



OAK GROVE LUTHERAN ELEMENTARY SCHOOL  
FAMILY HANDBOOK 2009-2010

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*Oak Grove Lutheran School • Fargo, North Dakota*

**2009-2010 Oak Grove Lutheran School  
Academic Calendar**

AUGUST

Wednesday, August 19  
Thursday, August 20  
Friday, August 21  
Wednesday, August 26  
Monday, August 31

New Staff Workshop  
Staff Workshop  
Faculty Workshop  
CLASSES BEGIN K – 1 2  
Pre-Kindergarten Classes Begin

SEPTEMBER

Monday, September 7

Labor Day ~ No Classes

OCTOBER

Thursday, October 22  
Friday, October 23  
Friday, October 30

NDEA ~ No Classes ~ Staff Development Day  
NDEA ~ No Classes  
End of First Quarter

NOVEMBER

Thursday, November 12  
Friday, November 13  
Wednesday, November 25  
Monday, November 30

Parent-Teacher Conferences [Elementary ~ By Appointment]  
No Classes  
Thanksgiving Vacation Begins ~ End of School Day  
Classes Resume

DECEMBER

Friday, December 18

Christmas Vacation Begins ~ End of School Day

JANUARY

Monday, January 4  
Thursday, January 14  
Friday, January 15  
Monday, January 18

Classes Resume  
First Semester Finals  
First Semester Finals ~ End of First Semester  
Martin Luther King Jr. Day ~ No Classes  
(Professional Development Day ~ Teachers)

FEBRUARY

Thursday, February 11  
Friday, February 12  
Wednesday, February 17

Parent-Teacher Conferences [Elementary ~ By Appointment]  
Midwinter Break Begins ~ No Classes  
Classes Resume

MARCH

Friday, March 19  
Wednesday, March 31

End of Third Quarter  
Easter Vacation Begins ~ End of School Day

APRIL

Wednesday, April 7

Classes Resume

MAY

Wednesday, May 26  
Wednesday, May 26  
Thursday, May 27  
Sunday, May 30

Last Day of Pre-Kindergarten  
Second Semester Finals  
Second Semester Finals ~ End of School  
Baccalaureate / Graduation

*Oak Grove Lutheran Elementary School*

# **Family Handbook**

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## **MISSION STATEMENT**

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

## **VISION STATEMENT**

Oak Grove Lutheran School provides a vibrant and thriving educational environment, grades pre-K through 12, offering an outstanding academic experience with a strong grounding in Christian faith and service, where each student's gifts are nurtured to their fullest potential by faculty and staff who are committed to integrating Biblical truth with academic excellence.

## **FAITH STATEMENT**

- We believe that our Christian faith is of critical importance and should be a central part of the education we offer our students (Prov. 22:6, Romans 12:2).
- Central to our faith is salvation by grace through faith through Jesus Christ our Lord (John 3:16, Ephesians 2:8).

### **What we believe about God**

- Our trust is in the one and only God, who has revealed himself in history to be Father, Son, and Holy Spirit (Deut. 6:4, Matt. 28:19, II Cor. 13:13).
- God is almighty, has created all that exists in heaven and on earth, and invites us to turn to him in trust as to a loving Father (Gen. 1:1, Job 42:2, I John 3:1-2).
- God also comes to us as our Lord Jesus Christ, conceived by the Holy Spirit, child of the virgin Mary, to suffer, die, and be raised for our salvation. He has ascended to heaven, and will return to judge the living and the dead (Matt. 1:23, Luke 1:35, Mark 8:31, Acts 1:9-11).
- God also comes to us as Holy Spirit, who gives life, faith, fellowship with God, and communion with the Church of every time and place (John 3:5, John 15:26, Eph. 1:13).

### **What we believe about us**

- Every person is created in God's image for loving relationship towards God and towards others, and for tender care of the creation (Gen 1:26, Gen. 2:15, Matt. 22:37-39).
- All people have sinned and are unable by themselves to overcome the dire consequences of that sin (Gen. 3:1-19, Rom. 3:9-23, Rom. 5:12-14).
- Through our Lord Jesus and the grace he won for us on the cross, we are offered gifts of forgiveness of sins, life and salvation (Matt. 20:28, Rom. 5:6-11, Eph. 2:8-9, I John 1:7-9).
- The Holy Spirit makes these gifts real to us and enables us to accept them in trusting faith (John 14:16-17, John 16:13, Acts 19:1-7).
- All who believe and are baptized are part of the body of Christ and gifted by him for service to the world (Mark 16:16, I Cor. 12:12-31).

**Why we believe it**

- Because God has sent his Word to us, Jesus, who has revealed to us God's own heart (John 1:1-5, John 1:14).
- Because God's Word on the lips of his prophets offer judgment and mercy (Isaiah 55:10-11, Gal. 3:10-14).
- Because God's Word, recorded in the Bible, is inspired by God and authoritative in matters of life and faith (Psalm 119:105, II Tim. 3:16).

**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 elementary and 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 and 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 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 Pre-K-12 and is affiliated with 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 school. Oak Grove is also "Accredited with Commendation" from the State of North Dakota, achieving 100% of all required standards.

## **ABSENCES/ATTENDANCE**

Regular and punctual attendance is necessary for a student to achieve success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities. Regular attendance is a parent responsibility and will be regarded in compliance with North Dakota Compulsory Attendance Statute (15-1-20).

The school day begins at 8:30 a.m. and begins dismissal at 2:50 p.m. for Kindergarten students. First through fifth grade students are dismissed at 3:00 p.m. The school office is open from 7:30 a.m. to 4:00 p.m. Please have your child arrive after 8:05 a.m. Classrooms are open at 8:20 a.m. Children will be supervised from 8:05 to 8:20 a.m. Your child should be picked up by 3:15 p.m. The only exception to these times would be at teacher discretion or if the child is part of a before or after school program or activity.

If your child will be absent, it is important to contact the office between 7:30 and 8:30 a.m. In this way, we can be assured accuracy for our records and the reason for the absence. If the school does not receive a call, we will attempt to make contact to ensure the safety of your child.

Early Leave: Any student who anticipates leaving school during the day must bring a note signed by a parent and present it to the office in the morning. The note should indicate the time the student is to be dismissed and, if appropriate, the time he/she will return. It must also indicate who will be picking the child up. Students must be picked up at the main desk by an adult.

### Excused Absences

- Illness
- Death or serious illness in the family, family emergency
- Medical or dental appointments (We ask that you make every effort to schedule these outside the school day.) Parents must come to the office to sign the child out for/in from the appointment.
- Other reasons: notify the school with appropriate advance notice of absences such as family trips, etc.

### Unexcused Absences

- Occurrences when the school is not informed as to the reason for the student's absence
- Unexcused absences are considered truancy

### Tardiness Policy

- Morning-students arriving in the classroom after 8:30 a.m., but before 10:00 a.m. will be counted tardy for the morning. Students arriving after 10:00 a.m. will be counted absent for one-half day.
- Afternoon- Students leaving for the day by 1:30 p.m. will be counted absent for one half-day.

**Students arriving late should be accompanied by an adult to check in at the office.**

## **ACADEMICS**

Oak Grove strives to provide a quality Christian education. A written curriculum for each academic area is available.

## **ARRIVAL/DROP OFF PROCEDURES**

Parents are asked to drive through the predetermined pickup/drop off route to drop off and/or pickup their child(ren) at the beginning/end of the day. Parents picking up children from inside the building after school are to wait in the gym area until dismissal.

Please refer to the Appendix at the end of the Handbook for arrival/drop off maps and details.

## **ATHLETICS**

The athletic program is viewed as “co-curricular” as well as “extra-curricular.” The athletic program is an extension of the physical education program and wellness goals at Oak Grove. While participation in the athletic program is not mandatory, all students are strongly encouraged to participate. We make every effort to provide a quality program for all who wish to participate. Students participating in the basketball and/or volleyball program will be assessed a participation fee per program.

### Athletic opportunities offered by Oak Grove Lutheran Elementary

4<sup>th</sup> and 5<sup>th</sup> grade basketball - girls and boys

4<sup>th</sup> and 5<sup>th</sup> grade volleyball - girls and boys

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade chess - girls and boys

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade parochial track meet – girls and boys

### Transportation

All transportation and travel responsibility rests with parents unless otherwise designated by the school official. It is the parent’s responsibility to get their child to/from games, meets, matches, etc. Parents should pick up their athlete promptly at the end of practice and games.

### Eligibility Policy

Participation in athletic programming is a privilege and not a right of those attending Oak Grove. Students are expected to remain committed to the team for the entire season. Elementary teams are instructional in nature. They emphasize teaching fundamentals and strategies as well as encouraging teamwork and active participation.

To participate in games, practices and tournaments, student athletes must remain eligible. Students are expected to meet standards to remain eligible for season participation.

- Grade Standard - student will maintain proper academic progress
- Behavior Standard - student who demonstrates persistent and/or excessive misbehavior will no longer be eligible for participation

### Fees

Fees are charged for athletic participation to assist in payment for coaches, transportation, site rental, and officials. These fees must be paid by the first regularly scheduled game of that sport. No child will be denied the privilege of participating because of cost.

Families who have concerns with athletic fees should speak to the principal.

The athletic programs at Oak Grove will be successful and beneficial if parents are supportive of the goals of the program and the school. This includes, but is not exclusive of, such components as modeling Christian behavior at events and practices to coaches, players, fans, and visitors; supporting in word and deed, the coach's authority, and being responsible and committed to pick up/drop off schedules for these programs.

### **BAND PROGRAM**

Oak Grove Lutheran Elementary offers an instrumental band program for students in grade 5. Individual lessons are offered by the music teacher. Music concerts will be in conjunction with the sixth grade.

### **BEFORE/AFTER SCHOOL PROGRAMMING**

Oak Grove offers a before and after school program for those families who are interested. Scheduling of activities and programming are subject to change. Information will be sent home by the programming organization. Oak Grove Lutheran Elementary is currently contracted with the YMCA for programming from 7:00-8:20 a.m. and 3:00-6:00 p.m. at the south campus.

### **BIRTHDAY CELEBRATIONS**

Birthdays are a terrific way to celebrate children. To make the day even more special for children, they may bring a treat for their class when they celebrate their birthday or half-birthday (for those with a summer birthday). Please consider treats that are sensible and easily shared by the students.

Birthday invitations are exciting; however, they can also be the cause of hurt feelings. Please send invitations through the mail versus distribution at school in front of other students. This would be the requested protocol even in the case of inviting all classmates. We would ask for your good taste and judgment in bringing gifts, sleep over to school for after school parties, as well.

### **BOOK ORDERS, FAIRS, VENDORS**

School distributed book vendors are opportunities for families to purchase quality resources. These companies offer teachers the opportunity to receive free, or at very reduced cost, resources for the classroom.

Oak Grove endorses the ideal of what these book companies offer families and schools. However, the school realizes some of the materials offered in the book orders are items that Oak Grove, as an institution, would **not** promote or endorse.

Families are free to purchase materials of their choice from these book companies. Not all books are deemed suitable for all students and parents are encouraged to select materials for their individual child. Oak Grove does not endorse, in whole, all the materials offered through the book companies.

### **SCHOOL STORE/CLOTHING STORE**

A school store is available at the elementary school offering Oak Grove clothing and related items. The store staffing and hours are dictated by the Oak Grove School store coordinator.

### **BUILDING USAGE/GYMNASIUM RENTAL**

Groups/organizations or individuals that would be interested in use of the facilities may contact the building principal or inquire at the office.

### **BULLYING/HARASSMENT**

Harassment or intimidation through bullying 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 an individual** such as teasing, name calling, inappropriate touching, sexual innuendos, damage or intended damage to another's property, etc. Bullying also includes exclusion of individuals in a purposeful manner by a group.

Oak Grove has a very detailed and specific set of policy and procedures, which aligns with the "Respect and Protect" program. This policy is board adopted and a copy is available in the school office.

### **BUS/SHUTTLE SERVICE**

Oak Grove provides shuttle service between the north and south campuses before and after school. A fee will be assessed for the use of the shuttle. This fee is outlined and arranged for in the registration information.

A bus/shuttle may be necessary for school field trips, athletic events, music events, etc. If the event is organized and sanctioned by Oak Grove, transportation will be provided free of charge.

Appropriate and respectful behavior of driver and other students is expected at all times. Shuttle privileges will be suspended for those students who do not behave with respect and appropriate manners.

## **CANDY AND CHEWING GUM**

Candy and chewing gum are not allowed at school, except on special occasions announced by the classroom teacher.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

When the address or telephone number of a student and family has changed, it is the parent's responsibility to notify the office immediately. Be sure to notify the office of changes in work or cell phone number, as well.

## **CHAPEL**

Chapel services are held on a weekly basis. Chapel programs are varied and involve pastors, students, teachers, guest speakers, and parents. Student attendance is mandatory. Parent and visitor attendance is welcomed.

## **COMMUNICATION**

Oak Grove is committed to good communication in the school community. This means that both school and home commit to being informed and ready to share, as well as listen.

Regular communication (written note, e-mails and phone calls) from families to teachers, administrators and staff are welcomed to provide essential information. The faculty will gladly receive phone and written messages and will return them. We ask that you allow appropriate response time on the behalf of the faculty and staff.

Students will be able to use the phone as needed. Please keep in mind, the school has the right to limit use of the phone for such things as homework, backpacks, shoes, other things needed for school participation. We would ask that families arrange for all after school plans outside of the school day.

Frequent and open communication is crucial to diminish the opportunity for conflict and serious concerns to arise.

### Communication procedure for addressing issues or concerns

- Go directly to the staff member with whom you have an issue.
- If not resolved, the principal should be contacted.
- Unsettled matters from the previous meetings should be directed to the Superintendent.

## **COMPUTER AND INTERNET USE**

Oak Grove has a state-of-the-art computer lab. Refer to the Appendix in the back of the Handbook for detailed use and policy descriptions.

## **CONFERENCES**

Formal conferences between parents and teachers are scheduled two times per year. Informal conferences between parents, teachers and/or administrators will be scheduled as needed.

## **COUNSELORS**

Oak Grove Lutheran School has a school counselor who is employed part time. Parents are free to call her if they have concerns about their children. Please contact the school office for the counselor's current schedule.

## **DAMAGE TO SCHOOL PROPERTY**

Students are to respect themselves, peers, staff, and others, as well as the property of the school and the property of others. Students shall not at any time, misuse, damage, or destroy school property or personal property of others. Destruction of such property may result in the student paying to replace the misused, damaged, or destroyed item(s).

## **DEFICIENCY NOTICES**

Students who are doing unsatisfactory school work will be specifically alerted through a deficiency notice that will be sent home. Teachers will be responsible to communicate deficits in a timely manner.

## **DISCIPLINE**

In order to provide all students with the best educational environment, an orderly atmosphere must be maintained in the school and self-discipline must be developed by each student. No student will be allowed to disrupt the educational process of another student.

The discipline procedures and guidelines at Oak Grove are intended to be proactive versus punitive. We strive to reinforce the positive behaviors of students to inspire appropriate behavior. If a student refuses to adhere to the ideal that others are to be respected and rules are to be followed, appropriate consequences will be applied. Consequences may include, but are not limited to the following: counseling with students, assigning a logical consequence, contacting parents, loss of privileges, detention, suspension or expulsion.

Student behavior must conform to the acceptable standards of conduct as established by the Board, the principal and teachers. Oak Grove Lutheran Elementary School requests parental support in maintaining appropriate conduct in our school. Please contact your classroom teacher for the individual classroom disciplinary procedures.

## **DISCRIMINATION**

According to the provisions of Title IX of the educational Amendments of 1972, any student of Oak Grove Lutheran School who believes he or she has been discriminated against, denied a

benefit, or excluded from participation in an educational program or activity on the basis of sex, may file a written complaint with the administrator.

### **DISRESPECT/VIOLENCE**

Disrespect/violence is any mean word, look, sign or act that hurts a person's body, feelings or things. No one is entitled to be disrespectful or use violence at any time or in any way. Students who display behavior that is disrespectful or violent will be handled through our "Respect and Protect" policies. These are available in the school office.

### **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS**

The office must approve any distributed materials. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the Board has adopted regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

### **DOORS**

In order to ensure the safety of those in the school, all doors will be locked after school begins. The door at the main entrance will remain unlocked during school hours.

### **DRESS CODE**

Oak Grove implements the use of uniforms for school attendance. Refer to the Appendix for the detailed description of the Uniform Dress Code.

### **EARLY DISMISSAL/EMERGENCY POLICY**

Oak Grove closings will be announced on WDAY (970) Radio, Y-94 and all local television stations. Oak Grove is included in any announcement that states "All Fargo Schools, public and private."

### **EMERGENCY DRILLS**

Schools are required to maintain a level of preparedness for emergencies. These emergencies may and do include situations such as tornado, fire, flood, and terrorists threats. Drills will be held to practice contingency plans for the protection of students. Fire and tornado procedures are posted in each room.

### **FERPA/STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. After the principal receives a written request, arrangements for access will be made and parents will be notified.
2. The right to request the amendment of the student's education records that the parent believes is inaccurate. Parents may ask the school to amend a record that they believe is inaccurate or misleading. The parent should write a clear identification of the part of the record they want changed and explain why it has been found inaccurate. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision.

The Federal Family Right Privacy Act permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardians requests that such information not be released. The purpose of a release will always be related to the conduct of school business, i.e. publishing names in the school newsletter or other publications.

Each student has a cumulative record of school progress. Immunization records, report cards, achievement test results, attendance records and other pertinent student data are recorded in this file. Student records are necessarily confidential but open to parents for inspection. If you would like to examine your child's file, please call and make an appointment with the principal.

### **HEALTH ISSUES**

School staff must report suspected cases of health related concerns, specifically any communicable disease. Whenever a principal and/or teacher in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to the school office and parent(s) will be notified to come immediately to pick up the child. See the Communicable Disease Regulations in the Appendix.

### **HOMEWORK**

Homework will be appropriate and relevant for each grade level. When a child does not finish an assignment at school or when he/she has been absent, the assignments may be completed at home at the discretion of the teacher.

### **IMMUNIZATIONS**

To comply with state law, the following will be the procedures for all students:

- Students must have verification of the required immunization upon admission to Oak Grove. This is part of the application process.
- The un-immunized student will not be able to attend school until documentation of the vaccines is received at the school.

## **ILLEGAL AND ILLICIT SUBSTANCES**

The use of illegal and illicit substances, such as drugs, tobacco, and alcohol shall not be allowed by students. Refer to the Appendix for the detailed policy and procedure.

## **LOCKERS/LOCKER and DESK SEARCHES**

Lockers and desks are the property of the school. School officials may inspect lockers and desks at any time they have “reasonable suspicion.” Under some circumstances, further search of the person or personal property is warranted. Procedure would follow Due Process for the rights of the student and the student body/school.

## **MEDICATIONS**

The school office may assist any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, if the school district receives:

- A written request for medication completed by the parent or guardian indicating the medication and dosage required.
- The medication in the original bottle with the instructions from the physician on the prescription bottle.

These guidelines also include over the counter medication such as Tylenol or cough syrup.

## **MOVIES/SUPPLEMENTAL MATERIALS**

In our current age of technology, there is an abundance of quality materials that can be used to enhance the study of different areas in the curriculum and adjunct units of study. Classroom teachers are permitted and encouraged to move outside the textbook in a variety of ways. With that said, we will be respectful of the needs and “best practices” methods when making decisions on what shall be used in the classroom. The use of movies, video and computer games will be held to a minimum and used with discretion. Teachers are to consult the principal before using these types of material.

## **MUSIC-Grover Choir Squad**

Music classes are offered for those students interested in participating in a choir experience. The Grover Choir Squad involves fourth and fifth graders. The Squad has weekly in-school practices with the elementary music instructor. The choir performs on a variety of occasions as scheduled by the instructor. All fourth and fifth graders are invited to participate, but this participation is not mandatory. There is no fee.

## **NEWSLETTER**

Oak Grove Lutheran Elementary School publishes a newsletter, the *Grover Gazette*, to serve as an important component of communication on dates and events in the school schedule. The

*Grover Gazette* is disseminated at the end of each school week and is available on the school's website, [www.oakgrovelutheran.com](http://www.oakgrovelutheran.com).

### **PARENT-TEACHER ACTION COMMITTEE (PTAC)**

Oak Grove is fortunate to have an active Parent Group that meets to plan activities that support the education and advancement of the school. All parents, grandparents and other persons interested in becoming active at Oak Grove are invited to be part of the organization. Notifications of meetings are carried out by the association itself through the *Grover Gazette*, newsletters and/or online announcements.

### **PARTIES/CELEBRATIONS**

Each class may have a party for the following occasions: Fall, Christmas, Valentine's Day, and End-of-the-Year, as well as other celebrations. Parents may be contacted to help with these parties.

### **PETS**

Due to a variety of personal and physical issues, Oak Grove holds a policy that does not allow pets on school property, outside of personal vehicles.

### **PLAGIARISM**

Plagiarism will not be tolerated. Plagiarism is presenting another person's work as your own, without giving proper credit to that person. This includes copying/posting from the Internet and the retrieval of research papers from the Internet. Any student who plagiarizes will be given a zero on that assignment.

### **PHONES**

Phone use is available in each classroom and at the front desk. Students are welcome to use the phone for significant situations requiring immediate attention. The phones are not to be used for personal calls pertaining to after school plans (outside school activities), ordering lunches, homework, etc. Use of cell phones during the school day is not allowed for any reason.

### **PROMOTION/RETENTION**

Students need to be making academic progress for recommendation by the teacher for promotion to the next grade level. When a student begins to struggle, the classroom teacher will be in contact the parent or guardian and a conference may be scheduled. Interventions will be used to make every effort to bring the student to the acceptable level of proficiency and progress.

Decisions regarding promotion and retention will be joint consultation between parent, teacher and principal. Retention and promotion will be made in the best interest of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

Factors such as physical and social maturity, effort, stress, health, attitude and opportunity to improve are important factors to consider when this decision is made.

**Oak Grove reserves the right to make the final decision for retention and promotion of a student.**

### **RECESS/PLAYGROUND**

Students in all grades are given time during the day to recreate. National tests and reports show how important physical play is for the health of students. Recess will be outside unless it is raining or the weather, specifically wind chill conditions, does not permit safe outdoor play.

**Please dress your child appropriately for spending recess time outdoors each day.**

Children will need to wear snow boots, hat, snow pants, coat, and mittens/gloves each day. School officials will let children and parents know when snow pants and boots, or other wet/winter gear, are no longer needed. Until that time, children will be asked to wear the specified gear.

The behavior on the playground will exemplify respect for the equipment and for other students. There will be no exceptions to this expectation of appropriate behavior. Students will follow the directions and guidance of the adult supervisors with respect.

### **REPORT CARDS**

A progress report will be sent home with the student as a means of communicating student progress during the school year.

### **TESTING**

Oak Grove follows the Federal mandates under the “No Child Left Behind Act” of 2001, which, among other rigors, requires proof of Annual Yearly Progress typically done through testing. Standardized testing procedures are used during the school year to exemplify our student progress. These tests serve to point out the areas of strengths and/or weaknesses in the child’s overall development and measure curriculum effectiveness. We will make an effort to share results of these tests with parents in a timely manner. The records are then retained in the student’s files. Remember that no single test should be taken as an absolute measure of aptitude, ability or achievement.

### **TRANSPORTATION RELEASE FORM**

It is very important that school personnel knows who will be picking up students from school. If an individual other than a parent/guardian is picking up your child, it is important that you notify the school and that you have completed a Transportation Release Form. You may pick up a release form in the school office. You may want to keep a couple of these forms on hand to be used from home as needed. Be sure your child is aware of with whom he/she is allowed to leave the school. Please send a note stating the arrangement for the classroom teacher’s awareness. If someone else is picking up your child, they should have a driver identification card.

## **VISITORS/VOLUNTEERS**

All parents are welcome to visit school. Parents are encouraged to visit their children's classes. Please make arrangements with the classroom teacher before visiting.

The visit should be used as a time to observe your child and the class activities. Please remember: children will behave differently in the presence of visitors. These visits are for adults; please do not bring preschool children with you unless the invitation has been extended for a special event. Do not ask the teacher to discuss your child's progress or behavior while in the room. Plan to limit your visit to an appropriate length of time.

**All visitors and volunteers are required to check in at the school office upon arrival and check out upon departure from school.**

## **WEAPONS**

Oak Grove places a high priority on the safety and well being of students. Possession of a weapon by a student or adult on school property, in school buildings, before, after or during school, or at school-sponsored events is strictly prohibited. Possession, use or distribution of a weapon will not be tolerated. This policy includes any firearm, whether loaded or unloaded; any device designed as a weapon or through its use, is capable of producing bodily harm or death. Other explosive or flammable weapons such as matches, fireworks, etc are included in this policy. If a student is suspected of possessing a weapon of any sort, searches of the person or personal property will ensue. Disciplinary action may include suspension or expulsion.

**APPENDIX**

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# Oak Grove Lutheran Elementary School

## Uniform Dress Code

### TOPS/SHIRTS

*Polo Shirts:* Long or Short Sleeve (unisex), solid colors: maroon, navy blue, old gold, or white.

*Girls Oxfords:* Long or Short Sleeve, solid colors: maroon, navy blue, old gold, or white.

*Boys Oxfords:* Long or Short Sleeve, solid colors: maroon, navy blue, old gold, or white.

*Turtlenecks:* Mock or Regular, Long or Short Sleeve, solid colors: maroon, white, old gold, or navy blue.

*Sweaters:* Crew neck, V-neck, or Cardigan (unisex), solid colors: navy blue, white, old gold, or maroon. A uniform shirt must be worn under all sweaters.

*Sport coats:* no emblems, solid color: navy blue only. Uniform shirts are to be worn under the jacket.

*Sweatshirts:* Oak Grove Logo or Emblem preferred but not required, solid colors: maroon, white, old gold, or navy blue. A uniform shirt must be worn under all sweatshirts. (Sweat pants with the Oak Grove logo or emblem can only be worn on Fridays or designated days)

#### Notes for Tops/Shirts

- Shirts are to be collared and **not have emblems or logos, except Oak Grove's.**
- Solid white T-shirts may be worn under shirts.
- It is preferred to tuck in shirts
- Polo shirts must be button only, no zippers, snaps or clasps.

Note: **GOLD:** Please be sure the color of the clothing item is gold/old gold in color and not yellow.

### PANTS/SHORTS/CAPRIS

*Walking shorts:* **Plain design**, solid colors: tan/khaki, black or navy blue.

**Shorts are not allowed from October 1 through May 1 and may only be worn on days with temperatures forecasted above 70 degrees.**

*Pants:* **Plain design**, casual cotton style, solid colors: tan/khaki, black or navy blue.

#### Notes for Pants/Shorts/Capris

- **Plain style** walking shorts only with a finished hem, not below the knee or 4 inches above the knee
- **No** jean styles, yoke stitching or rivets may appear on jeans
- **No** cargo or carpenter style pants
- Pants must have a finished hem
- Pants/shorts must be worn at the waist
- Knit pants must be solid color – navy blue or black
- Leggings, solid color in black or navy blue, may only be worn under skirts or shorts

### **SKIRTS/JUMPERS/SKORTS**

- Solid colors: navy blue, tan/khaki, black or maroon
- **Plain design**, may be pleated
- Shorts may be worn under skirts as long as shorts do not show
- Skirts may be worn no more than 4 inches above the knee

### **SHOES/SOCKS**

- Socks must be worn with all shoes and sandals
- Students should wear shoes appropriate for recess and phy ed activity
- No flip-flops

### **FITTING & APPEARANCE**

- All clothing must be appropriate size for the student
- No over-sized or under sized clothing allowed
- Uniform pants or jeans are to be neat, not faded or ripped (**plan design and unadorned**).

### **SCHOOL DAY DRESS**

- Upon entering the building, all students must follow the dress code guidelines until the end of the school day or until the last bell has rung, unless directed otherwise by school personnel

### **SCHOOL SPIRIT FRIDAY**

- Clothing with Oak Grove logos or emblems may be worn on Fridays or designated days only
- Jeans that are neat, not faded or ripped, **plain designed and unadorned** may be worn on Fridays
- Spirit Day will be Fridays and the day before breaks and/or holidays

### **SHOPPING SUGGESTIONS**

Oak Grove's School Store, Children's Place, Land's End, GAP, Old Navy, JC Penney, Sears, Target, Kmart, WalMart, Kohl's

Revised: July 2009

## **POLICY ON PROHIBITED ACTIVITIES AND SUBSTANCES**

### **DISRESPECT/VIOLENCE**

Disrespect/violence is any mean word, look, sign or act that hurts a person's body, feelings or things. No one is entitled to be disrespectful or use violence. Students involved will be handled through our "Respect & Protect" policies.

### **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 such as pushing, shoving, hitting and carrying; 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.

Additional information concerning Oak Grove's policies are available in the office.

### **DISCRIMINATION**

According to the provisions of Title IX of the Educational Amendments of 1972, any student of Oak Grove Lutheran School who believes he or she has been discriminated against, denied a benefit, or excluded from participation in an educational program or activity on the basis of sex, may file a written complaint with the compliance administrator.

### **WEAPONS**

Possession of a weapon is strictly prohibited. If a student is found in possession of a weapon in the school building, on school grounds or at school-sponsored activities, the police will be contacted, the weapon will be confiscated, and parent(s)/guardian will be notified. "Weapon" is defined as any firearm, whether loaded or unloaded, any device designed as a weapon or through its use, is capable of producing bodily harm or death. Federal regulations mandates a one year expulsion.

### **THEFT**

Theft of property from another person or from Oak Grove will be investigated by the police. If it is determined you are guilty, your parent(s)/guardian will be notified. Disciplinary action will result in complete restitution and may include expulsion.

### **FIGHTING**

Fighting on campus may result in the involvement of the police. Your parent(s)/guardian will be notified. Disciplinary action may include in-school suspension or expulsion.

## **ANTI-GANG POLICY**

The schools in the Fargo-West Fargo-Moorhead area recognize the harm done by the presence and activities of gangs in schools. Gang activities can create an atmosphere of intimidation in the entire school community. Gang activity is disruptive to the process of education and school activities. As a result, any dress, hand signs or gestures or other activities identifying gang membership is absolutely prohibited.

## **USE OF ALCOHOL, TOBACCO AND OTHER DRUGS**

Oak Grove Lutheran School recognizes that the possession and use of alcohol, tobacco and other drugs, by our students, is unlawful, harmful and wrong. Any substance that takes away our health or clear thinking diminishes our effectiveness in determining and carrying out God's will for our lives.

Prohibited Substances include: 1. Tobacco; 2. Alcohol or any alcoholic beverage; 3. Any controlled substance or dangerous drug; 4. Any abusable glue or aerosol paint or any other chemical substance; 5. Any prescription or nonprescription drug not taken in accordance with the authorized use policy. It is against school policy for any student:

- 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 he/she owns 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.

The policy applies to any Oak Grove student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission or operations of Oak Grove or the safety or welfare of our students.

**Oak Grove's first concern is to help students who are using prohibited substances. We want to do all we can to encourage you to seek help for yourself or your 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 campus pastor.
2. *Student voluntarily informs staff member about personal alcohol, tobacco or drug use and asks for help.* There are no consequences. The student is informed of local services available and encouraged to seek help from them or from the school counselor and/or campus pastor. Parent(s)/guardian may be notified only with the consent of the student, unless there is clear and imminent danger.

Students involved in extracurricular activities are governed by NDHSAA. Those consequences are listed at the end of this section.

3. *Student uses tobacco on school property or at any school-related activity off school property.* Student is confronted and the Principal/Dean of Student Affairs is notified. The student and his/her possessions will be searched and tobacco confiscated. Parent(s)/guardian will be notified. Participation and perfect attendance at a tobacco use program approved by Oak Grove will be required. Parent(s)/guardian will pay for the cost of the course. Refusal to attend or complete the tobacco program will result in suspension until the student has started the course. The Oak Grove school counselor/campus pastor will conduct a conference with the student, parent(s)/guardian and Principal/Dean of Student Affairs upon completion of the tobacco use program.
4. *Student possesses drug-related paraphernalia but shows no evidence of use.* The Principal/Dean of Student Affairs will be notified and paraphernalia confiscated. The student, his/her locker and other possessions will be searched. There will be confiscation of any substances found. Parent(s)/ guardian will be notified. Police will be notified and any paraphernalia and substances found will be turned over to them.
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/Dean of Student Affairs. The student and his/her possessions will be searched and any substance will be confiscated. Parent(s)/guardian will be notified immediately and will make arrangements to get the student home. The student will be detained until arrangements are made by the parent(s)/guardian. 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.
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/Dean of Student Affairs will be notified. The student, his/her locker and possessions will be searched and substances will be confiscated. Parent(s)/guardian 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 parent(s)/guardian and/or police.

\*\*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, he/she will be suspended for a specified period of time. The school's response may include: A. Expulsion; B. 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. Parent(s)/guardian will pay for the cost of the program. Refusal to comply will result in suspension until there is cooperation. The Oak Grove School Counselor/Campus Pastor will meet with the student periodically to reinforce the chemical abuse sessions; 3. Submit to periodic

drug testing paid for by the parent(s)/guardian; 4. Be willing to have behavior closely monitored while on campus.

### **Students Involved in Extracurricular Activities**

There are additional consequences for students involved in extracurricular activities as outlined in Section XII of the North Dakota High School Activities Association Constitution and By-Laws. It states:

- The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense.
- The use, possession or sale of non-prescriptive anabolic steroids by any student athlete at any time during the school year is prohibited. Any student athlete found to be in violation of this policy shall be subject to the penalties provided in Section 12 of Article 13 of the Constitution and By-Laws of the Association. The use or possession of anabolic steroids prescribed or directed by a physician shall not be in violation of this section.

When a violation is reported the Principal/Dean of Student Affairs shall immediately investigate the alleged violation. If the Principal/Dean of Student Affairs finds probable cause to believe that this rule has been violated, he shall give the student notice as provided below:

- The period of suspension shall begin from the date and time notification is given to the student by the Principal/Dean of Student Affairs.
- The student shall have the right to a hearing within three school days after such notification.
- During the period between notification and hearing, the suspension may be deferred for good cause shown. However, if the suspension is not imposed and the student is found in violation of the alcohol, tobacco, and controlled substance rule, any interscholastic contests or activities participated in by that student after initial hearing will be forfeited and the suspension will start from the date that guilt was established.
- Such hearing shall be on notice and conducted by the Principal/Dean of Student Affairs.
- The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material.
- Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule.
- If the student is not satisfied by the ruling of the hearings officer, such student shall have the right to have the ruling reviewed by the Executive Committee of the Oak Grove Board of Regents.

### **Counseling Services Utilized**

Drake Counseling Services	293.5429
Prairie at St. John's	476.7200
Cass County Public Health	241.1360
Valley Christian Counseling Center Inc.	232.6224

## **INTERNET**

Oak Grove Lutheran School offers Internet access for student use. Student use of the Internet will be closely monitored by the library media specialist. Sendit is the only e-mail allowed. If caught violating Internet/e-mail privileges, students will lose computer privileges for at least one month.

### **A. Educational Purpose**

1. The Oak Grove Information System has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development and limited high-quality self-discovery activities.
2. The Oak Grove Information System has not been established as a public access service or a public forum. Oak Grove has the right to place reasonable restrictions on the material you access or post through the system. You also are expected to follow the rules set forth in the Oak Grove Student Handbook and the law in your use of the system.
3. You may not use the Oak Grove Information System for commercial purposes. This means you may not offer, provide or purchase products or services through this system.
4. You may not use the Oak Grove Information System for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **B. Student Internet Access**

1. All students will have access to Internet World Wide Web information resources through the library.
2. Students may obtain an individual e-mail account with the approval of their parents.
3. Parents who do not want their students to use the Internet should notify the library media specialist of their decision—otherwise it is assumed that the students will use the Internet as a resource according to this policy.

### **C. Unacceptable Uses**

The following uses of the Oak Grove Information System are considered unacceptable:

1. **Compromising Personal Safety**
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met online without your parent’s approval.
  - c. You will promptly disclose to the system coordinator any message you receive that is inappropriate or makes you feel uncomfortable.
2. **Illegal Activities**
  - a. You will not attempt to gain unauthorized access to the Oak Grove Information System or to any other computer system through the Oak Grove Information System or go beyond your authorized access. This includes attempting to log in through another

person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use the Oak Grove Information System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening personal safety, etc.

### 3. Compromising System Security

a. You are responsible for your individual account and should take all reasonable precautions to prevent others from using your account. Under no conditions should you provide your password to another person.

b. You will immediately notify the system coordinator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

### 4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.

b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

c. You will not post information that could cause damage or danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

f. You will not knowingly post false or defamatory information about a person or organization.

### 5. Compromising Privacy of Others

a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

b. You will not post private information about another person.

### 6. Disregarding Resource Limits

a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The use of the Oak Grove Information System for self-discovery activities will be limited to times when it is not needed for classroom activities or career development.

b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.

c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d. You will check your e-mail frequently, delete unwanted messages promptly and stay within your e-mail quota of five messages.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask the system coordinator.

8. Inappropriate Access to Material

- a. You will not use the Oak Grove Information System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parents have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell the system coordinator. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material they think it would be inappropriate for you to access. Oak Grove fully expects that you will follow your parents' instructions in this matter.

**D. Your Rights**

1. Free Speech

- a. The Oak Grove Information System is considered a limited forum, and therefore Oak Grove may restrict your speech for valid educational reasons. Oak Grove will not restrict your speech on the basis of disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the Oak Grove Information System. The situation is similar to the rights you have concerning the privacy of your locker.
- b. Routine maintenance and monitoring of the Oak Grove Information System may lead to discovery that you have violated this policy, the policies set forth in the Oak Grove Student Handbook or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, other policies set forth in the Oak Grove Student Handbook or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process
  - a. Oak Grove Lutheran School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the Oak Grove Information System.
  - b. In the event there is a claim that you have violated this policy in your use of the Oak Grove Information System, you will be provided with written notice of the suspected violation and an opportunity to present an explanation before the Principal/Dean of Student Affairs and the Dean of Academic Affairs.
  - c. Students who fail to follow the guidelines of this policy may be suspended from using the Oak Grove Information System for a period of six calendar months. A second offense may result in a permanent loss of access to the Oak Grove Information System.

**E. Limitation of Liability**

Oak Grove Lutheran School makes no guarantee that the functions or the services provided by or through Oak Grove's system will be error-free or without defect. Oak Grove Lutheran School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Oak Grove Lutheran School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Oak Grove Lutheran School will not be responsible for financial obligations arising through the unauthorized use of the system.

**F. Personal Responsibility**

"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." This Internet Acceptable Use Policy is designed with this mission in mind. Individuals using the Internet are expected to access and share information in a manner that does not compromise Christian values. When used for the purposes for which it is provided, the Internet can be a powerful tool in expanding your academic and personal horizons. Your use of the Internet can also be a mirror that reflects the kind of person you are.

Revised 8/10/01  
Internet Policy approved by Board of Regents

## Oak Grove Elementary

### Student Drop-Off Procedures

Oak Grove Elementary's school day begins at 8:30 a.m. and begins dismissing at 2:50 p.m. The school office is open from 7:30 a.m. to 4:00 p.m. **Please have your child arrive after 8:05 a.m.** Classrooms are open at 8:20 a.m. Children will be supervised from 8:05 to 8:20 a.m.

**To drive through to drop off your child**, please use the South entrance to the school parking lot. The traffic flow through the parking lot should be from South to North.

- Upon entering the parking lot, please pull along side the playground area.
- If possible, please have your child exit through the passenger side of the vehicle closest to the playground. If this is not possible, please have your child cross *in front* of your vehicle to the playground or gym entrance.
- Watch until your child safely enters the playground area.
- Proceed North through the barriers and exit the North lot.

**To walk your child into the building**, please use the following procedure:

- Enter through the parking lot **South** of the school.
- Please park in the **South** parking lot and walk your child into the gym or the main office door of the school. This will minimize pedestrian traffic crossing in front of cars that are driving through to drop their children off.
- Exit out of the north or south parking lot

**Shuttle procedure:**

- The shuttle will enter through the South parking lot entrance.
- The shuttle will merge into the line of traffic and proceed through the cement barriers to exit out of the north lot once all students have been delivered to the school.

## Oak Grove Elementary

### Student Pick-up Procedure

**To drive through to pick up your child**, please use the **farthest South** entrance to the school parking lot. The traffic flow through the parking lot should be from South to North.

- Enter through the South parking lot entrance.
- Proceed North to the first gym door with your Family Name card displayed in the front window of your vehicle.
- When you are in line, a staff member will dismiss your child(ren).
- Proceed North through the cement barriers and exit through the North parking lot.

\*Note: If you are picking up your child(ren) after 3:15 p.m., please pick up at the main office.

**To walk in to pick up your child**, please use the following procedure:

- Enter the parking lot through one of the south parking lot entrances.
- Park in one of the parking spaces on the south parking lot, out of the flow of traffic for the drive through pick up line.
- Walk up to the Southeast gym door. Pick up your child from the gym area.
- Supervise your child to your car.
- Exit through the south parking lot.

\*Note: If you are picking up your child(ren) after 3:15 p.m., please pick up at the office.

## Helpful Hints for Parents

Instruct anyone who drops off/picks up your child on these procedures.

- When driving through, do not exit your car.
- Display the family namecard so it is easily seen on the driver side dashboard/windshield.
- *If there is a line for **drop off***; when you are second in line allow your child to unbuckle, put their backpack on, gather any other materials and say goodbye. This will allow a quicker exit when it's your turn.
- *If appropriate for younger children in the **pick up** line*: After your child is safely in the car, pull forward a few feet. Put the car in park in a parking area and then get your child settled into their safety belt.
- **If you are visiting with other parents/children, please park and pick a location clear of all traffic areas.**
- ***Please do not talk on your cell phone during this time.***

# Drop Off & Pick Up Route



**FARGO CASS PUBLIC HEALTH  
COMMUNICABLE DISEASE REGULATIONS**

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

NAME	DISEASE INFORMATION	CASES	CONTACTS
CHICKEN POX	Vaccine is available and recommended for all children. Vaccine is required for kindergarten entry effective school year 2004-05. Caused by herpes zoster virus -- the same virus that causes shingles.	Exclude at least 7 days from rash or until all lesions crusted.*	Susceptible contacts should consider immunization within a few days of exposure. Incubation period 11-21 days.
DIPHTHERIA-TETANUS-PERTUSSIS	(DTP or DTaP vaccine) Four doses - If the last dose is given between four to six years of age. Exception: If the third dose was given after the fourth birthday then the fourth dose is not required. (TD) booster is recommended every 10 years.	Diphtheria - Each case must be handled individually.	Handled individually.
		Pertussis - Isolate case for three weeks from onset of disease if no antibiotics are given or for five days if antibiotics are given.	Close contacts should be kept under surveillance for 14 days. Physician may advise booster immunizations or antibiotics.
ERYTHEMA INFECTIOSUM (Fifth's Disease)	No vaccine. Caused by a viral infection.	No exclusion.	No restrictions. Pregnant women should consult their physician if they are at risk of exposure to this infection. Contacts with sickle cell anemia should be notified of positive case.
HEAD LICE (Pediculosis)	Caused by a tiny biting parasite. Other than severe itching head lice cause no other medical problems. The sharing of hats, coats, and hair items easily spreads head lice.	Exclude from school until treated and determined to be non-communicable (no nits).	Close contacts should be checked frequently for 2 weeks.
HEPATITIS A	Vaccine is available and recommended for certain high-risk children.	Transmission is by oral-fecal route so need to use care if providing bathroom personal care to students (gloves and careful handwashing). Exclusion depends on stage of disease, so case by case.	Household and close personal contacts should receive immune globulin and /or vaccine.
HEPATITIS B	Vaccine is routine for infants and now required for kindergarten entry in the Fall of 2000.	Case by case basis for exclusion but usually not necessary.	Household and close personal contacts should receive immune globulin and /or vaccine.
HEPATITIS C	No vaccine available.	No exclusion.	Risk is through needle sharing (main risk) and being a sexual partner (less risk).
HUMAN IMMUNODEFICIENCY VIRUS (HIV)	No vaccine available. Caused by a virus.	Evaluated case by case.	As with all students follow universal precautions.
IMPETIGO	Caused by certain strains of streptococcal and staphylococcal bacteria.	Exclude until lesions are healed or under treatment for 24-hours and covered.	No restrictions. Frequent hand washing for staff in contact with case.
MEASLES-MUMPS-RUBELLA	(MMR Vaccine) Two doses are required for all school-aged children. Note: Students without two doses will be excluded from school if a measles case is diagnosed.	Measles - Exclude seven days from date of rash.	Inadequately immunized contacts require vaccination or exclude from school for 14 days after date of last diagnosed case. Other contacts may attend school unless advised by physician to remain at home.
		Rubella - (German Measles) Exclude 4 days from date of rash.	Need daily observation unless adequately immunized. Incubation period 14-21 days.
MENINGOCOCCAL MENINGITIS	Vaccine available only recommended for certain high-risk people.	Exclusion until at least 24 hours of treatment and physician approval.	Household, daycare, and other intimate contacts may be recommended antibiotics.

NAME	DISEASE INFORMATION	CASES	CONTACTS
<b>MONO (Infectious Mononucleosis)</b>	This is caused by an infection with the Epstein-Barr virus. It is common in adolescents. Only about half of the people infected will have any symptoms.	No exclusion. Person is most infectious before they develop symptoms and up to 20% will continue to be able to spread the virus through nose and throat secretions for up to a year after recovery.	Avoid activities that increase risk of saliva sharing (sharing cups, etc.) and use careful hand washing.
<b>PINK EYE (Infectious Conjunctivitis)</b>	Pink eye is a symptom (not a disease) and can be caused by both infectious (common cold viruses, bacteria, etc) and non-infectious (rubbing the eyes, allergies, contact lens problems) conditions.	Exclude younger children until cleared or have been on treatment for 24 hours. For older children there is much less risk of transmission and exclusion should be made on a case by case basis. Anyone with pus-like discharge should be excluded.	Frequent hand washing for staff in contact with case.
<b>POLIOMYELITIS</b>	(OPV – Oral Polio Vaccine or IPV Inactivated Polio vaccine) Four doses required. Exception: If the third dose is given after the fourth birthday, a fourth (supplementary dose) is not required at school entry.	Each case must be handled individually.	Handled individually.
<b>RING WORM of Skin (Tinea Corpus), Scalp (Tinea Capitis) or Feet (Tinea Pedis)</b>	Caused by a fungal infection and transmitted by direct contact, sharing of hats or combs, contaminated shower stalls etc. Transmission is unlikely in typical classroom setting, but there is higher risk with physical activities such as gym, wrestling, etc. where there is increased skin-to skin contact and a shared shower room.	Exclude young children until 24 hours after treatment. Older children do not need to be excluded before treatment if they are not involved in higher risk activities and have minimal symptoms. However, they should be evaluated and begin treatment before coming back to school.	Close contacts should watch for skin irritation within 1 to 2 weeks.
<b>ROSEOLA</b>	No vaccine. Caused by a virus.	No exclusion.	No restrictions.
<b>SCABIES</b>	Caused by a tiny mite. Severe itching is the main symptom.	Exclude from school for 24 hours after treatment.	Close contacts should watch for skin irritation for 2 to 6 weeks.
<b>SCARLET FEVER</b>	No immunization. Caused by certain strains of streptococcal bacteria.	Exclude until has been on antibiotics at least 24 hours. The rash itself is not infectious and not a reason to continue exclusion.	
<b>SHINGLES</b>	Vaccine available and recommended (not required) for all children. Caused by herpes zoster virus - the same virus as chicken pox.	Exclusion until physician evaluation. *	Susceptible contacts should consider immunization.
<b>STREP THROAT</b>	No immunization. Caused by certain strains of streptococcal bacteria.	Isolate one day after beginning treatment. May not return to school until on antibiotics for 24 hours or until 24 hours since an antibiotic injection was given.	Daily observation in school. Incubation period 2 to 5 days. Follow instructions from private physician. Symptomatic household contacts should be cultured for strep or treated.
<b>TUBERCULOSIS DISEASE (Active Disease)</b>	No vaccine available.	Exclude until verification by physician that non-infectious.	Skin testing and medication may be recommended for contacts.
<b>TUBERCULOSIS INFECTION (Latent Infection)</b>	No vaccine available.	No exclusion. Should take or have completed medication to prevent active disease.	No risk of tuberculosis infection to contacts.

\* Shingles is much less contagious than chicken pox even though the same virus causes them. Chicken pox is spread both by direct contact with the fluid from the skin lesions as well as by respiratory secretions. Shingles is only spread by direct contact with fluid from the skin lesions. Infectivity of the shingles skin lesions is minimal when clothing covers the area involved and the student has been using an antiviral cream such as Acyclovir for 24 hours.