



OAK GROVE LUTHERAN ELEMENTARY SCHOOL
FAMILY HANDBOOK 2021-2022

Oak Grove Lutheran School • Fargo, North Dakota



Oak Grove Lutheran School 2021-2022 Elementary Calendar



August 2021

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

September 2021

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October 2021

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31						

November 2021

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December 2021

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26	27	28	29	30	31	

- August 23 & 24 PD Pro-Service Days
- August 26 First Day of School
- September 6 Labor Day (No School)
- September 22 PLC Early Release (ER)
- October 3-9 Homecoming Week
- October 11 PD Day No School
- October 21 & 22 Educator's Conv. (No School)
- November 11 Parent-Teacher Conferences ER
- November 12 P-T Comp Day (No School)
- November 19 End of 1st Trimester
- November 25 PLC Early Release
- November 24-26 Thanksgiving Break (No School)
- December 22 PLC Early Release
- December 23-31 Christmas Break (No School)
- January 27 PD No School
- February 17 Parent-Teacher Conferences ER
- February 18 P-T Comp Day (No School)
- February 21 Presidents Day (No School)
- February 25 End of 2nd Trimester
- March 17 PLC Early Release
- March 18-21 Spring Break (No School)
- April 14 PLC Early Release
- April 15-19 Easter Break (No School)
- May 18 PLC Early Release
- May 27 Last Day of School
- May 29 Graduation

January 2022

S	M	T	W	Th	F	Sa
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February 2022

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March 2022

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April 2022

S	M	T	W	Th	F	Sa
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May 2022

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29	30	31				

End of 1st Trimester: November 18
 End of 2nd Trimester: February 25
 End of School Year: May 27

Early Release:
 Conferences @ PLC South Campus: 1:00
 Conferences @ PLC North Campus: 2:00

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 students for academic achievement, lifelong Christian commitment and loving service throughout the world.

Meaning: Oak Grove students will learn well, be loving Christians and serve others.

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, or 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).

Students are limited to 20 absences per school year. These absences DO include illness, parental requests, trips, appointments, and unexcused. The limit of 20 does NOT include school activities or funerals.

The school day begins at 8:25 a.m. Dismissal for grades K-5 is at 3:05 p.m. The school office is open from 7:45 a.m. to 4:00 p.m. If possible, please have your child arrive after 8:00 a.m. Classrooms open at 8:15 a.m. Children will be supervised from 7:50 to 8:15 a.m. Your child should be picked up by 3:20 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.

All K-5 students should be dropped off in the gym. Only use the front doors if it is after 8:25. All K-5 students should be picked up in the gym. Only use the front doors if it is after 3:20. If you need to pick up your child or would like to walk in to pick up your child please park in the south parking lot.

Pre-K students should be dropped off and picked up in the north loop, unless otherwise directed by the Early Learning Center Director. 3 year olds will be dropped off and picked up in the north loop.

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. 2 school days-notice per school day missed would be reasonable.

Unexcused Absences

- Occurs 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 8:25 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 this handbook for arrival/drop off maps and details. Also, please note all drivers are requested to observe the one-way signs for all morning drop offs and pickups after school. Please pay special attention to the changes that have been made since last year.

ATHLETICS/EXTRA CURRICULAR

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 and Activity opportunities offered by Oak Grove Lutheran Elementary

5th grade basketball - girls and boys

5th grade volleyball - girls

5th grade yearbook

4th and 5th grade parochial track meet - girls and boys

4th and 5th grade choir - girls and boys

5th grade band - 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
- Student must be at school for the entire day to participate

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.

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 6:30-8:15 a.m. off site and 3:05-6:00 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, sleepover or after-school party invitations are exciting; however, they can also be the cause of hurt feelings. Please send invitations and thank you notes through the mail versus distribution at school. 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 to school. If flowers, balloons or other gifts are brought or sent to the school they will remain at the front desk until the end of the day.

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.

BUILDING USAGE/GYMNASIUM RENTAL

Groups/organizations or individuals interested in use of the facilities may contact the building principal or inquire at the office. School sponsored teams and events have priority in use of the facility. It is the user's responsibility to clean up the space used after the activity.

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 program was re-written during the summer of 2011 and is now considerably more specific regarding the acceptable behaviors, consequences and restitutions. (See appendix)

BUS/SHUTTLE SERVICE

Oak Grove provides shuttle service 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.

An optional offering is collected at each chapel service. Each month the school designates a program to receive an offering from Oak Grove Elementary.

CLASSROOM ASSIGNMENTS

When placing a child, several important aspects are examined, weighed, and considered. They include, but are not limited to:

1. Teaching styles of the teacher
2. Learning styles of the student
3. Gender equality in the classroom
4. Personality and student behaviors
5. Positive and negative influences of peers

Teacher judgment and professional intuition are a critical part of this process. Teachers have very good knowledge of the children they currently work with and they also know one another very well. The recommendations they make are in the best interest of your child and the class as a whole. Please respect our efforts and expertise as we place your child in the appropriate classroom.

As we work through this process please remember that we adopted Professional Learning Communities practices this past school year in an effort to better serve our students. PLCs have had a very positive impact on student achievement with teachers taking on a shared responsibility when it comes to student learning. PLCs call for more student interaction with all grade level teachers, as well as with their peers. This is something that will be continuing in the following years.

If you have a previous relationship with a certain teacher, or would like to share what personality traits mesh well with your student, a formal teacher request can be completed. Formal teacher request forms are available upon request. Request forms are due by **April 14, 2022**.

COMMUNICATION

Oak Grove is committed to good communication in the school community. This means that both the school and home must be committed 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 messages, written messages and e-mails. We ask 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 or other things needed for school participation. We would ask that families arrange for all after school plans prior to the start of the school day, unless there is an emergency.

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 an onsite computer lab, classroom student computers, and iPads. 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 may be scheduled as needed.

COUNSELORS

Oak Grove Lutheran School has a school counselor who is employed full-time. Parents are free to call the counselor 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.

Please see Appendix to review the Respect and Protect Policy.

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 of Regents 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 can remote unlock by ringing the doorbell and being allowed in.

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 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 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. **Any student that is sent home is to remain home 24 hours after symptoms have subsided.** 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 used with discretion.

MUSIC-BAND AND GROVER CHOIR SQUAD

Music classes are offered for those students interested in participating in a choir experience. The Grover Choir Squad involves 4th and 5th graders. The Squad meets twice a week with the elementary music instructor at school before classes begin. The choir performs on a variety of occasions as scheduled by the instructor. All 4th and 5th graders are invited to participate, but participation is not mandatory. There is no fee.

Oak Grove Lutheran Elementary offers an instrumental band program for students in 5th grade. Individual lessons are offered by the music teacher. The band students will meet before school on assigned weekdays at 7:45 a.m. Music concerts may be in conjunction with the 6th grade.

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 distributed to the family email address provided to the school on Fridays. The Gazette is updated each week and can be found on the Oak Grove Lutheran website under Publications.

OAK GROVE PARENT ORGANIZATION (OGPO)

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. The organization meets monthly.

PARTIES/CELEBRATIONS

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

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/ELECTRONIC DEVICES

Phone use is available 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 or any personal electronic device during the school day is only allowed when teacher directed. Failure to follow this expectation may result in the school keeping the device for a time.

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 in the winter. 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.

When the outside temperature reaches a minus 10 degrees Fahrenheit wind chill, all students will stay inside at recess.

Students who don't have outdoor items will still be required to go outside, but will be dressed in borrowed items. If items are borrowed, they will be sent home to be washed and returned the next day.

REPORT CARDS

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

SCHOOL STORE/CLOTHING STORE

A school store is available at the elementary school offering Oak Grove clothing and related items.

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.

For the 2020-2021 school year, all 1-5 students will take MAP tests in October and then in February. Kindergarten students will take the MAP test in January. Students in grades 3-5 will take the North Dakota State Assessment, or NDSA, in the spring.

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 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 volunteer at school. If interested in volunteering, please make arrangements with your classroom teacher in advance. Please notify the classroom teacher as soon as possible if you cannot make your scheduled time for volunteering.

Please remember: children will behave differently in the presence of visitors. Volunteering is 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.

All visitors and volunteers are required to sign 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 or 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.

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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.
(Sweatpants 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 and capris are not allowed from October 19 through April 9 and may only be worn on days with temperatures forecasted above 65 degrees. Principal may amend in extreme conditions.

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
- Pants must have a finished hem
- Pants/shorts must be worn at the waist
- Knit pants must be solid color – navy blue or black, logo-free during M,T,W,Th
- **Yoga pants or other tight fitting “spandex” pants will not be worn**
- **Leggings and tights, solid color in black/navy blue/white, 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
- No slippers, or shoes with an open back, such as “cros”

FITTING AND 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 (**plain 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 be 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, Lands End, GAP, Old Navy, JC Penney, Sears, Target, Kmart, WalMart, Kohl’s

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:

- Unwelcome teasing, taunting or other verbal messages
- Unwelcome physical contact such as pushing, shoving, hitting and carrying
- Sex-oriented verbal "kidding" or abuse
- Subtle or overt pressure for sexual activity
- 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, or 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 police. If it is determined a student is guilty, a parent or 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. A parent or 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:

- Tobacco
- Alcohol or any alcoholic beverage
- Any controlled substance or dangerous drug
- Any abusable glue or aerosol paint or any other chemical substance
- 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, attempt to sell 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. A parent or 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. A parent or guardian will be notified. Participation and perfect attendance at a tobacco use program approved by Oak Grove will be required. A parent or 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. A parent or 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:

- Expulsion
- If the student is to remain at Oak Grove the following may be required:

- Drug/Substance Abuse evaluation
- 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
- Submit to periodic drug testing paid for by the parent(s)/guardian
- 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

Policy on Prohibited Activities and Substances, Revised: July 2009

COMPUTER AND INTERNET USE

Oak Grove Lutheran School offers Internet access for student use. Student use of the Internet will be closely monitored by the library media specialist. A student's Oak Grove-provided e-mail 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

- 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.
- 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.
- 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.
- 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

- All students will have access to Internet World Wide Web information resources through the library, classroom computers, and iPads.
- Students may obtain an individual e-mail account with the approval of their parents.
- Parents who do not want their student to use the Internet should notify the library media specialist of their decision—otherwise it is assumed the student 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 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 you will follow your parents’ instructions in this matter.

D. Your Rights

- Free Speech
 - 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.
- Search and Seizure

- 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.
- 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.
- 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.
- Your parents have the right at any time to request to see the contents of your e-mail files.
- Due Process
 - 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.
 - 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.
 - 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.

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

OAK GROVE ELEMENTARY SCHOOL STUDENT DROP OFF PROCEDURES

Oak Grove Elementary's school day begins at 8:25 a.m. and dismisses at 3:05 p.m. (K– 5th). The school office is open from 7:45 a.m. to 4:00 p.m. **Please have your child arrive after 8:00 a.m.** Classrooms are open at 8:15 a.m. Children will be supervised from 7:50 to 8:15 a.m. Students arriving prior to 8:15 will be encouraged to walk in the gym, or play outside, weather permitting, until dismissal to classrooms, as approved by our wellness plan.

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.
- 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 school building.
- Proceed East through the parking lot and exit through the driveway to the North.

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, after 8:25, the main office door of the school. This will minimize pedestrian traffic crossing in front of cars driving through to drop their children off.
- Exit out of the north end of the parking lot.

Shuttle procedure:

- The shuttle will enter through the South parking lot entrance.
- The shuttle will utilize the bus lane and proceed through the line to exit out of the south lot once all students have been delivered to the school, and north campus riders are aboard.

OAK GROVE ELEMENTARY SCHOOL STUDENT PICK UP PROCEDURES

To drive through to pick up 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.

- Enter through the South parking lot entrance.
- Proceed West to the 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 parking lot and exit the north driveway.

*Note: If you are picking up your child(ren) after 3:20 p.m., please pick up at the main office. If a student is needing to be picked up consistently after 3:30 p.m., the school asks the family to utilize the YMCA after school program.

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

- Enter the parking lot through the south parking lot entrance.
- **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 Northeast gym door. **Pick up your child from the gym area.**
- Supervise your child to your car.
- Exit through the north side of the parking lot.

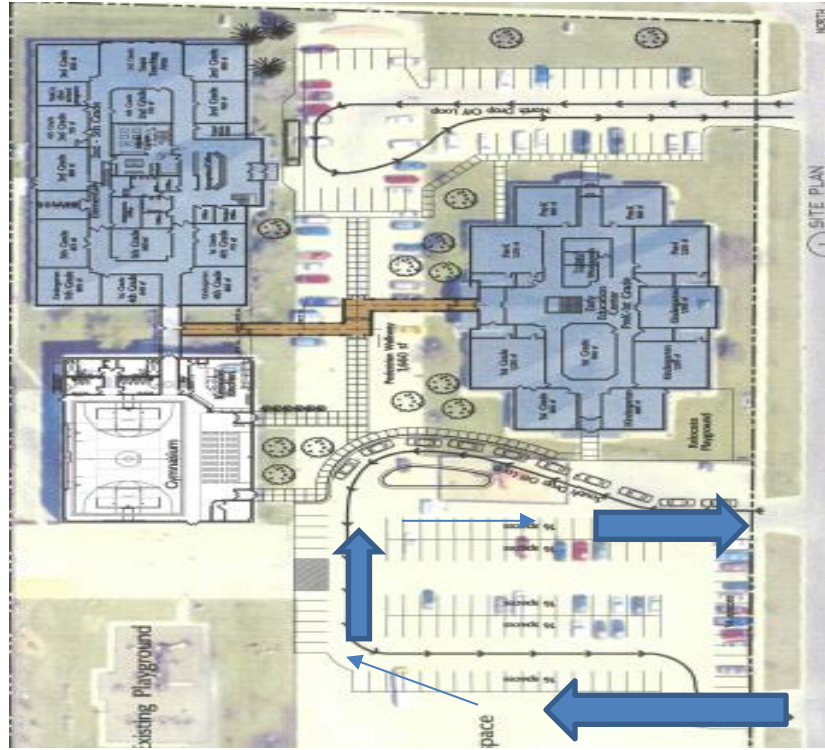
*Note: If you are picking up your child(ren) after 3:20 p.m., please pick up at the office.

If a student is needing to be picked up consistently after 3:30 p.m., the school asks the family to utilize the YMCA after school program.

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 name card 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.**



THE RESPECT AND PROTECT
PROGRAM

THE OAK GROVE LUTHERAN ELEMENTARY
SCHOOL

2021-2022

OAK GROVE ELEMENTARY SCHOOL RESPECT AND PROTECT PROGRAM

Oak Grove Lutheran Elementary School firmly believes that every student has a right to a learning environment where he/she feels safe, respected and protected. In order to ensure these basic rights for all students, Oak Grove Elementary has implemented both a positive and proactive approach to resolving discipline issues that involve disrespect and violence.

Before we define the terms disrespect and violence, it is important to note that when any program is implemented, the overall objective must be to ensure that all students have an equal opportunity to succeed at school. In other words, the program must be implemented school-wide for the purpose of developing programs that focus on prevention, intervention and treatments (consequences) for unacceptable behavior.

1. How does the Respect and Protect program define disrespect/violence?

- Disrespect/violence can take on many forms, from a cruel and insulting comment to an act of physical aggression. Basically, disrespect/violence is any mean look, sign or act that threatens a person's body, feelings or things. These acts include:
 - a. Teasing
 - b. Taunting
 - c. Name Calling
 - d. Rejecting someone by not letting them be a part of a group etc.
 - e. Spreading rumors
 - f. Manipulating friendships
 - g. Damaging a person's reputation
 - h. Indirect bullying that is often subtle and difficult to detect including---
 1. Social isolation
 2. Obscene gestures behind someone's back
 3. Relational aggression
- Violence/bullying are defined as any open attack on a victim that is physical such as hitting, kicking, choking and pushing. Certain aggressive verbal attacks may also occur here such as malicious teasing, threats and name calling. Other components that are classified as bullying include:
 1. Physical, verbal or psychological attack or intimidation that is intended to cause fear, distress or harm to another child.
 2. An imbalance of power (psychological or physical) with a more powerful child/children oppressing less powerful ones.
 3. Repeated incidents between the same children over a prolonged period.
- The definitions listed above underscore the need for both parents/guardians and the school to have a basic understanding of what is classified as disrespect, violence and bullying. The reality is that we must consistently do our best to prevent either occasional or persistent acts that disrupt any child's learning. As our current United

States Secretary of Education, Arne Duncan states, “Bullying behavior in schools can be a major barrier to learning and teaching.”

II. How will the Oak Grove Elementary School staff respond to both disrespectful and violent acts of behavior?

1. All the teachers will document acts of disrespect/violence/bullying.
2. Oak Grove Elementary School parents will be notified through an incident report.
3. Consequences will be determined by the type of behavior or act of disrespect, violence/bullying. Other factors will also be considered such as the severity and frequency of a student’s behavior.

III. How will Oak Grove Elementary School students practice restitution?

1. Stop the behavior
2. Review the unacceptable behaviors
3. Determine with the student and the classroom teacher and parents, a path that will make a problem of situation right.

IV. As parents of an Oak Grove Elementary School student, what can you do to support the Respect and Protect program?

1. Review your own family beliefs by reviewing your home rules about disrespect and violence and why rules that apply in your home, also apply to other locations (church, school etc.) for the safety and well-being of our community and society.
2. Review your own family consequences for disrespectful or violent acts.
3. Review how, as parents, you do not enable disrespect/violence and therefore expect your children to abide by home, school and community rules.
4. As your child/children’s first and best teacher, you make it clear that you support the school’s belief that every child has the right to learn in a safe, respectful and secure environment, therefore, as parents you support the Respect and Protect program.

V. Respect and Protect Concluding Thoughts

It will be a top priority at Oak Grove Lutheran Elementary School to strive to do our very best to insure and provide an atmosphere for learning where every child feels safe. Every child at Oak Grove has the right to a learning environment that promotes Christian values and promotes quality citizenship in a school setting.

In order to enforce and address the variances in the Respect and Protect program, the levels of intervention and prevention are listed on the next page. A special thanks is directed toward the Oak Grove Elementary School faculty and staff for their contributions toward a unified goal to teach and reach every child about their need to always practice respect and protection for the students that we have the privilege to serve.

BULLYING POLICY

Definitions

For the purposes of this policy:

- Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- School property or the term on-campus refers to all property owned or leased by the school, such as school buses and other vehicles, or any school sponsored or school sanctioned activity.
 - School-sanctioned activity is defined as an activity that: a) Is not part of the school's curricular or extracurricular program; and b) Is established by a sponsor to serve in the absence of a school program; and c) Receives school support in multiple ways (i.e., not school facility uses alone); and d) Sponsors of the activity have agreed to comply with this policy; and e) The School has officially recognized through board action as a school sanctioned activity.
 - School-sponsored activity is an activity that the School has approved through policy or other board action for inclusion in the school's extracurricular program and is controlled and funded primarily by the School.
 - School staff includes all employees of Oak Grove Lutheran School, school volunteers, and sponsors of school-sanctioned activities.
 - True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

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

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

- Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

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

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The school will make available the form in the school office. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in the school office.

2. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

The School shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the School shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the School for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the School, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy. Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school's harassment/discrimination policy, including the timelines contained therein. In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context

of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies. Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the School has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

- Require the student to attend detention;
 - Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
 - Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
 - Create a behavioral adjustment plan;
 - Refer the student to a school counselor;
 - Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
 - Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
 - If applicable, contact the administrator of the website on which the bullying occurred to report it. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies. For bullying initiated off campus and received on campus (e.g. cyber bullying), the School only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the School may only take corrective measures as described in items five through eight above. If the perpetrator is a school staff member, the School shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law. Victim Protection Strategies
- When the School confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim

protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim. Prevention Programs & Professional Development Activities In accordance with law, the School shall develop and implement bullying prevention programs for all students and staff professional development activities.

BULLYING REPORTING GUIDELINES

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

Reporting Guidelines:

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

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

INCIDENT REPORTS

Incident reports are written for behaviors that interfere with an individual's right to be safe and respected. These reports are sent home for parent/guardian review. If parents should receive an incident report, the parents should review and discuss the report with your child, and sign the report and have your child return the report to your child's teacher. There are three levels that will be utilized to inform parents of any behavior concerns that may occur. The following forms are examples of the forms that are used at each level.

Level One: These reports are written for behaviors that interfere with an individual's right to be safe and respected. A level one report indicates that the child is displaying inappropriate behaviors that must be addressed and stopped. In most cases, we should find that when a Level One incident report is sent home and the behavior violation is discussed with his/her parents, and at school with the classroom teacher and principal, the behavior usually goes away.

Level Two: A level two report is sent when a child continually repeats the incidents that occurred in Level One, or is demonstrating aggressive physical contact that requires a meeting with the student, his/her teachers, the school counselor, the child's parents and the school principal. Consequences and restitution for behaviors may be a part of the planning in level two.

Level Three: (Initiated by the school administrator) A Level Three report would be utilized when excessive behaviors from levels one and two continue. In addition, if a behavioral incident occurs that involves vandalism, sexual/racial harassment, possession of tobacco, bringing weapons to school, making threats of physical harm, excessive absences, excessive tardiness and other extreme behaviors. The key words in the level three category are extreme threats, physical and emotional harassment and behaviors that do not subside despite the implementation of strategies as found in levels one and two. Extreme behaviors could result in either in-school or out-of-school suspensions.

It is our hope that parents will receive only the positive reports from the Oak Grove Lutheran Elementary School faculty and staff. Thank you for your cooperation and support as we strive to insure that each and every child at Oak Grove Lutheran Elementary School is provided an environment for learning that is safe and free from misbehaviors that keep a child/children from learning and in reaching their highest potential.

LEVEL ONE ----BEHAVIOR REPORT

RESPECT AND PROTECT----INCIDENT REPORT FORM-----LEVEL ONE

(This form is written by a reporter who may be a teacher, an administrator or any staff member. After it is filled out, it is to be delivered to the child’s homeroom teachers who will then send the report home to the parents.)

Student Name _____ Grade _____

Teacher _____ Date _____

The behavior infraction that is listed on this report is designated as level one which means that the behavior cited should be easily corrected. The inappropriate behavior may be a one-time only incident that may be quickly resolved through good communications between parents, teachers and children.

LEVEL ONE BEHAVIORAL CONCERN(S):

- _____ Refusing to work
- _____ Inappropriate clothing
- _____ Inappropriate physical contact
- _____ Employing excessive and inappropriate attention-seeking behaviors
- _____ Disrespectful towards peers and adults (such as name calling, teasing, gossip)
- _____ Minor distractions and interruptions (for example---talking when the teacher is talking during meeting time, instruction time or when he/she is giving directions.
- _____ Off task behavior
- _____ Disrespectful towards school property
- _____ Bringing CD players, video games or other possessions without permission
- _____ Not demonstrating the core values of respect, honesty, caring, health and responsibility
- _____ Throwing items
- _____ Fighting----This is immediately referred to Level Three because of the great potential for harm and injury.
- _____ Other

A written behavioral report is on the next page of this report. Parents are asked to read the attachment, sign the report and then return it to your child’s classroom teacher. Please feel free to add your comments on the reverse side of the Level One report.

LEVEL ONE BEHAVIOR REPORT

Child’s Name: _____

Date: _____

Parent/Guardian _____

Teacher: _____

Explanation of the Incident _____

Action Taken

Restitution

Student

Signature _____

Parent

Signature _____

Teacher

Signature _____

REFLECTION---THE FIX-IT PLAN-Level (_____)

1. When the incident occurred, where were you?

2. What could you have done differently?

- _____ Be caring for others
- _____ Be honest: always tell the truth
- _____ Be responsible: follow the rules
- _____ Be respectful of the feelings and safety of others
- _____ Be patient and ask your teacher for help
- _____ Be fair to all of the students at Oak Grove

Next time I will

I am a caring, honest, and respectful person. I know what I did was wrong and I am going to do my best so that this will not happen again.

Student's

Signature _____

Parent's

Acknowledgement _____

Teacher's

Approval _____

LEVEL TWO

RESPECT AND PROTECT---INCIDENT REPORT FORM---LEVEL 2

The Level Two incident report represents a more serious review of incidents than the categories listed in the Level One report. The Level 2 report means that a conference is requested between the student, his/her parents, the classroom teacher and the school counselor. If necessary the school administrator may also be a part of the meeting. The meeting may focus on the development of a behavior plan, or perhaps a restricted daily class schedule or individual work with the school counselor.

Level 2 Behaviors

- Repeated or excessive level one behaviors.
- Excessive, repeated, disruptive behaviors
- Unacceptable language, gestures or pictures (written, verbal or drawn.)
- Aggressive physical behaviors including hitting, pushing or fighting
- Name calling that is of a sexual, racial or threatening nature
- Noncompliance that has not been resolved
- Repeated failure to cooperate with the teacher in a classroom setting.
- Inappropriate use of the internet
- Failure to cooperate with other school staff
- Noncompliance that has not been resolved
- Other

A written behavioral report is located on the next page of this report. Parents are asked to read over the material, sign and make any comments, attend a meeting with the classroom teacher, the counselor, the principal and/or other personnel to resolve the issue.

LEVEL TWO BEHAVIOR REPORT

Child's Name: _____

Date: _____

Parent/Guardian _____

Teacher: _____

Explanation of the Incident

Action Taken

Restitution

Student
Signature_____

Parent
Signature_____

Teacher
Signature_____

REFLECTION---THE FIX-IT PLAN-Level (_____)

1. When the incident occurred, where were you?

2. What could you have done differently?

- _____ Be caring for others
_____ Be honest: always tell the truth
_____ Be responsible: follow the rules
_____ Be respectful of the feelings and safety of others
_____ Be patient and ask your teacher for help
_____ Be fair to all of the students at Oak Grove

Next time I will

I am a caring, honest, and respectful person. I know what I did was wrong and I am going to do my best so that this will not happen again.

Student's
Signature_____

Parent's
Acknowledgement_____

Teacher's
Approval_____

LEVEL THREE
INCIDENT REPORT FORM---LEVEL 3---EXCESSIVE BEHAVIORS
ADMINISTRATIVE INTERVENTION

.....

Student's Name _____

Date _____

Teacher _____ Room

Level Three means that the child is performing repeated/excessive behaviors from previous levels and/or new excessive behaviors.

- | | | |
|---|--|---|
| <input type="checkbox"/> Refusing to work | <input type="checkbox"/> Throwing items | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Destroying property | <input type="checkbox"/> Disrupting noises | <input type="checkbox"/> Making threats |
| <input type="checkbox"/> Bringing a weapon to school | | |
| <input type="checkbox"/> Excessive absences | <input type="checkbox"/> Excessive tardiness | |
| <input type="checkbox"/> Using physical aggression | | |
| <input type="checkbox"/> Repeated, serious disruptions that cannot be addressed in levels 1 and 2 | | |
| <input type="checkbox"/> Repeated harassment of any kind (sexual, gender, racial etc.) | | |
| <input type="checkbox"/> Making inappropriate gestures | | |
| <input type="checkbox"/> Other extreme | | |

behaviors _____

.....

POTENTIAL ACTIONS THAT COULD BE IMPLEMENTED:

1. Excessive behaviors may result in an in-school or out-of-school suspension or an expulsion from school
 2. Restricted daily schedule
 3. Notification to an outside agency
-

The next page features the Level 3 behavior report.

LEVEL THREE BEHAVIOR REPORT

Child's Name: _____

Date: _____

Parent/Guardian _____

Teacher: _____

.....

Explanation of the Incident

Action Taken

Restitution

Student

Signature_____

Parent

Signature_____

Teacher

Signature_____

REFLECTION---THE FIX-IT PLAN-Level (_____)

1. When the incident occurred, where were you?

2. What could you have done differently?

- _____ Be caring for others
- _____ Be honest: always tell the truth
- _____ Be responsible: follow the rules
- _____ Be respectful of the feelings and safety of others
- _____ Be patient and ask your teacher for help
- _____ Be fair to all of the students at Oak Grove

Next time I will

I am a caring, honest, and respectful person. I know what I did was wrong and I am going to do my best so that this will not happen again.

Student's

Signature_____

Parent's

Acknowledgement_____

Teacher's

Approval_____



Public Health
FARGO, CASS COUNTY, ND

**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 at 241-1360.

NAME	DISEASE INFORMATION	CASES	CONTACTS
CHICKEN POX (Varicella)	Vaccine available and recommended for all children. For the school year 2011-2012, two doses of vaccine are required for grades kindergarten thru third and one dose is required for grades four thru seven. Caused by herpes zoster virus — the same virus that causes shingles.	Exclude at least seven days from rash or until all lesions crusted.*	Susceptible contacts should consider immunization within a few days of exposure. Incubation period 2-3 weeks, commonly 14-16 days.
DIPHTHERIA-TETANUS-PERTUSSIS (DTP, DTaP, Tdap, Td or DT vaccine)	Four or more doses required – one dose must be on or after the 4 th birthday. Three doses Td required for those age 7 or older not previously vaccinated. Tdap required for middle school entry effective year 2008-09. Thirteen to 18 year olds who missed 11-12 year Tdap encouraged to receive one dose. (TD) booster is recommended every 10 years.	Diphtheria - Each case must be 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.	Handled individually. 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. In those with rash alone, greatest infectivity before onset of rash and probably not communicable thereafter.	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 possible 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 two weeks.
HEPATITIS A (HepA)	Vaccine is available and recommended for all children at age one year and 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 (HepB)	Vaccine is routine for infants and became required for kindergarten entry in year 2000-01. Each subsequent year the next higher grade was included. For year 2011-12, three doses required for kindergarten through grade eleven.	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 staphyococcal 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)	(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 five days from onset of rash. Rubella - (German Measles) Exclude five days from onset 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. Need daily observation unless adequately immunized. Incubation period 14-21 days.
MENINGOCOCCAL MENINGITIS (MCV4 or MPSV4)	Vaccine available. Required for entrance into middle school effective 2008-09. Vaccine may be used for certain high risk groups including college freshman living in dorms and those with functional asplenia. Minimum age for vaccine is 2 years.	Exclusion until at least 24 hours of treatment and physician approval.	Household, daycare, and other direct, intimate contacts may be recommended antibiotics.