)
- 3 credits in Lab Science
- 3 credits in Social Studies

#### Requirements for Minnesota university system are:

- 4 credits in English
- 3 credits in Mathematics (2 yrs Algebra, 1 yr Geom.)
- 3 credits in Science
- 3 credits in Social Studies
- 3 credits of electives

Arts

World Language (2 years of a single language)



### College Prep Schedule

The following is a suggested schedule for meeting college entrance requirements in ND and MN

#### Freshman (6 credits)

English 9 (1 credit)  
Physical Science (1 credit)  
Algebra or Geometry (1 credit)  
Business Tech (.5 credit)  
Christian Studies (.5 credit)  
Physical Education (.5 credit)  
Civics (.5 credit)  
\*Spanish I (1 credit)  
Electives \_\_\_\_\_

#### Sophomore (6 credits)

English 10 (1 credit)  
Biology (1 credit)  
Geometry or Algebra (1 credit)  
Health (.5 credit)  
Western Civilization (1 credit)  
Christian Studies (.5 credit)  
\*Spanish I, II (1 credit)  
Electives \_\_\_\_\_

#### Junior (6 credits)

English 11 (1 credit)  
Chemistry or other lab science (1 credit)  
Algebra or DC Alg/Trig (1 credit)  
U.S. History (1 credit)  
Christian Studies (.5 credit)  
\*Spanish II, III (1 credit)  
Ind. Living or Financial Literacy (.5 credit)  
Electives \_\_\_\_\_

#### Senior (6 credits)

English 12 or Dual Credit English (1 credit)  
Math (1 credit)  
Science (1 credit)  
Government (.5 credit)  
Economics (.5 credit)  
Christian Studies (.5 credit)  
Ind. Living or Financial Literacy (.5 credit)  
\*Spanish III, IV  
Electives \_\_\_\_\_

\*In many states, two years of world language are required for college entrance.

### Minimum Requirement Schedule

The following is a schedule for meeting Oak Grove graduation requirements. These requirements are not the same as college entrance requirements.

**Students must take at least 6 courses per semester.**

#### Freshman

English 9 (1 credit)  
Physical Science (1 credit)  
Business Tech (.5 credit)  
Math (1 credit)  
Christian Studies (.5 credit)  
Physical Education (.5 credit)  
Civics (.5 credit)  
Electives (1 credit)

#### Sophomore

English 10 (1 credit)  
Biology (1 credit)  
Math (1 credit)  
Western Civilization (1 credit)  
Christian Studies (.5 credit)  
Health (.5 credit)  
Electives (1 credit)

#### Junior

English 11 (1 credit)  
U.S. History (1 credit)  
Christian Studies (.5 credit)  
Math (1 credit)  
Science (1 credit)  
\*\*Ind. Living or Financial Literacy (.5 credit)  
Electives (1 credit)

#### Senior

English 12 (1 credit)  
POD Economics (.5 credit)  
POD Gov't (.5 credit)  
Christian Studies (.5 credit)  
\*\*Ind. Living or Financial Literacy (.5 credit)  
Electives (3 credits)

\*\*Can be taken through FACS Independent Living, or Bus. Ed. Financial Literacy.

**OAK GROVE LUTHERAN SCHOOL**  
**ADMINISTRATIVE GUIDELINES FOR POLICY VIOLATIONS**

<b>OFFENSE</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>	<b>4TH OFFENSE</b>
<i>Cheating</i>	"0" on material	"0" on material ISS/OSS	Course failure for quarter/semester	Course failure for semester
<i>Unexcused Tardy</i>	Detention	Detention	Detention	Detention
<i>Careless Driving on School Grounds</i>	Detention	Detention	ISS/OSS Contact law enforcement	ISS/OSS Contact law enforcement
<i>Disruption classroom / School Activity Process</i>	Detention	Detention	ISS/OSS	ISS/OSS
<i>Disrespect/ Verbal Harassment</i>	Detention	Detention	Detention ISS/OSS	ISS/OSS Expulsion review
<i>Insubordination</i>	Detention	Detention Possible ISS/OSS	ISS/OSS	ISS/ OSS Expulsion review
<i>Inappropriate Language/ Profanity</i>	Detention	Detention ISS/OSS	Detention ISS/OSS	Detention ISS/OSS
<i>Missed Detention</i>	ISS/OSS	ISS/OSS	ISS/OSS	ISS/OSS
<i>Obscenity/ Sexual Harassment</i>	Detention ISS/OSS	Detention ISS/OSS	ISS/OSS Expulsion	ISS/OSS Expulsion
<i>Theft or Vandalism</i>	Detention ISS/OSS Restitution	ISS/OSS Restitution Expulsion Law Enforcement	ISS/OSS Expulsion Law Enforcement	Expulsion Law Enforcement
<i>AWOL/ School Elopement</i>	Detention	Detention ISS/OSS	ISS/OSS	ISS/OSS Expulsion
<i>Use/Possession/ Sale of Alcohol, Tobacco, Non- Prescription/ Illegal Drugs on School Campus or School Activities</i>	ISS/OSS NDHSAA 6 wks. Law Enforcement	ISS/OSS NDHSAA 18 wks. Law Enforcement	ISS/OSS NDHSAA suspension Law Enforcement Expulsion	
<i>Threatening or Intimidating Acts Bullying</i>	Detention	Detention ISS/OSS	ISS/OSS Expulsion	ISS/OSS Expulsion
<i>Physical Attack/ Assault</i>	Detention ISS/OSS Law Enforcement	ISS/OSS Expulsion Law Enforcement	ISS/OSS Expulsion Law Enforcement	ISS/OSS Expulsion Law Enforcement
<i>Possession/Use of Weapon</i>	ISS/OSS Expulsion Law Enforcement	ISS/OSS Expulsion Law Enforcement	Expulsion Law Enforcement	Expulsion Law Enforcement
<i>Electronic Devices/ Cell Phones</i>	Confiscation and warning	Confiscation and Detention	Confiscation and Detention	Confiscation and Detention ISS/OSS
<i>Internet/ Computer Usage</i>	Confiscation Detention	Referral to Dean of Students	Dean of Students referral ISS/OSS	Loss of computer privileges ISS/OSS

\*\* THIS IS A GUIDELINE. ALL CASES ARE SUBJECT TO ADMINISTRATIVE DISCRETION, AND  
CONSEQUENCES MAY BE MORE OR LESS SEVERE THAN LISTED ABOVE\*\*

*ISS=In-School Suspension      OSS=Out-of-School Suspension*