



OAK GROVE NORTH CAMPUS STUDENT HANDBOOK

Oak Grove Lutheran School • Fargo, North Dakota
Updated: August 2011

Student Handbook 2011-2012

Oak Grove Lutheran School

Table of Contents

Please note: not all sub-headings are listed in the table of contents.

| | |
|---|----------|
| INTRODUCTION..... | 4 |
| OAK GROVE LUTHERAN SCHOOL STATEMENTS | 4 |
| GENERAL INFORMATION | 5 |
| ADMINISTERING MEDICINES TO STUDENTS..... | 7 |
| ATTENDANCE POLICY | 8 |
| Excused Absences | 8 |
| Unexcused Absences | 9 |
| Becoming ill During the Day | 9 |
| Illness/Absences and Extracurricular Activities..... | 9 |
| Admission Following Absences | 9 |
| Pre-excused absences (including family vacations) | 9 |
| Makeup Work | 9 |
| TARDY POLICY | 10 |
| CITIZEN RESPONSIBILITY AND EXPECTATIONS FOR BEHAVIOR..... | 10 |
| Student Dress | 10 |
| Classroom Behavior and Assignment Completion..... | 11 |
| POLICY ON PROHIBITED ACTIVITIES AND SUBSTANCES..... | 13 |
| Disrespect/Violence | 13 |
| Use of Alcohol, Tobacco and other Drugs | 13 |
| Ineligibility to Participate | 16 |
| Counseling Services Available | 16 |
| ACADEMIC POLICIES..... | 16 |
| Course Requirements for Graduation | 16 |
| Graduation Check Sheet | 17 |
| Marking System | 19 |
| Adding a Class | 19 |
| Cheating | 19 |
| College Courses for Dual Credit | 19 |
| Dropping a Class | 19 |
| Eligibility to Participate in Extracurricular Activities..... | 19 |

| | |
|--|--------|
| Ineligibility to Participate | 20 |
| Failing Work..... | 21 |
| Grade Point Average (GPA) | 21 |
| Honor Roll..... | 21 |
| Incompletes | 21 |
| Parent-Teacher Conferences | 22 |
| Report Cards | 22 |
| Retaking a Class..... | 22 |
| Semester Tests..... | 22 |
| Study Hall Exemption | 22 |
| Taking Courses not Offered by Oak Grove..... | 23 |
| Academic Probation..... | 24 |
| Achievement Tests | 24 |
| Early Graduation..... | 25 |
| LIBRARY | 25 |
| INTERNET | 26 |
| BUSINESS AFFAIRS | 26 |
| FINANCIAL ASSISTANCE | 27 |
| ACADEMIC AWARDS..... | 27 |
| ACADEMIC COMPETITIONS | 29 |

INTRODUCTION

Oak Grove Lutheran School administrators, teachers, parents and students prepared this information to serve as your guide to school procedures and activities. Most information you will need to have a successful tenure at Oak Grove is included in this handbook. The administration will gladly provide further information at your request. The following information is meant to serve as a guide for our students. These guidelines are under the discretion of the Principal and to his/her interpretation.

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.

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

BACKPACKS/DUFFEL BAGS

Students will be allowed to transport personal items to school in backpacks or duffel bags. At school these backpacks and duffel bags must be stored in student's lockers. Backpacks/Duffel Bags left unattended in bathrooms, classrooms, lobbies or hallways will be confiscated.

BULLETINS AND ANNOUNCEMENTS

A weekly bulletin is posted by Monday morning. Daily bulletins will be posted outside the office. All announcements must be approved by a group's advisor and submitted to the office by 7:45 AM.

CELL PHONES

Cell phones are not to be used, heard, or visible in hallways, classrooms, chapel, or assemblies. Cell phones are to be kept in lockers during regular class periods. Cell phones that are used inappropriately will be confiscated. Upon approval, a student may use his/her cell phone on needed occasions.

CHURCH NIGHT

Activities, athletics, organizations, etc. should not be scheduled after supper on Wednesdays.

CLOSED CAMPUS

Students in grades 6-11 are not permitted to leave campus for any reason except for medical appointments during the school day. Parents/guardians are permitted to take their own student off campus for appointments, lunch, etc. if they receive prior permission from the high school office/administration. Students in grade 12 have an open campus privilege. If parents/guardians do not want their student to have an open campus privilege they should contact the high school office. Senior open campus is subject to OG eligibility policy. Senior open campus privileges may be revoked at anytime by the administration.

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.

ELECTRONIC EQUIPMENT

The use of radios, iPods, laser pointers, or any other personal electronic equipment is not permitted during regular class periods, including Chapel and assemblies. Students may use iPods during lunch time and exemption periods. iPods are allowed in Study Hall with the approval of the teacher.

FIRE AND TORNADO WARNING DRILLS

Instructions will be posted and reviewed by each teacher with their classes for immediately evacuating the area. DO NOT STOP AT LOCKERS.

FOOD SERVICE

The food service is located in the Eid Center. In addition to the noon lunch, there is a salad bar available.. Students pay for lunch via electronic withdrawal from pre-deposited money. Milk may be purchased by students who bring their own lunch. Ala Carte breakfast will be served from 7:00 a.m. to 8:30 a.m.

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.

HEALTH SERVICES

The Health Services office is located in Jackson Hall. Office hours will be posted on the nurse's door. All students must have a completed Certificate of Immunization on file in the office. Students who wish to visit the school nurse must have permission from the teacher/administrator.

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.

LOCKERS

Lockers are the property of the school to be used for students' personal property. The student is responsible for 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. The school owns the lockers and reserves the right to inspect a student's locker at any time.

LOST AND FOUND

Found items are collected in the office.

OFFICE HOURS

The office is open 7:30am to 4:30pm, Monday through Friday.

SENIOR PRIVILEGE

Seniors will be exempt from the closed-campus rules which include lunch and exemption periods. Parents or administration may revoke this privilege. Senior privilege will be subject to eligibility policies.

SENIOR SKIP DAY

A day on which seniors simply do not attend class is an unexcused absence. Such a day is not sanctioned by Oak Grove.

SKATEBOARDS

Skateboards, scooters and roller blades are not permitted on campus during the school day.

STUDENT HOUSING

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

1. Live at home with Parents/guardians
2. Live with host family
3. Live with a responsible family unit approved by the school administration.

TELEPHONE

A telephone is located outside the main office for use by students during the school day.

Students may not receive incoming calls during the school day. Messages may be left in the school office. Students will not be called out of class for messages except in emergency situations. Messages will be conveyed after the class period. Students should ask permission before using the telephone.

TRANSPORTATION TO OUT-OF-TOWN SCHOOL EVENTS

Transportation to events sponsored by the school or a school organization is under the jurisdiction of the school. If you participate in an out-of-town activity, you must ride in school-approved transportation. Upon completion of the event/activity, student-participants may be checked-out by their parent/guardian only, for transportation home or to another destination. Each coach/advisor will have a check-out form for parent/guardian to sign.

USE OF BUILDINGS AND GROUNDS

The use and scheduling of Oak Grove buildings and grounds is under the direction of the principal in coordination with the administration manager Affairs.

VEHICLES ON CAMPUS

Having a car on campus is a privilege and should be treated with respect. Students are asked to use designated student and street side parking. Vehicles driven to school are to be used as transportation between home and school. Any other use must be approved in advance by the Principal. Failure to comply with this rule will result in contacting parents/guardians to determine what action needs to be taken. Losing the privilege of having a car on campus for an appropriate period of time will be considered.

A senior who provides transportation to non-senior students in an unauthorized leaving of campus, will lose off-campus privileges for a period of two weeks. Parents/guardians will be notified. Losing the privilege of having a car on campus for a similar period of time will be considered.

Middle School students are not allowed to have cars on campus.

The courtyard parking lot is reserved for staff and visitors only.

VISITORS

Parents/guardians are always welcome and encouraged to visit with teachers and administrative personnel. All visitors during the school day are required to report to the school office in Benson Hall and wear a nametag.

WEATHER-RELATED ANNOUNCEMENTS

Please listen to local media for weather related announcements and updates; Oak Grove is included in any closing announcement that states "All Fargo schools, public and private." A reference to "two hours late" means classes start at 10 a.m.

ADMINISTERING MEDICINES TO STUDENTS

POLICY STATEMENT

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:
 1. Student's name
 2. Amount of dosage
 3. Time to be administered
 4. Name of medicine
 5. Instructions as to possible side affects
 6. Any special instructions.
- All medicines will be kept in the school office.
- 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. Any medication not picked up will be thrown away.

ATTENDANCE POLICY

Regular attendance is necessary to ensure continuity in the education process and is the student's responsibility.

Parents/guardians must call 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 called, 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.

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 after
- Funerals
- School-sponsored events
- Family emergencies
- Church activities
- Required court appearance
- Physical therapy appointments.

TEN ABSENCE LIMIT

Students are limited to ten absences in any class per semester. These absences DO include illness, parental requests, trips, appointments and unexcused. The limit of ten does NOT include school activities or funerals. Students with excessive absences miss quality instruction which may negatively affect their classroom performance. After a student reaches a limit of ten absences in a class, the student is required to bring a note from a physician stating that they are too ill to attend school. Any student surpassing the limit will be asked to meet with an administrator and their parents/guardians to address the concerns and may receive a failing grade in the class. . Exceptions to the policy for extenuating circumstances may be granted on an individual basis.

UNEXCUSED ABSENCES

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

- Truancy (also known as cutting or skipping) is defined as being absent from one or more classes without the consent of parents/guardians and/or school officials. Truancy is also defined by behaviors such as failure to report to the office after being sent there, leaving class without a teacher's permission, abuse of pass usage, failure to go to class upon return to school
- Oversleeping
- Transportation problems
- Unverified appointments (medical or other).

An unexcused absence may result in:

- A meeting with the school administration before returning to class
- Notification of parents/guardians
- Class time missed may be made up, AT DOUBLE TIME, to complete work assigned
- Students with unexcused absences are not 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.
- Parents/guardians will be notified by phone or mail.
- Loss of extra-curricular/activities participation for the day.

BECOMING ILL DURING THE DAY

If students become ill or need to leave campus during the school day, they are required to report to the school office before leaving campus for home. Parents/guardians will be contacted. If a student wishes to visit the school nurse he/she must receive permission from a teacher/administrator.

ILLNESS/ABSENCES AND EXTRACURRICULAR ACTIVITIES

If students are involved in extracurricular activities, they must be in attendance the entire day of the activity to be eligible for participation in the activity that afternoon or evening (in accordance with NDHSAA policy). Students are expected to attend all classes the day following a school activity.

ADMISSION FOLLOWING ABSENCES

On the day students return 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 get one.

PRE-EXCUSED ABSENCES

If a student knows they will be absent from school for family trips, college visits, extracurricular trips, etc., a written request must be submitted to the office at least three school days prior to the first day to be missed. A pre-excuse form will be issued to circulate to the classroom teachers to gain the assignments. The completed form must be signed by all of the student's teachers and returned to the office. If not, acceptance of missed homework may be considered late. Teachers have discretion as to whether homework is due prior to or after the absence.

ALL-SCHOOL 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 for tardiness and behavior apply to all assemblies. Cell phones are not to be brought to all school assemblies.

MAKEUP WORK

It is the student's responsibility to arrange for makeup work. All makeup credit is optional with the teacher and must be completed according to the teacher's directions and time-frame. Generally, two days of makeup time is granted for each day of excused absence. If class is missed on Monday, the completed work is due on Thursday. If class is missed on Thursday, assignments are due on Monday. If class is missed on Friday, assignments are due on Wednesday. Due dates for long-term assignments (assignments that are more than an overnight assignment) will remain the same, provided the student was in class the day the long-term assignment was announced.

If makeup of homework is required prior to an out of town trip or event, the student must comply. The two days for makeup work does not apply in this case.

MAKING UP WORK DUE TO SUSPENSION FOR DISCIPLINARY REASONS

All tests, quizzes and assignments missed during a disciplinary absence will be completed. It is the student's responsibility to get assignments from teachers for the days missed. All work due must be handed in on the day of return to school. Students should be prepared to take all quizzes and tests on the first day back. Assignments not turned in on that day will be considered late work.

TARDY POLICY

Arriving in class on time is a courteous and important thing for an effective student to do. Tardiness is a distraction to the class and the teacher. If a student is not in the classroom preparing to be seated when the bell rings, they will be counted tardy.

If more than half of the period is missed, the tardy becomes 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 tardiness and stating the time the student left to go to class will serve as an excuse.

After three tardies per semester, a student will spend 30 minutes in 9th Hour and 30 minutes for each tardy thereafter during the semester.

Forging a parent's/guardian's or teacher's signature on forms and documents will result in one day of in-school suspension.

DETENTION TIME

- Unexcused absence - Double time (100 minutes)
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- Violation of school policies = minimum of 30 minutes

CITIZEN RESPONSIBILITY AND EXPECTATIONS FOR BEHAVIOR (AT OAK GROVE LUTHERAN SCHOOL)

Oak Grove subscribes to the philosophy of the "Respect & Protect" program in addressing student issues proactively. A comprehensive copy is available upon request.

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

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

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 create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Furthermore, good personal appearance is conducive to a positive learning environment and a strong positive school culture, reflective of adopted school 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 suitable for school. Clothing and accessories worn are not to detract from the educational process.

- Hair shall be neat, clean and of a natural color. (Coaches/advisors may establish appropriate standards different from these for their individual groups.)
- Students must wear shoes or sandals.

- Immodest clothing is not allowed. Examples include strapless or halter tops (or other “skimpy” types of tops), spaghetti strap tops, short shorts or skirts, any clothing which shows a bare midriff or cleavage, or jeans with holes. Tank tops for men are not allowed. All clothing worn, including athletic shorts and sweats must be in good condition, and meet the above criteria.
- 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 on your shoes or on the ground, that hang low in the crotch and pants that have rips or holes.
- Body pierces (other than on the ear) are not acceptable.
- Tattoos should not be visible.
- Accessories such as heavy chains will not be allowed.
- Jewelry or clothing which ridicules a particular person or group or signifies gang membership.
- Head or face coverings (hats, caps, bandannas, headscarves, sunglasses, etc.) must be removed while in school buildings and classrooms during the school day. This rule applies to the entire campus; the gym is included only at such times students are there for a physical education class. It applies to any day in which school is in session. It applies to semester test days, but not vacation days. Medical or religious requests will be considered by the administration on an individual basis. Head and/or face coverings are not allowed to be worn during field trips, other than during transportation.

If, in the opinion of school administrators or other school personnel, a student’s appearance is inappropriate, it will be dealt with upon detection. Students wearing inappropriate clothing will be asked to have their parents/guardians bring them appropriate clothing or will be asked to change into something appropriate.

CLASSROOM BEHAVIOR AND ASSIGNMENT COMPLETION

At Oak Grove we want everyone to feel respected and to be treated with sensitivity, kindness and respect. In addition, Oak Grove is an academic institution where students who disrupt the learning environment will not be allowed to remain in the classroom.

Failure to Complete Class Work on Time

Students are expected to have assigned work done on time.

Teachers may use discretion in determining how late work will be graded provided they communicate this policy with their students.

Distractions

The following are considered distractions to class work and are not allowed:

- Bringing food and/or drink into the classroom
- Rude, annoying or discourteous behavior towards the teacher or any member of the class
- Off-task talking
- Any disruptive or uncooperative behavior towards the teacher or any member of the class
- Not having books, notebooks, etc., necessary to function as a student.

Leaving the Classroom During Class Time

Teachers are not expected to excuse students from class, study hall, etc. to use the bathroom, the telephone or talk with another student. Students who have special needs, physical limitations, etc. may request an exemption.

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.
- 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. Students who have earned exemptions from Study Hall due to their grade point average, must first check-in to Study Hall each day before continuing to another area of campus.
- No food and drink is allowed in Study Hall.
- Cell phones are not to be possessed/used in Study Hall.
- Students who are on the ineligible list may lose their 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: Freshmen who have at least a 3.75 GPA; 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. (Exemption from study hall does not give a student the freedom to leave campus.) If you excuse yourself from study hall, you are encouraged to study in the library. You must not spend the time in classroom building hallways.

If students have a grade lower than a C- in any class, regardless of GPA the student must attend study halls during that quarter.

All new high school students (excluding Oak Grove eighth graders who are now in ninth grade) are required to attend study hall for the first quarter they are enrolled.

CAFETERIA BEHAVIOR

Students are expected to display good table manners and positive behavior during lunch. All food is to be eaten in the cafeteria, including sack lunches. Students are expected to clean up their place at the table when finished eating. No food is to be taken out of the cafeteria without the consent of an activity advisor. Food purchased off-campus during open-campus periods, is not to be brought onto campus to be eaten. Food is not to be ordered and/or delivered to campus for consumption, unless approved by the Principal or an advisor.

CHAPEL BEHAVIOR

Our daily devotional service deserves respect and participation. If a student chooses to detract from the service by talking, using a cell phone, text messaging, passing or writing notes, studying, sleeping, eating, whistling or inappropriate clapping, disciplinary action will result. Repeated misbehavior in chapel will result in:

1. Notification of parents/guardians
2. An assigned seat next to a faculty member for a specified period of time.
3. Loss of privileges

Chapel attendance is required. Skipping chapel is an unexcused absence.

HALLWAY BEHAVIOR AND CARE OF SCHOOL PROPERTY

Eating and drinking is not allowed in the halls, Chapel, and classrooms. Students are expected to clean up after themselves. Water bottles are acceptable in the classrooms with approval by the teacher. Students needing food/drink in their lockers for medical reasons should contact the Principal.

FINAL EXAMINATIONS

Students who have not completed detention time or have not returned library materials will not be allowed to take final exams.

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" policy and procedures.

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 is 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 parents/guardians 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 mandate a one year expulsion.

THEFT

Theft of property from another person or from Oak Grove will be investigated by the administration and/or police. If it is determined a student is guilty, their parents/guardians 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. A student's parents/guardians 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 students, is unlawful, harmful and wrong. Possession is defined as, "not removing yourself from the presence of drugs, alcohol, or tobacco as soon as you realized it is present". 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 abuse of 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, 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.

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 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. The student is informed of local services available and encouraged to seek help from them or from the school counselor and/or director of campus ministries . Parents/guardians may be notified only with the consent of the student, 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. Participation and perfect attendance at a tobacco use program approved by Oak Grove will be required. Parents/guardians 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 will conduct a conference with the student, the parents/guardians and the Principal upon completion of the tobacco use program.
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.
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.
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.

**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 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 shall immediately investigate the alleged violation. If the Principal 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.
- 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.
- 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 President.

INELIGIBILITY TO PARTICIPATE

Students ineligible under the policy on prohibited activities and substances will have the same restrictions as listed for academic ineligibility. Additionally, these students will not be eligible for participation in school extracurricular activities, lettering, or individual awards if they fall within the period of their ineligibility. Any variance to this policy is at the discretion of the Principal.

ACADEMIC POLICIES

Oak Grove Lutheran School is now using online grading. Hard copy progress reports and reports cards will not be issued. Parents are strongly encouraged to monitor student academic progress online and maintain regular contact with teachers. Family and student passwords will be distributed at the beginning of each school year. Student grades may be accessed via the school web site at www.oakgrovelutheran.com. Click "Parents" then "Online Parent Access".

COURSE REQUIREMENTS FOR GRADUATION

The proper selection of courses by students is an important matter. Each course should be carefully selected as an integral part of the student's four-year educational plan. Carefully thought-out course selections are equally important to the school as commitments for staffing for the ensuing year are based on student selections.

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.

Each student must take a minimum of 6 classes per semester. Students that have been approved to take off-campus or AP courses *may* have the option of taking a minimum of 5 classes per semester, provided they will have enough credits to graduate. Any variance to this policy is at the discretion of the school administration.

The following Graduation Check Sheet will tell you what courses are required for graduation and which ones are electives.

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. The courses listed below are required for graduation from Oak Grove Lutheran School. (*=required).

English (*4 credits)

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

Math (*2 credits)(*3 Credits Class of 2011-12)

- Pre-Algebra (1 credit)
- Algebra I (1 credit)
- Honors Algebra I (1 credit)
- Algebra II (1 credit)
- Honors Algebra II (1 credit)
- Geometry (1 credit)
- Honors Geometry (1 credit)
- Pre-Calculus (1 credit)
- AP Calculus (½ credit)
- Probability/Statistics (½ credit)
- Individualized Math I, II (½ credit/sem)

Science (*2 credits)(3 Credits Class of 2011-12)

- *Physical Science (1 credit)
- *Biology (1 credit)
- Anatomy & Physiology (1 credit)
- Chemistry (1 credit)
- Physics (1 credit)
- Environmental Science
- AP Biology

Social Sciences (*3½ credits)

- *Civics (½ credit)
- *World History (1 credit)
- *U.S. History (1 credit)
- *Economics (½ credit)
- *World Affairs (½ credit) or
- Geography/World Cultures (½ credit) or
- Close Up/Government (½ credit)
- Psychology (½ credit)
- Sociology (½ credit)

Other Required Classes

- *Phy-Ed (1 credit)
- *Health (½ credit)
- *Computer
- *Christian Studies (Half credit per year)

Electives

- Novels (½ credit)
- Business Law (½ credit)

- Accounting (1 credit)
- Food for Today (½ credit)
- Fit and Fast Foods (½ credit)
- Child Development (½ credit)
- Living on Your Own (½ credit)
- German I (1 credit)
- German II (1 credit)
- German III (1 credit)
- Spanish I (1 credit)
- Spanish II (1 credit)
- Spanish III (1 credit)
- Band (1 credit)
- Chapel Choir (1 credit)
- Concert Choir (1 credit)
- Voice Lessons (¼ credit per year)
- AP Music Theory
- Ceramics (½ credit)
- Drivers Education (¼ credit)
- JETS (Jr Ed of Tomorrow (½ credit)
- First Responder (½ 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 and above)
- 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)

Private colleges have individual required programs.

Transcripts:

A graduate may request from the Oak Grove 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 school. Students may obtain an unofficial transcript for personal use.

College Prep Schedule

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

Freshman

English 9 (1 credit)
Physical Science (1 credit)
Algebra I or Honors Algebra II (1 credit)
Computer (½ credit)
Christian Studies 9 (½ credit)
Physical Education (½ credit)
Civics (½ credit)
Spanish I or (1 credit)
Electives _____

Sophomore

English 10 (1 credit)
Biology (1 credit)
Geometry (1 credit)
World History (1 credit)
Christian Studies 10 (½ credit)
Physical Education (½ credit)
Spanish I, II (1 credit)
Electives _____

Junior

English 11 (1 credit)
Chemistry or other science (1 credit)
Algebra II or Pre Calc (credit varies)
Health (½ credit)
U.S. History (1 credit)
Christian Studies (½ credit)
Spanish II, III (1 credit)
Electives _____

Senior

English 12 (1 credit)
Math
Science

World Affairs or Close Up or World Cultures (½ cr.)
Economics (½ credit)
Christian Studies (½ credit)
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) (½ credit)
Math (1 credit)
Christian Studies 9 (½ credit)
Physical Education (½ credit)
Civics (½ credit)
Electives (1 credit)

Sophomore

English 10 (1 credit)
Biology (1 credit)
Math (1 credit)
World History (1 credit)
Christian Studies 10 (½ credit)
Physical Education (½ credit)
Electives (1 credit)

Junior

English 11 (1 credit)
U.S. History (1 credit)
Religion 11 (½ credit)
Health (½ credit)
Electives (3 credits)

Senior

English 12 (1 credit)
Economics (½ credit)
World Affairs/Close Up/World Culture (½ credit)
Christian Studies (½ credit)
Electives (3½ credits)

MARKING SYSTEM

Grades are calculated at the end of each quarter. Grades at Oak Grove are indicated by letters as follows:

| | |
|----------------------|-----------------------|
| A= 4.00 grade points | C=2.00 grade points |
| A-=3.67 grade points | C-=1.67 grade points |
| B+=3.33 grade points | D+= 1.33 grade points |
| B= 3.00 grade points | D=1.00 grade points |
| B-=2.67 grade points | D-=0.67 grade points |
| C+=2.33 grade points | F=0.00 grade points. |

ADDING 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.

CHEATING

Oak Grove places high value on integrity. Any student caught cheating, or helping someone else cheat in any form, will receive a “zero” for the assignment or project. Some examples of cheating are: copying or submitting someone else’s work, plagiarism, providing answers for someone else, etc. The second offense of cheating in the same class may result in an “F” (loss of credit) for the semester. Appeals may be submitted to the principal.

COLLEGE COURSES FOR DUAL CREDIT

Juniors and seniors with approval from the principal may take college courses and earn both the college and high school credit. 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 two college courses can count toward high school graduation. Students may not take college courses in place of the required high school courses. Tuition and books for college classes are the responsibility of the student. Because of a special arrangement with Concordia College, Moorhead, an Oak Grove student may take one college course per semester at Concordia at no cost except for books.

DROPPING A CLASS

To drop a class within the required time frame, a student must obtain a withdrawal form from the School Counselor or principal, complete and sign it and have it signed by the teacher, their parent, and the School Counselor or principal. The student must remain in class until the withdrawal form is complete and signed by all concerned. 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 honor roll status.

ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

The basis for our Oak Grove policy regarding extracurricular eligibility is determined by the North Dakota High School Activities Association guidelines. These guidelines state that in order to maintain eligibility in extracurricular activities, you must maintain passing grades in four academic classes. In addition, the Oak Grove Eligibility Policy is as follows:

- Oak Grove eligibility will be monitored on a weekly basis. Beginning the 3rd week of school, and the 3rd week of a new semester course, the administration will do a ‘run’ (check) of student’s grades on JMC. The ‘run’ will occur on Tuesday of each week, and the ineligibility period will take effect on Monday of the following week, and continue through Sunday. Oak Grove eligibility policy pertains to all students in Grades 6-12, and includes all extra-curricular activities, competitions, clubs, and athletics.
- Any Student who has a failing (F) grade in any class will be deemed ineligible for the following weeks activities/competitions.
- End of quarter grades will be used to calculate eligibility for the first week of the next quarter. Semester grades, or cumulative grades, are used to calculate eligibility during 2nd and 4th quarters.

- Students with an 'F' on the report card at the end of the 4th quarter, will be ineligible for the first week of activities/competition the following Fall.
- An incomplete (I) on the report card will be treated as an 'F', unless approved by the Principal. Upon approval the student has two weeks to get the work completed, and the 'I' changed to a passing grade.
- Any exceptions or appeals to the above policy should be directed to the Principal.
- 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, if the bus departure does not cause them to miss any regular school hours.
- 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 not be in the locker room during a game. They may be in the locker room before 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 or small ensembles.
- Ineligible students may practice with the group.
- Vocal solos resulting from private lessons are not considered an extracurricular activity and will be permitted. These performances 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 and Drama:

- There will be no participation in contests or performances during the time of academic ineligibility.

Additional Information:

Although the activities covered in this policy are considered “extra” curricular, Oak Grove considers them to be important to the growth and development of a student. We want to see students involved in these activities. It is, however, our responsibility to help students learn that their first priority is to their academic studies. We want to encourage him/her to improve their academic performance by focusing on that aspect of school life.

Because Oak Grove feels a responsibility to assist students who are academically ineligible, we want to provide a way for students to achieve satisfactory academic achievement that will waive all ineligibility restrictions except those of the North Dakota High School Activities Association. In order to do that, students will meet with the principal to determine a plan of action focused on academic achievement and raising the GPA to 2.00.

FAILING WORK

Parents of students who are doing unsatisfactory work will receive communication from their teacher, who will indicate the main reasons for failure. This communication may be in the form of an email, telephone call, personal visit, or written notification.

Students will not receive credit for a course in which a failing grade is earned. All required course(s) must be passed with at least a grade of D-. It is helpful for the student and /or parents/guardians to arrange a conference with the teacher.

- **Middle School** If a student fails a middle school core class for both quarters of a semester, they would be required to repeat that course in an accredited summer school or correspondence course. The documentation for the class would be put in the student’s cumulative folder. Eighth grade students must have passed all middle school core courses in order to advance to the ninth grade, unless approved by the Administration.

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 or Honors 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.)

HONOR ROLL

The following categories are determined by GPA after each quarterly grading period. President’s List 3.75-4.00; A Honor Roll 3.50-3.74; B Honor Roll 3.00-3.49.

Any student receiving a grade lower than C- at the end of the quarter in any class shall not be placed on the honor roll regardless of GPA.

INCOMPLETES

Incompletes may be issued if the course work has not been completed because of an extended excused absence. The incomplete must be made up within two weeks after the end of the quarter in which the incomplete is given or it will turn into an F.

All students with an incomplete will attend study halls until the incomplete is removed and the GPA is calculated.

No semester test for the course may be taken until the incomplete is removed.

If the course work and final test are not completed within this prescribed time, a grade of zero will be given for the uncompleted work. The zero score will be averaged with the work completed for the course and a final grade will be recorded by the teacher.

PARENT-TEACHER CONFERENCES

Conferences are scheduled following the first quarter and before the end of the third quarter.

PRIVATE MUSIC LESSONS

Private vocal and piano lessons are available during the school year. Private instrumental lessons may be available from the Band instructor.

REPORT CARDS

Report cards are available online one week after the end of each quarter.

RETAKEING A CLASS

- **High School Students** A course taken at Oak Grove in which a student receives a grade of D+ or lower can be retaken at Oak Grove or through an accredited summer school program or correspondence course. Only one of the courses shall be counted towards graduation. The course with the higher grade will become a part of the GPA. The course with the lower grade will be removed from the transcript.

Transfer grades earned from institutions other than Oak Grove cannot be removed from the transcript.

- **Middle School Students** 8th grade students have a high school transcript only when they take Algebra I. Oak Grove does not issue credit to middle school students for pre-algebra.

SEMESTER TESTS

High school or middle school students taking a high school class are required to take the semester exam. Seniors that receive a grade of A for both quarters of a course and receive proficient scores on the state standardized tests need not take the semester exam unless they so choose.

The regular class schedule will not be in effect during examinations.

The regular school dress code is in effect during semester tests.

Any change in the testing schedule must be approved by the principal.

The Administration Building must be free of noise during the testing period. Do not congregate in the halls and around the bookstore. Be considerate of those who are still writing tests. Students must stay in the assigned testing area for at least sixty minutes.

Students who have not completed detention time or have not returned library materials will not be allowed to take final exams.

Semester grades are computed with each of the two quarters counting forty percent and the semester test twenty percent.

Middle School classes do not give semester or final exams. Middle School classes do not give semester grades.

SUMMER SCHOOL

Students may take summer school classes. The class(es) are to be a part of a student's high school transcript. The same approval process is required as those off-campus classes taken during the school year. The credits transferred to Oak Grove will be put on the previous spring quarter transcript.

TAKING COURSES NOT OFFERED BY OAK GROVE

High School students have the option of taking classes that Oak Grove does not offer through one of the following methods:

- Concordia, MSUM, NDSU, MNSCTC
- The Skills and Technology Training Center
- 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 the Oak Grove campus:

- Required courses are not permitted to be taken off campus, without approval by the administration.
- We shall not accept more than two credits earned through correspondence to count toward fulfilling graduation requirements, unless a variance has been granted.

The Center for Distance Education at North Dakota State University offers correspondence courses for high school students. This option is only to supplement your education with electives not available at Oak Grove.

If a Center for Distance Education class is expected to be one of the six classes a student must take per semester, the student must regularly report to a study hall (even if the student would normally be exempt from study hall).

Students who wish to receive high school credit for their off-campus class need to fill out an application and have the course approved by the School Counselor or principal within ten days after the beginning of the class.

The following policies shall regulate that option:

- You shall not be permitted to take courses by correspondence if the same courses are available at Oak Grove.
- Grades earned through correspondence work will be included when determining your GPA.
- The cost for taking correspondence courses will be paid by the student.
- Correspondence courses may count toward eligibility.

ACADEMIC PROBATION

The following academic probation policy is in effect for all students.

Situation I

If a student earns a GPA below 1.30 for a given quarter, they will be placed on academic probation. While on academic probation, the student and their parents/guardians will be given the opportunity to meet with the principal to devise a plan of action with an ultimate goal of raising the GPA above 2.00. Regardless of whether the student and parents/guardians agree to a plan of action, the student will be given one quarter to reach a GPA of 1.30 or no longer remain a student at Oak Grove.

Situation II

If a student's cumulative GPA falls below 1.60 at the end of any semester, the student will be placed on academic probation. While on academic probation, the student and their parents/guardians will be given the opportunity to meet with the principal to devise a plan of action with an ultimate goal of raising the GPA above 2.00. Regardless of whether the student and parents/guardians agree to a plan of action, the student, then, must increase their cumulative GPA by the end of the following semester in order to remain a student at Oak Grove.

ACHIEVEMENT TESTS

Standardized achievement tests help students, parents/guardians, teachers and administration to assess academic performance and progress.

Grades 6-8 take the NWEA (MAP Testing) two times per year. Grades six through eight and eleven take the NDSA (ND Standard Assessment). Juniors and sophomores may take the PSAT in October. Sophomores may take the PLAN (ACT readiness test). The ACT test or the Work Keys test will be administered to all juniors during the spring of their junior year at Oak Grove. Students who plan to attend college should take the SAT in the spring of their junior year. The ACT is the most commonly used exam in the Midwest. Juniors may take the ASVAB (Armed Services Vocational Aptitude Battery). Through interest surveys and aptitude tests, students are assisted in realizing their strengths and weaknesses, interests and preferences and how they relate to their future.

The counselor encourages students to obtain and share the test results with their parents/guardians.

Parents/guardians are also welcome to call the counselor if they have questions regarding any of the tests or the test results.

BOOK SELECTION

The Board of Regents of Oak Grove recognizes the right of free access to many different types of instructional materials. The board also recognizes the right of teachers and administrators to participate actively in the selection of up-to-date instructional materials which are in accord with the statement of philosophy and objectives of the school.

General principles for the selection of instructional materials are:

- Instructional materials shall be chosen for values of study and interest to all students in the Oak Grove community. Materials shall not be excluded because of the author's race, nationality, political or religious affiliation.
- Materials shall be provided which present the problems and issues of our times. Instructional materials of sound factual authority shall not be prescribed or removed from use because of doctrinal approval or disapproval.
- The final decision for challenged instructional materials shall rest with the board after careful examination and discussion of the materials with school personnel or anyone else the board may wish to involve.
- The board recognizes the right of an individual parent to request that his or her child not have to read or view assigned instructional materials. The board also recognizes that no parent or group has the right to determine the instructional materials for any student other than their own child.
- Any individual who wishes to request reconsideration of instructional materials must follow the school policy. The Instructional Materials Selection Policy and Procedure for Reconsideration of Materials is available in the school office.

EARLY GRADUATION

Education is more than earning the required number of credits to get a diploma. Oak Grove attempts to educate the entire person. Because the four-year period an individual is in high school is one of the most significant growth periods in a person's life, it is important for that person to be in an environment which provides opportunities to explore and to develop each aspect of the person.

Undoubtedly, some students mature more rapidly than others. For these students, early graduation could present opportunities for further growth. Care must be exercised to ensure 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 have permission to seek early high school graduation. The letter must be received prior to the beginning of the final school year.
- A conference is arranged with the individual, their parents/guardians and the administration during which early graduation is discussed.

As a result of this conference, the individual may obtain written permission from the administration for early graduation.

STUDENT PREGNANCY

A student who becomes pregnant will be responded to as an individual. The student's health and well-being will be considered. The affirmation of life and Christian values of love, care, compassion and forgiveness will be expressed by the school. The school retains the right to have the student complete her academic program off-campus, if her health, and/or emotional well-being are in question.

LIBRARY

Students will be allowed to check books out for a period of two weeks. Students who have overdue books will receive a reminder. Any student with overdue library materials at the end of the grading period will not receive a report card until the overdue materials have been returned or until reimbursement has been received. Students are responsible for all books signed-out under their names.

Reserved books are kept at the main desk and may be borrowed for one period or overnight. Teachers will notify students when they have placed books on reserve for a special assignment.

Reference books may also be borrowed for classroom use only.

Return all books and materials to the return slot or to the librarian in person.

PATRON USE POLICY

Purpose

In order to maintain a library environment which supports the Oak Grove Lutheran School community's educational, emotional, and recreational needs, the following patron conduct is expected:

Policy Statement

The library's mission is to ensure equal access of materials to all its patrons. Therefore, theft in any form will not be tolerated.

The library attempts to foster an atmosphere conducive to study and research.

Because of the potentially disastrous effects on costly books, and computers, eating is not permissible in the library. Food or beverages brought in to the library must remain at circulation desk.

Noise or disruptive behavior by library patrons will result in a "friendly reminder." If a second warning is warranted, the patron may be asked to leave the library. If behavior is sufficiently disruptive, the patron may be asked to leave immediately with no prior warnings. This policy is in place to ensure a library environment which supports the needs of students, staff and faculty.

Because of classroom instruction duties and a sometimes hectic in-library reference program, library staff is unfortunately not able to monitor student test taking in the library. Therefore teachers should understand that students should be sent to study halls to take make-up tests.

INTERNET

Oak Grove Lutheran School's Computer Policies, Procedures and Information document may be found on the school website (oakgrovelutheran.com). It is a publication listed under Handbooks/Policies.

BUSINESS AFFAIRS

TUITION/FEE PAYMENT POLICY

Tuition payment options include the following payment plans:

- Semester
- 10 Month
- 12 Month
- Automatic Payment

Financial aid awards, including scholarships, grants and/or work study are applied per semester. Private Lessons and other fees will be added to your tuition payment plan Oak Grove will work with you to best meet your needs.

Contact the Business Office for more information.

PAST DUE ACCOUNTS

Students may not participate in extracurricular activities (including preseason practice) until past due accounts are settled. No transcripts or report cards will be sent or diplomas awarded to any student until all accounts with Oak Grove are settled.

EXPULSION

No refunds are issued for students asked to leave for disciplinary reasons.

FINANCIAL ASSISTANCE

FINANCIAL AID

Current students and those accepted for admission are encouraged to apply for financial aid. Those applying for merit-based scholarships must meet certain criteria. All other scholarship, grant and work study awards are based on demonstrated financial need. Discounts for siblings, ELCA Pastors, as well as employees of Concordia College and Oak Grove Lutheran School are non-need specific and do not require an application.

The deadline to apply for merit-based scholarships and priority consideration for need-based scholarships, grants and work study is April 30.

A student's tuition account (including the work study component) must be current to be considered for financial aid for the upcoming school year. A student must maintain a cumulative GPA of 1.80 per semester. Financial Aid may not be awarded if a student's GPA falls below 1.80. Contact the Admissions Office for further information.

Oak Grove ACADEMIC AWARDS

The following awards are presented annually to Oak Grove students:

ACADEMIC LETTERS

An Oak Grove letter will be awarded at the annual spring awards night to students who, at the end of the third quarter, have a cumulative GPA of at least 3.80 for freshmen, 3.70 for sophomores, 3.60 for juniors and 3.50 for seniors.

ARVID BERG MUSIC ENRICHMENT SCHOLARSHIP

Applicants must be current Oak Grove students in grades 9-11 who have had a minimum of one year private music instruction and who demonstrate a strong desire to enrich their lives with music. Scholarship provides private vocal or instrumental instruction for one year. A cumulative GPA of 3.00 is required. Application includes a written essay. (One \$350 scholarship.)

GUSTAV AND MARGARETT HEKTNER ACADEMIC EXCELLENCE SCHOLARSHIP

Five awards of \$500 and one award of \$350 are given to students in grades six through eleven in the spring. Students with a 3.50 GPA during the first three quarters of the present school year are eligible to apply. Student essays are read by non-faculty readers to select the six recipients.

IN HIS NAME AWARD

Tuition Scholarships are awarded to junior students selected from a pool of nominees submitted by faculty, administration and staff. The award was created to lift up students who consistently look beyond themselves to the needs of others and who strive to make a difference in the Oak Grove community. No student application. (\$350 scholarship - number of scholarships awarded varies year to year.)

JULIE LEISETH MUSIC SCHOLARSHIP

This award is given to a senior who is planning to pursue a college degree in music. You must apply for the award and the recipient is selected by the Music Department. The financial amount awarded varies according to the number of students eligible.

LEGREID FAMILY SCHOLARSHIP

Scholarships are awarded to current Oak Grove students entering grades 8-12. Eligibility is limited to those who maintain a GPA of 3.50 or above and who actively participate in extracurricular activities.

OAK GROVE COMMUNITY SERVANT SCHOLARSHIP

Scholarships are awarded to students entering grades 7-12 for significant volunteer efforts in church, school and community. (Two \$500 scholarships.)

OUTSTANDING SENIOR AWARD

This award recognizes the individual in the senior class who best typifies the highest standards of Oak Grove. The award recognizes excellence in academics and extracurricular activities. Nominees must demonstrate leadership, work up to their scholastic ability, portray Christian character and show good citizenship. The recipient is selected by the faculty.

QUANBECK ATHLETIC AWARD

The Quanbeck Athletic Award recognizes the outstanding male and female athlete in the senior class who has also contributed in other areas of school life. Selection by the coaches is based 70 percent on athletic achievement, 20 percent on other school activities and 10 percent on academic achievement.

VALEDICTORIAN

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

SALUTATORIAN

This award is given to the person(s) with the next 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.

ACADEMIC COMPETITIONS

Throughout the year the following interscholastic competitions are available for students who wish to be involved.

CASS COUNTY SPELLING BEE

The Cass County Spelling Bee held in the spring is open to students in grades six, seven, and eight. The winner of an Oak Grove competition earns the right to compete in this second step of a competition that ends in Washington, D.C. The first- and second-place finishers at this competition are eligible to participate in the North Dakota Spelling Bee. Whoever wins the competition in Bismarck is entitled to travel to Washington for the National Spelling Bee in May.

MATHCOUNTS

On the national level the Mathcounts program is a cooperative project of (among others) the National Society of Professional Engineers, the National Council of Teachers of Mathematics and the National Aeronautics and Space Administration. This mathematics competition is open to students in seventh and eighth grades. Scores are kept for both individuals and teams through the competition. The state team for the national Mathcounts in Washington, D.C., in May will consist of the top four North Dakota finalists.

NCTM NATIONAL TEST

This National Council for Teachers of Mathematics test is given to high school students nationally. Individual and team scores are kept through the competition. Students may achieve "Honor Roll" status at both the state and national level.