

# OAK GROVE LUTHERAN SCHOOL



2017 - 2018 NORTH CAMPUS STUDENT HANDBOOK

*Oak Grove Lutheran School • Fargo, North Dakota*

*Updated: June 2017*

# Student Handbook 2017-2018

## 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

### REALTIONSHPIS

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. 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 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 – Fall/Spring
- NWEA (MAP) – Grades 6-8 – Fall/Spring
- PSAT – Grades 10, 11 - Fall
- ACT/Work Keys – Grade 11 – Spring
- SAT – Grade 11/12
- ASVAB (Armed Services Vocational Aptitude Battery) – Grade 10
- AP Courses – Grade 11, 12 - Spring

### ADDING/DROPPING A CLASS

The principal or the school counselor will help students change their schedule.

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

To drop a class within the required 5 week time frame, a student must obtain a withdrawal form from the School Counselor or Principal, and complete said form with all required information and signatures. The student must remain in class until the withdrawal form is complete and signed. 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 age 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, e-cigarettes, smokeless tobacco
- 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 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 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 the Principal. 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 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 the Principal 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 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 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 16 absences in one class in one semester will be given an 'F' in the course. Students are required to attend study hall for the remainder of the semester. Any student who obtains 10 absences shall receive a letter from the administration warning the student and parent of the impending consequences.

These absences DO include illness, parental requests, vacations, appointments and unexcused absences. The limit of 16 does NOT include school activities or funerals.

### 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 appt 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 pre-excuse form should be acquired from the office for the purpose of recording assignments during the absence. This is done for the benefit of the student. Coaches/advisors may require the pre-excuse form to be handed-in to them prior to the activity leave date.

### 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. 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 possibly searched for identification purposes. Middle school students may hang them on the hooks in the hall, but they should not be left on the floor.

## **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 within the main office at 373.7109 for reservation and payment information.

## **BULLETINS AND ANNOUNCEMENTS**

The weekly bulletin and daily announcements are posted for viewing outside the main office. The Daily Bulletin is posted on the web site. 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.

## **B.Y.O.D. (Bring Your Own Device)**

Oak Grove participates in a BYOD policy which states that students may bring their iPad, Surface, laptop, or other electronic device (other than smart/cell phone) into the classroom to be used by the student at the teacher's discretion.

BYOD is permitted to help students have access to current technology for research and other class participation activities as directed by the teacher/staff. Any misuse of the device by the student shall result in confiscation of the device by the teacher/staff.

## **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 courtyard or in the cafeteria. 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**

Cell phones may be used within the hallways between classes. Cell phones will not be brought into the classrooms/study hall. Teachers may direct students to bring cell phones into the classroom/study hall on specific occasions. Students may not use cell phones in restrooms or hallways during class time or during Chapel/assemblies. Cell phones that are used inappropriately will be confiscated.

Cell phones may be used during a student's lunch period.

Taking photos with a cell phone without permission is prohibited.

## **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 9<sup>th</sup> Hour 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 must leave 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 JO 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 nurse and school counselor 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. 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.

## DISCRIMINATION

No student may be discriminated against on the basis of 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 the college and high school credit. Oak Grove student 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 need to fill out an application and have the course approved by the school counselor or 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 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 at least 2 semesters prior to the desired graduation date.
- A conference is arranged with the individual, his/her parents/guardians and the administration during which early graduation is discussed. This conference may occur via telephone/email.
- After variance has been granted for early graduation, student must meet with the counselor to create a plan of completion for graduation.

## **ELECTRONIC EQUIPMENT**

Students may use selected electronic devices in accordance with the Oak Grove B.Y.O.D policy. All non-academic devices are not allowed such as radios, laser-pointers, gaming devices, etc. See Cell Phone / B.Y.O.D. policies in this manual.

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

Each student who participates in any activity sponsored by Oak Grove Lutheran School must adhere to the following guidelines:

- Students must be passing all of their classes.
- Students who have an 'F' during any week of the semester will be ineligible for the following week. Students who are ineligible due to an 'F' will have the option of attending 9<sup>th</sup> Hour supervised study hall to maintain eligibility.
- Students may be deemed ineligible due to repeated student handbook policy violations, or encounters with law enforcement officials outside the regular school day.

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

#### Athletes:

- May travel with their teams/groups.
- Must attend practices, unless otherwise instructed by the coach/advisor/administration.
- May not be used as team attendants during the game/activity, but 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 may practice with the group.
- Vocal solos resulting from private lessons are not considered an extracurricular activity and will be permitted. These lessons must not take the student out of regular classes during the school day.
- Students will not be allowed to take part in competitions. This includes large group contests, regional and state solo and ensemble contests.
- The student must remain in the music classroom and complete written assignments given by the teacher so class credit will not be lost.

#### 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.

## **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.

Lockdowns will also be practiced to give students and staff the understanding of shelter-in-place procedures, as well as how to handle an intruder within the Oak Grove campus. Law enforcement along with K-9 units may be utilized during lock down practice drills to help secure the campus community, and give law enforcement ample knowledge of the Oak Grove campus in case of a true emergency situation.

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

Students who receive an 'F' for a final grade for a semester will not receive credit for said course. If the 'F' occurs in a required course, the student must retake that course before graduating. If the 'F' occurs in an elective course, the student may choose to retake said course. Retaking a course that has been failed is known as 'Credit Recovery'. In a credit recovery situation, the original 'F' will remain on the transcript, and will continue to be calculated into the student's GPA.

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.

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.

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 to 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.

## **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 a person who starts the fight, and those who choose to participate thereafter.

## **FINAL EXAMS**

Students in grades 9-12 are required to take final exams. Middle school students, who are enrolled in a high school course for credit, must also take final exams. All required courses, and elective core courses will give a final exam. All other elective courses may give a final exam.

The following exemptions apply to final exams:

- Senior students with an 'A' in the course in both quarters, a rating of proficient or advanced on all areas of the North Dakota State Assessment the previous spring, and no more than 3 excused, non-school absences per semester in said class.
- International students with an 'A' in both quarters, and no more than 3 excused absences per quarter in said class.
- Any unexcused absence eliminates exemption.

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

## **FOOD ITEMS IN THE CLASSROOM**

Food or drink are not allowed in the classrooms or buildings. Food may be eaten in Grover Grounds and the Gorder Concourse. Water in an original bottle or clear bottle is permitted in the classroom.

## **FOOD SERVICE**

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

A la carte breakfast will be served starting at 7 a.m. and continue to the start of period 2.

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**

- 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 this handbook for a list of these specified courses.

### **GROVER GRAM**

The Grover Gram, an official publication, is a monthly newsletter available on the website or emailed to parents/guardians of Oak Grove students and includes a calendar, news, and announcements.

### **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. Sex-oriented verbal “kidding” or abuse
4. Subtle or overt pressure for sexual activity
5. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

### **HEALTH SERVICES**

The Health Services (Nurses) office is located on first floor of Jackson Hall next to the middle school Principal’s office. Inquiries regarding nurses’ office hours can be taken at the main office. Students who wish to visit the school nurse must have permission from the teacher/administrator. 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' 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 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 on each of the days the librarian is scheduled. 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 outside the library or to the librarian. Report cards and/or graduation 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.

Students have access to computers in the library to be used for assignments and research. 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. 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 received the day before an illness absence are due 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 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 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 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. Students must be respectful to the fact that Period 1 classes will be in session and the noise level and distractions must be kept to a minimum. Grover Grounds and Eid are places for students to congregate prior to period 2.

Middle School students are to gather in the Eid Center, The Woods, or Grover Grounds. Middle school students are not allowed to gather in the hallways or gymnasium before school. Middle School students eating breakfast must remain in Eid.

### **NETCLASSROOM**

Oak Grove utilizes an electronic grading system and management program called NetClassroom. Parents can obtain a login and password from the main office to gain access to NetClassroom. Parents can monitor their child's grades and attendance through NetClassroom.

### **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.
- Required courses may only be taken off-campus in the case of credit recovery
- 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 said 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 are the responsibility of the student.
- Off-campus courses may count toward eligibility.

### **OFFICE HOURS**

The main office is open 7:30am 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 P-T date.

### **POLICY VARIANCE**

Students and parents can apply for a variance to a handbook policy which may grant an adjustment to said policy for the benefit of a student on a case-by-case basis. Policy variances are submitted in writing to the building 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 NetClassroom.

### **SALUTATORIAN**

This award is given to the person(s) with the second highest cumulative GPA in the senior class.

### **SENIOR HONOR STUDENTS**

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



## SENIOR ACTIVITY DAY (SKIP DAY)

Each year the senior class plans a Senior Activity Day for the spring where the students assemble off campus to participate in a class retreat. Senior Activity Day is a school-sponsored activity, and is chaperoned by school personnel. All school handbook policies apply to Senior Activity Day.

## 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, study hall, etc. to use the bathroom, telephone or talk with another student. Students who have special needs or physical limitations may request an exemption. Students are expected to act in accordance to 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 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 in 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.

Oak Grove Lutheran School has the right to determine standards of dress which faculty and administration have deemed appropriate. At Oak Grove students are expected to dress and groom themselves neatly and conservatively in clothes that are in-line with modest Christian values.

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

- Hair shall be neat, clean and of a natural color.
- Students must wear shoes, sandals, or appropriate foot covering.
- Immodest clothing is not allowed. Examples include, but are not limited to, strapless or halter tops, spaghetti strap tops, short shorts or skirts, any clothing which shows a bare midriff or cleavage, or jeans with holes. Shirts with the sleeves cut-off, or split down the sides are not allowed. Undergarments must not be visible including straps.
- No form fitting pants will be worn 'stand-alone' (yoga pants, stretch pants, leggings, tight sweat pants). These may be worn underneath skirts, dresses, or shorts.
- Tank-tops are not to be worn by boys (no bro-tanks)
- 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.
- The "grunge look" and baggy pants will not be allowed. This includes pants that are oversized, too long, hanging over your shoes to the ground, that hang low in the crotch and pants that have rips or holes.

- 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, 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’s shorts/skirts/skortis shall be at or below the length of the student’s fingertips while the arms are fully extended downward at the side of the student’s body.**

**If, in the opinion of school administrators or other school personnel, a student’s appearance is inappropriate, it will be dealt with upon detection.**

### **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 PREGNANCY**

Oak Grove students who become pregnant are encouraged to remain in school. In the event that a student cannot remain in her regular classes at the main campus, every effort will be made by the school so that all class work may be completed at an alternate site, such as the student’s home or another educational facility/provider, until such time that said student can return to the regular classroom. Any costs which are incurred due to an alternative educational arrangement/placement may be the responsibility of the student/parent/guardian.

### **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 in 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 will 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.

## **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 on Net Classroom. 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. 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. 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/AD.

In activities/field trips 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/AD prior to the activity.

## **VALEDICTORIAN**

This award is given to the person(s) with the highest cumulative GPA in the senior class.

## **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 loop, south side of the Scheels Center, behind Jackson Hall, 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 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.

**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.

Incidents 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. Oak Grove cooperates with the Fargo Public Schools for weather related decisions and announcements. In the event that school is cancelled or delayed, all information will be available on local media outlets, through Grover Announcements, as well as on the Oak Grove website. In the event that the start of the school day is delayed 2 hours, classes will begin at 10:00 a.m. with Period 2.

## 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 Comp 12 (1 credit)

#### Math (3 Credits)

- \*Algebra I (1 credit)
- Algebra II (1 credit)
- Geometry (1 credit)
- Pre-Calculus (1 credit)
- AP Calculus (.5 credit)
- Probability/Statistics (.5 credit)
- Individualized Math I, II, III (.5 credit/sem)
- Principles of Engineering (1 credit)

#### Science (3 Credits)

- \*Physical Science (1 credit)
- \*Biology (1 credit)
- Anatomy & Physiology (1 credit)
- Chemistry (1 credit)
- Physics (1 credit)
- Forensics (.5 credit)
- DC Biology (1 credit)
- Medical Intervention (1 credit)
- AP Chemistry (1 credit)

#### Social Sciences (3.5 credits)

- \*Civics (.5 credit)
- \*World History (1 credit)
- \*U.S. History (1 credit)
- \*Economics (.5 credit)
- \*Close Up/Government (.5 credit)
- Sociology (.5 credit)
- DC Psychology (1 credit)
- International Relations (.5 credit)
- Political Science (.5 credit)

#### \*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)
- Humanities (Travel) (.5 credit)
- Business Law (.5 credit)
- Accounting (1 credit)
- Entrepreneurship (.5 credit)
- JETS (Jr Ed of Tomorrow) (.5 credit)
- Leadership (.5 or 1 credit)
- Spanish I (1 credit)
- Spanish II (1 credit)
- Spanish III (1 credit)
- DC Spanish (1 credit)
- Band (1 credit/year)
- Chapel Choir (1 credit/year)
- Concert Choir (1 credit/year)
- Voice Lessons (.25 credit/year)
- AP Music Theory
- Photography (.5 credit)
- Ceramics (.5 credit)
- Painting (.5 credit)
- Art (.5 credit)
- Weight Training (.5 credit)
- Life Sports (.5 credit)
- PE II (.5 credit)
- Cuisine (.5 credit)
- Housing (.5 credit)
- Textile and Sewing (.5 credit)
- Parenting (.5 credit)
- Drivers Education (.25 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 (including one year each of U.S. History and Geography)
- 3 credits of electives, 2 chosen from the following:
  - World Culture
  - Arts
  - World Language (2 years of a single language)

## College Prep Schedule

The following is a suggested schedule for meeting college entrance requirements in North Dakota and Minnesota.

### Freshman (6 credits)

English 9 (1 credit)  
 Physical Science (1 credit)  
 Algebra I or Honors Algebra II (1 credit)  
 Computer (.5 credit)  
 Christian Studies 9 (.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 (1 credit)  
 World History (1 credit)  
 Christian Studies 10 (.5 credit)  
 Physical Education (.5 credit)  
 \*Spanish I, II (1 credit)  
 Electives \_\_\_\_\_

### Junior (6 credits)

English 11 (1 credit)  
 Chemistry or other science (1 credit)  
 Algebra II or Pre Calc (.5 credit)  
 Health (.5 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 AP Eng Lit (1 credit)  
 Math (1 credit)  
 Science (1 credit)  
 Close Up or Gov't (.5 cr.)  
 Economics (.5 credit)  
 Christian Studies (.5 credit)  
 Ind. Living or Financial Literacy (.5 credit)  
 \*Spanish 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)  
 Computer (choose one) (.5 credit)  
 Math (1 credit)  
 Christian Studies 9 (.5 credit)  
 Physical Education (.5 credit)  
 Civics (.5 credit)  
 Electives (1 credit)

### Sophomore

English 10 (1 credit)  
 Biology (1 credit)  
 Math (1 credit)  
 World History (1 credit)  
 Christian Studies 10 (.5 credit)  
 Physical Education (.5 credit)  
 Electives (1 credit)

### Junior

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

### Senior

English 12 (1 credit)  
 Economics (.5 credit)  
 World Affairs/Close Up/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>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour
<i>Careless Driving on School Grounds</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour	ISS/OSS Contact law enforcement	ISS/OSS Contact law enforcement
<i>Disruption classroom /School Activity Process</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour	ISS/OSS	ISS/OSS
<i>Disrespect/Verbal Harassment</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour ISS/OSS	ISS/OSS Expulsion review
<i>Insubordination</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour Possible ISS/OSS	ISS/OSS	ISS/ OSS Expulsion review
<i>Inappropriate Language/Profanity</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour ISS/OSS	9 <sup>th</sup> Hour ISS/OSS	9 <sup>th</sup> Hour ISS/OSS
<i>Missed Detention</i>	ISS/OSS	ISS/OSS	ISS/OSS	ISS/OSS
<i>Obscenity/Sexual Harassment</i>	9 <sup>th</sup> Hour ISS/OSS	9 <sup>th</sup> Hour ISS/OSS	ISS/OSS Expulsion	ISS/OSS Expulsion
<i>Theft or Vandalism</i>	9 <sup>th</sup> Hour ISS/OSS Restitution	ISS/OSS Restitution Expulsion Law Enforcement	ISS/OSS Expulsion Law Enforcement	Expulsion Law Enforcement
<i>AWOL</i>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour 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>	9 <sup>th</sup> Hour	9 <sup>th</sup> Hour ISS/OSS	ISS/OSS Expulsion	ISS/OSS Expulsion
<i>Physical Attack/Assault</i>	9 <sup>th</sup> Hour 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 9 <sup>th</sup> Hour	Confiscation and 9 <sup>th</sup> Hour	Confiscation and 9 <sup>th</sup> Hour
<i>Internet/ Computer Usage</i>	Computer Lab privileges revoked 6 wks.	Computer Lab privileges revoked 6 wks.	Computer Lab privileges revoked for the year.	

\*\* 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