

"Educating Today's Students for Tomorrow's World"

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**2018-2019
Parent/Student Handbook
Grades 7-12
Oakes Public School
804 Main
Oakes, North Dakota 58474**

TABLE OF CONTENTS

Welcome	3	School Insurance.....	10
Principal’s Message.....	3	Non-Discrimination Policy.....	10
Attitudes and Citizenship.....	3	Legal Names	10
Partners in Your Children’s Education.....	3	Immunizations	11
Administering Medicines to Students.....	3	Textbooks	11
Parent Complaints	4	Social Events	11
Carrying Weapons	4	Lost and Found	11
School Meal Program	4	Guidance and Counseling	11
Emergency Drills	4	Honor Roll and Semester Academic Awards	12
Weather Related Announcements.....	4-5	Grade Reporting to Parents.....	12
Student Records and Publications (FERPA).....	5	Progress Reports	12
Attendance	5-6	ITV Classes.....	12
Tardy Policy.....	6	Lockers	12-13
Makeup Work	6	Vocational Center Transportation	13
Missing School for Extracurricular Events.....	6	Early Graduation	13
Final Tests.....	6	Graduation Requirements.....	13
Open Campus In Flex Mod.....	6-7	Graduation	13
Discipline	7	Alternative Program.....	14
Working Detention.....	7	Resource Centers	14
Policy on Suspension and Expulsion of Students ..	7-8	Detention.....	14
Dismissal from Class	8	Grade Placement	14
Bullying.....	8	Eligibility Issues for Independent Study Classes.....	14
Controlled Substances.....	8	Electronic Devices	14-15
Sexual Harassment.....	9	Academic Integrity	15
School Dress Code.....	9	Additional Policies and Procedures	15
School Bus Discipline.....	9	Oakes High School Discipline Matrix	16
Student Injuries	9		
Head Lice Procedures	10		

WELCOME

Welcome to Oakes Public School. The purpose of this handbook is to provide students and parents with information and help you understand your responsibilities as a member of the student body. It is our hope that you will make the most of the outstanding educational opportunities offered at Oakes High School. If you have any questions, please contact us.

Kraig Steinhoff – Superintendent – 742-3234

Brandon Bata – High School Principal – 742-3234

PRINCIPAL’S MESSAGE

We are part of an educational family. Your entire lives are in front of you, and we as a staff are here to guide and prepare you for your future. Whether it is a post-secondary, workforce, or military, we want everyone to reach their full potential and to become great people. It is through overcoming challenges and failures through hard work and determination that we truly learn to embrace success. As a staff we will challenge you, set high expectations, and hold you accountable as we aim to make you into great young men and women. We wish you the very best in the upcoming 2018-2019 school year!

ATTITUDES AND CITIZENSHIP

Our school is excited to cooperate with parents and other agencies of the community in developing attitudes that are desirable and acceptable to our society. Good conduct should be the result of a child’s desire to do what is right and not a result of fear of punishment. Parents have the responsibility of developing in their children, at an early age, respect for the school, teachers, and learning. When children come to school with positive attitudes developed by concerned parents, the job of educating the child has a much greater chance of success.

PARTNERS IN YOUR CHILDREN’S EDUCATION

Both parents and teachers want the same for our children: the best possible education. When we work together, it is easier for both to achieve this goal. Here are some ways you can help the school do a better job:

- See that your child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect his/her schoolwork.
- Attend parent conferences so that you and your child’s teacher(s) can better share information about your child, and also get to know each other.
- Volunteer. Parent volunteers enable schools to provide many of the extra touches that can make the difference between a good education and a great one.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child’s teacher is the first source of information. If you cannot garner the answers or information you are looking for from your child’s teacher(s), then, if needed, the Principal is available for you as well.
- If someone on our school staff has been particularly helpful to your child, let that person know. We all like to hear good news now and then.

ADMINISTERING MEDICATIONS TO STUDENTS

Medications must be checked into the high school office accompanied by a parental permission form and written order of a physician giving specific directions for taking the medication when necessary. Only school personnel who have been certified in the proper administration of medication will be allowed to distribute medication to students. The school will no longer administer medications not provided by parents to students. For specific information contact the school office.

PARENT COMPLAINTS

The Board recognizes that complaints from concerned parents are inevitable. In order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy was adopted: Complaints about teachers shall be directed to the building principal. Complaints about all other personnel shall be directed to the Superintendent. The Principal or Superintendent shall: 1) Investigate the complaint. 2) Promptly notify the employee if the complaint is to be placed in the employee's personnel file. 3) Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate. 4) Provide a response to the complaint within fifteen (15) days of receipt of the complaint. If either party is not satisfied with the handling of the complaint by the building principal, the matter can be appealed to the Superintendent for final resolution. Complaints about the Superintendent shall be directed to the Board President, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action of libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law. To register a complaint, contact the appropriate person from the following list:

Sonia Meehl	Board President	753-7431
Kraig Steinhoff	Superintendent	742-3234
Brandon Bata	High School Principal	742-3234

CARRYING WEAPONS

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Violation of this policy will require proceedings for the suspension and/or expulsion of the student involved, initiated immediately by the principal.

SCHOOL MEAL PROGRAM

The Oakes Public School provides a breakfast and hot lunch program for all students K-12. The meal program is housed in the elementary building. Breakfast will be available from 7:45 AM to 8:15 AM. All students using the program may have a meal program account opened for their use. Any amount of money may be placed in the individual account. Each time the student eats a meal the price of the meal is subtracted from their meal program account.

Lunch Prices

Grades K-6	\$2.40 per meal
Grades 7-12	\$2.50 per meal
Adults	\$3.15 per meal

Breakfast Prices

Grades K-12	\$1.70 per meal
Adults	\$2.10 per meal

The district also has a policy allowing for Free or Reduced meals. For information on this program contact Shawn Carlson at 742-3234.

EMERGENCY DRILLS

Fire drills, tornado drills, and lock down drills will be conducted throughout the school year as required by the state of North Dakota. In the event of a lockdown, parents will not be allowed to enter the school until the lockdown is lifted.

WEATHER RELATED ANNOUNCEMENTS FOR INCLEMENT WEATHER

In North Dakota, the weather often causes difficulties in our scheduled program. The following procedures will be used to cover such situations:

- A. All storm announcements relating to the Oakes Public Schools will be called in to KDDR (1220), KXJB-TV, KVLV-TV, and WDAY-TV. In addition, announcements will be made using the school website's home page and Facebook page. A message will also be sent using the mobile app and the

power announcement as soon as a decision is made.

B. If a storm develops during the night:

1. Announcements will be made normally not later than 7:30 A.M. on the radio and TV stations mentioned above.
2. If road conditions become poor, it may be necessary to run buses late. Announcements concerning this will be made as it becomes necessary.
3. If buses cannot run at all, school will not be started.

C. If a storm develops during the day:

1. We will make every effort to remain completely informed using information from the weather bureau, personal observation and telephone contact with people living in the rural areas of the district.
2. Every bit of information available will be considered at the time a decision is made.
3. It is very important that children have recorded with the office their in-town storm home. Conditions could be such that we will need to resort to them. Generally we will make every effort to take them home.
4. It generally requires 45 to 60 minutes from the time we make the announcement to dismiss school for the drivers to get to the school.
5. As soon as the announcement to dismiss school is made, parents who wish to pick up their children are encouraged to do so before the buses congest the streets around the school. It should also be noted that parents have every right to pick up their children at school or not send them to school any time they feel that the weather is a threat to their safety.
6. Children living in town will be dismissed to walk home only at the discretion of the building principal. Questionable cases will be handled with a telephone call between parents and the building principal.
7. When school is dismissed for storm reasons, all extra-curricular activities scheduled after school will also be canceled.
8. The radio announcement will include the bus schedule for that day. Parents, please be watching for your children as they are dropped off at home.
9. With the two-way bus radios, we are capable of remaining in continuous radio contact with each bus and should be able to provide assistance to a bus either in the form of a wrecker or another bus without forcing the bus driver to leave the bus or the children assigned to his or her care.

STUDENT RECORDS AND PUBLICATIONS (FERPA)

No student records or transcripts will be sent, except directory information, without the parent's signature (student's signature required if student is 18 years of age). Any parent/guardian not wanting their students directory information used in conjunction with the school is to notify the district office in writing of your desire to have this information withheld by August 22, 2018. Student directory information may include; School Yearbook, District Newsletter, Website, School Facebook, Mobile App, School Programs, Activities Programs, etc..

ATTENDANCE

Attendance in class is necessary for you to get the most possible out of the opportunity to attend school. Without regular attendance, it is impossible for you to do your best work. If you are under 16 years old, state law requires that you attend school unless you are ill or have been excused.

Students are expected to have parents or guardians call the central office prior to 9:00 AM notifying them of all absenteeism. All work missed or assigned because of absence must be completed. If the work is not completed, no credit can be given. A call home will occur when a student is absent, but no communication has been received to excuse the student's absence from class.

Request for homework should be made when a student has been absent. The request should be made before 9:30 the morning of absence to allow us to get assignments from all the subject areas. At the time of the

request for homework, the office needs to be informed as to which books the student has at home. If another student is to take the assignments home for the student who is absent, the parents should make previous arrangements with that student.

In accordance with board policy, approved or excused absences are those that are necessary and/or unavoidable and have received administrative approval. Unapproved or unexcused absences are those that are unnecessary and/or avoidable. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence and students will be subject to consequences. School administration may require applicable documentation to verify an excused or approved absence.

In accordance with the *North Dakota Century Code*, all students in grades 7-12 can have no more than 3 days of unexcused absence per semester, 6 half days of unexcused absence per semester or 21 class periods of unexcused absences per semester to receive credit for that semester. Communicate with the HS Principal with any questions concerning attendance, as attendance issues will be dealt with on a case-by-case basis.

If you leave school after 8:35 A.M., but before 3:26 P.M. - please come to the office and sign out of school, indicating where you are going and the time you are leaving. Students who are present when school starts and must leave school during the day must have permission from the office.

TARDY POLICY

All students are expected to be in class on time. Students that are late to class will be required to get a pass from the Central Office and will be marked tardy. Students will have a maximum of 3 tardies allowed per semester. Upon the third tardy, a tardy notice will be signed by the student and principal, and then sent home to the parents. If a student would acquire 4 tardies in a semester, the Oakes High School Discipline Matrix will be followed (See Page 16):

MAKEUP WORK

All work missed or assigned because of absence for any length of time must be completed for credit to be given. In order to receive full credit for work, students shall have at least two (2) days for every day absent to make up work missed for an excused absence. Days beyond the two days will be up to individual teachers' discretion.

MISSING SCHOOL FOR EXTRACURRICULAR EVENTS

Students who miss school for extracurricular events are responsible to check with teachers in advance and collect any assignments prior to leaving for the event. Any work not completed upon return, will result in no credit for that work unless the teacher has approved other arrangements.

FINAL TESTS

All students will take final tests in each of their classes. Final tests may be in a variety of formats (paper/pencil test, projects, presentations, etc). Final tests will carry the same grading weight as other tests in the teacher's classroom.

OPEN CAMPUS IN FLEX MOD

All 10th-12th grade students will have open campus privileges during their "open mods" or mods when no classes are scheduled. Time management is a major skill students will need when entering college, the workforce, or the military. Poor time management can be a very costly mistake after high school, and providing opportunities for students to manage their own time is vital in their preparation for life after high school. 10th-12th grade students will have to manage their own time and decisions on any open mods they may have in their school day. Should any 10th-12th grade student receive a D/F in a class upon the Monday Eligibility Report, their open campus privileges will be restricted as they will be assigned and required to attend a resource center in that content area for one week. If the student doesn't improve their grades during that week, the next week the student loses all of their open mods and is scheduled into required office time for the next week. Assignment and requirement of resource centers will be left up to the administration's discretion.

All 9th-12th grade students will have open campus for lunch, whereas 7th-8th grade students will have a closed campus lunch. No 7th-9th grade students will have open campus privileges during open mods. 9th grade students may have limited open mods in their schedule, but must remain on campus. If a 9th grade student receives a D/F in a class upon the Monday Eligibility Report, they will lose their open mods and will be scheduled into required office time for one week.

A parent can request their student not leave the campus during their open mods, whereas their schedules will be locked and they must remain on campus during the entire school day from 8:25am-3:25pm. Please contact Mr. Bata for arrangements.

DISCIPLINE- Grades 7-12

Every instructor has authority over all students at all times in all areas of the school premises at any time students may be on such premises whether during school hours, after school, Saturdays, or other times. Students are under the jurisdiction not only of their classroom instructor, but all instructors. If any instructor requests a student to do something, the student must respect that request and obey immediately, unless the request is morally degrading or physically impossible to comply with. Insubordination will not be tolerated regardless of students' reason or circumstances. If a student feels that someone was unfair in certain cases, they may request a conference with the teacher and/or principal to discuss the matter. The Oakes High School Discipline Matrix will be followed for all inappropriate behaviors (See Page 16) and administration reserves the right to deviate from this matrix depending upon unique circumstances. The Oakes High School Discipline Matrix encompasses the entire school year.

WORKING DETENTION

There may be instances where Working Detention will be issued to students at the administration's discretion. Working Detention may include such items as: cleaning tables, sweeping floors, taking garbage out, dusting, vacuuming, mopping floors, and other duties deemed appropriate by the administration. At no time will hazardous chemicals be used during Working Detention, nor will students be asked to use a ladder. Working Detention will be issued in terms of time and will be supervised by a school staff employee. Working Detention will be done to the expectations and quality determined by the administration. Failure to serve working detention will result in in-school suspension.

POLICY ON SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for inappropriate behaviors set forth in the Oakes High School Discipline Matrix. The authority to suspend a student rests with the principal or other administrative personnel. The authority to expel or expel a student rests with the school board. "Suspension" may be either in-school suspension, when a student is kept in school but not allowed to attend classes, or out-of-school suspension, when a pupil is dismissed from school classes, buildings, and grounds for a period not to exceed ten days. A student that receives in-school suspension can still receive full credit for their assignments; however, a student that receives out-of school suspension can only receive a maximum 50% on their assignments that were assigned during the suspension period.

"Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds for a period in excess of ten days but not beyond the end of the current school term. The action of suspension or expulsion of students will be applied equally to handicapped and non-handicapped students after consideration of the manner to which a child's handicapping condition and his/her educational program may or may not have contributed to the conduct in question.

A suspension for more than five days or expulsion of a handicapped student may not occur until the special education team has met to determine whether the misbehavior is related to the handicapping condition or is the result of inappropriate placement. In such cases the handicapped student shall remain in the current placement pending action on a suspension or expulsion recommendation. If the special education team determines that the misbehavior is related to the handicapping condition or is a result of an inappropriate placement, the handicapped student may not be suspended or expelled.

There need be no delay between the time notice is given and the carrying out of the above procedures. The parent or guardian shall be notified regarding the suspension. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the education process, the student may be immediately removed without prior parent notification. Before reinstatement of the student, the events leading to the suspension will be discussed with the parent or guardian by telephone or conference at the Administrator's discretion. Expulsion of a student from school will be in accordance with Board Policy

*All students will be granted due process in relation to suspension or expulsion.

DISMISSAL FROM CLASS- Grades 7-12

Suspensions will be approved by the principal. If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, students should report immediately to the office. The Oakes High School Discipline Matrix will then be followed accordingly.

BULLYING

According to *North Dakota Century Code* NDCC 15.1-19-17, bullying means conduct that occurs in a public school, on school premises, in a district owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities,
- Places the student in actual and reasonable fear of harm
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school
- Conduct includes the use of technology or other electronic media

A student who is a victim or witness of bullying should immediately report this behavior to a school staff member, or can utilize the "Shout Outs!" feature on the Oakes PS App. Students found in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law. District employees found to be in violation of this policy or who fail to report suspected or known prohibitions under this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

CONTROLLED SUBSTANCES

The use or possession of tobacco, alcohol, or any controlled substance as defined by Board policy is prohibited in district buildings, vehicles, school premises, or at school-sanctioned activities. All students found in violation of this rule may receive a suspension from school. The period of suspension shall begin from the date the School Administration gives notification to the student. A student has the right to a hearing. For any subsequent offenses, the violator will be dropped from all further participation in extra-curricular activities at Oakes High School for the remainder of the academic year. All students found using or in possession of tobacco, alcohol, or any controlled substance off school grounds or outside of school-sanctioned activities will be suspended from extra-curricular activities for a period of 6 weeks.

** Activities are defined as follows:

1. Any NDHSAA sponsored activity
2. Any public appearance in which you represent the school
3. King and Queen candidates for Homecoming or Honor Ushers for Graduation

In accordance with district policy, when observed behavior indicates that an alcohol or drug problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The school will have the option of requiring that the student attend therapy/counseling at school district expense as a condition for continuing to attend school.

SEXUAL HARASSMENT

A learning and working environment that is free from sexual harassment will be maintained in the Oakes Public Schools. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or another student through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

If at any time a student or employee feels he or she is being sexually harassed, her or she should report the harassment to a member of the Administration.

SCHOOL DRESS CODE

Personal grooming is a reflection of an individual's tastes; however, good practices should be encouraged while the student is at school or participating at any school sponsored event. Messages on clothes are not permitted if they are vulgar, or a put-down to any race, religion, or national group. Pictorial representations also apply. Students will not wear any article of clothing, pin, button, or anything that advertises, displays, or in any way represents alcohol or drugs. In addition, the following clothing will not be allowed in school: caps/hats; short shorts and short skirts/dresses (determined by the finger-tip rule); halter tops; tank tops with straps that are not at least 1 in. width; clothing that exposes your torso; pants/jeans that expose underclothing; clothing without a modest neckline; or any other clothing deemed inappropriate or distracting. The principal will make the final decision on acceptable appearance. Students violating this policy will be given alternative clothing or sent home to change.

SCHOOL BUS DISCIPLINE

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. Students are expected to maintain the proper code of conduct as expected by students within Oakes Public Schools. School administration maintains disciplinary authority over issues of behavior that arise during transportation on school buses, which may result in student suspension from riding the bus. (See Oakes High School Discipline Matrix on Page 16)

STUDENT INJURIES

All accidents or injuries connected with any school activity will be considered as serious and handled accordingly. Special care will be given to any injured student to prevent further trauma or injury. When a student is injured, it is their responsibility to report such to the teacher, aide, coach, or principal. All injuries will be reported to the principal's office, who will immediately determine any further emergency needs and notify the parents as soon as reasonably possible. Medical treatment is the responsibility of the parent or legal guardian and will not be assumed by the Oakes School District. The Oakes School District assumes no liability for medical bills incurred by any student. In case of an accident on the school premises, we are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents can't be located, the student will be taken to the nearest medical facility. Students may be required to provide a doctor's authorization in order to return to school and full activity after injury.

HEAD LICE PROCEDURES

Any Oakes Public School student that either requests to be checked for head lice or is suspected of having head lice will be checked by one of our trained staff members or by Dickey County Health nurses. The following steps will be taken by the school upon checking the student:

1. If the student is checked and the student does not have head lice, they will return to class with a normal schedule.
2. If the student is checked and an egg or nit is found then an attempt by the person checking will be made to remove the egg or nits from the student's hair. If they are able to do so the student will be allowed to return to class after the parent has been contacted and all of the student's belongings have been checked. If the egg or nits are not able to be removed, then the student will be sent home for the remainder of the school day and a hair treatment will be required before the student can return to school.
3. Upon return to school, the student will be checked once again. The process will repeat itself until the student is free of eggs or nits.
4. If the student is checked and head lice is found then the student's parent or guardian will be called and student will be required to go home for the remainder of the school day. In addition, the parent will need to provide proof to the school district that a hair treatment was administered during this period of time. The student will be checked upon return to school. If the student is free of head lice, he or she may return to a normal schedule. If head lice is found again, the student will be sent home and may return the following day, and the procedure will repeat itself until the student is free of head lice.
5. If at any point the school district believes that additional assistance is needed to treat the problem, Dickey County Health will be contacted and may work with the student and parents to remove the problem.

SCHOOL INSURANCE

The Oakes School District does not provide any health or dental insurance coverage or benefit payments for students. Therefore, costs incurred because of the need for medical, dental, hospital, or ambulance services for injuries sustained by students while on school property or at school functions are the responsibility of the parent or guardian. The NDHSAA does carry catastrophic insurance for all students during the time they are participating in a NDHSAA sponsored activity.

NON-DISCRIMINATION POLICY

The Oakes Public School District #41, County of Dickey, State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 which commit all schools to the elimination of discrimination on the basis of race, national origin, sex, religion, or disability. It is the expressed intent of the Oakes Public School District that educational activities, employment programs and services are provided free from limitations of race, national origin, sex, religion, or disability.

This concept of equal opportunity will serve as a guide to the School Board, the Administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees. A copy of the Board Policy is available for review upon request in each building's Administrative office. Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity on the basis of race, national origin, sex, religion, disability, or age, may file a written complaint with the compliance administrator or follow other options as listed in the grievance procedure.

The compliance administrator for Board Policy dealing with these policies is Kraig Steinhoff, Superintendent; Oakes Public Schools; Oakes, North Dakota 58474; Telephone: (701) 742-3234.

LEGAL NAMES

North Dakota law requires that a pupil's legal surname be used on all records maintained by a school and also requires the use of the legal surname in all communications involving the student. Therefore, all communications and records of pupils in the Oakes Public Schools will use students' legal surname.

IMMUNIZATION

The 1979 Legislature amended Section 23-07-17.1 NDCC, the School Immunization Law. Under the law, no child will be admitted to a public or non-public kindergarten, elementary school, junior high school, or senior high school unless they have a Certificate of Immunization on file. Each child must have a Certificate of Immunization on file at the school or submit one prior to admission. The law requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parent or guardian of the child.

The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including exempt children, will be excluded from school until the danger of the epidemic is over.

TEXTBOOKS

Books needed for courses being awarded OHS credit only are provided for students at no charge. Textbooks are signed out to the students for the year. The condition of the book is recorded at the beginning of the year and evaluated again at the end of the year. It is expected that textbooks will be well used during the year and that they will show some wear. However, it has been our experience that some books returned are misused. Students will be individually assessed for misused or lost books. Books needed for dual-credit courses and required by post-secondary instructors will be at the expense of the students.

SOCIAL EVENTS

The faculty advisors shall share the responsibility for proper supervision at all parties equally with the chaperones assigned.

1. The building principal must approve all social events.
2. Parent chaperones and staff members are required for all school parties. The number of chaperones will be determined based on the attendance of the event.
3. No one will be allowed to re-enter a party after the building doors have been locked.
4. Oakes High School students and one guest will be admitted. All students and guests must be under age 21 to attend and approved by the administration.

Who may attend OHS social events:

- a) The Homecoming dance is open to all students grades 7-12.
- b) The Prom is for Oakes High School junior and seniors and their dates who must be in the 9th grade or above.
- c) Snoball is for Oakes High School students in grades 9-12 and their dates who must be in the 9th grade or above.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost articles that are not claimed within a reasonable time will be given to a charitable organization for distribution to needy families or otherwise disposed of.

GUIDANCE AND COUNSELING

An important part of school is the counseling program. During the course of the school year, the counselors may interview the students for any number of reasons. The teachers may refer students with special educational and personal problems to the counselor. Students who wish to talk with the counselors should feel free to contact them at any time. Interviews may be scheduled any hour of the day. The counselors' chief concern is the welfare of the students. Their purpose is to give you assistance when needed. Many students have been bothered about something and don't know where to go. The counselor is the person to see.

HONOR ROLL AND SEMESTER ACADEMIC AWARDS

Each student in the high school has the privilege of qualifying for the honor rolls and semester Academic Awards. The honor rolls and semester Academic Awards are conducted on a scholastic basis. No student will be placed on the *B* or *A* honor roll or receive semester Academic Awards that has a failure or incomplete in any subject during the semester they are eligible for the honor roll. The averages are computed at the end of each semester. The district will maintain two honor rolls (*A* and *B*) for grades 7-12.

A Honor Roll will consist of students who maintain an average of 3.60 to 4.00

B Honor Roll will consist of students who maintain an average of 3.00 to 3.59

GRADE REPORTING TO PARENTS

It is a difficult task to write guidelines for grading because of the vast number of variables involved. Individual differences, as always, become an aspect in grading. Students earn letter grades in all classes. These grades represent student progress as follows:

<i>A</i> = Excellent	<i>D</i> = Poor
<i>B</i> = Good	<i>F</i> = Failing
<i>C</i> = Satisfactory	<i>I</i> = Incomplete
<i>S</i> = Below grade level Satisfactory for ability	<i>U</i> = Unsatisfactory <i>P</i> = Passing

The following grading scale will be used at Oakes High School:

100-90	A
89-80	B
79-70	C
69-60	D
59-Below	F

Grades will be rounded to the nearest whole number. For example, a student with an 89.5 will receive a 90. A Student with a 79.4 will receive a 79. An *S* grade means the student is doing satisfactory work for the child's ability. Parent-teacher-student conferences and PowerSchool will continue to be the heart of our reporting system. Conferences will be scheduled throughout the year.

PROGRESS REPORTS

Progress reports are kept current on the student information system PowerSchool. Parents or students may log in at any time to view up to date progress reports. Paper copies will not normally be sent home by mail or with your children. If you experience any problems with this contact Brandon Bata for assistance. Parents who do not have internet access should request copies of progress reports from the appropriate office. Parents are urged to contact teachers, the principal, or any other school official to discuss your child's welfare. Satisfaction in learning should be encouraged. We recommend that you make appointments for after-school visits with the teacher whenever you have a question about your child's progress.

ITV (Instructional TeleVision) CLASSES

Students taking a class over the ITV are required to have on file in the principal's office a signed statement of acceptance of the rules of behavior for the class.

LOCKERS- Grades 4-12

Lockers are the property of the school and are provided for student use. It should be used to house your textbooks and other school materials when they are not in use and any coats, overshoes, or other outdoor garments. Lockers are subject to periodic inspection for cleanliness and may be entered by the Principal at any time it might be suspected of containing alcohol, narcotics, explosives, or other items considered potentially

harmful to other students or to the school building or unlawfully obtained. Please do not paste or tape anything *inside* of the lockers. No personal lock should be placed on the locker. A lost lock must be replaced for \$7.00.

VOCATIONAL CENTER TRANSPORTATION

The district will provide bus transportation for students attending the Vocational Center. Students in grades 10-12 will be permitted to drive a vehicle to or from the Center with permission from the building principal. Students are required to have on file in the principal's office a signed statement of acceptance of rules of behavior for driving. Violators may have their driving privileges to the center and/or classes at the Center terminated.

EARLY GRADUATION- Grade 12

Students may request early graduation from Oakes High School. The policy permits those Seniors who have fulfilled requirements to complete school one semester early. Certain requirements are necessary. Interested students should contact the Guidance Office.

GRADUATION REQUIREMENTS- Grades 9-12

A student shall have completed a minimum of 22 units of high school credit, which shall include the areas required of all students. Additional credits are elective credits. The units of instruction shall be no less than those required by the Department of Public Instruction.

I. Required Courses (17 units)

- a. English Language Arts 4 units
- b. Mathematics 3 units
- c. Social Studies 3 units (must include 1 unit of POD & 1 unit of U.S. History)
- d. Science 3 units including 1 unit of physical science and 1 unit of biology OR 1 unit of biology, 1 unit of chemistry, and 1 unit of physics.
- e. Physical Education 1 unit OR ½ unit of Health and ½ unit of Physical Education
- f. Three units of Foreign Language, Native American languages, Fine arts; or CTE courses; and
- g. Any 5 additional elective units
- h. Pass the North Dakota Civics Test

II. Elective Courses: Students are to elect a minimum of 5 units of credit based on their interests and abilities. Problems in scheduling will be worked out as satisfactorily as possible. Correspondence work may be credited only with the approval of the Administration.

III. A student shall be in a program approved by the district Administration to receive a diploma from OHS.

IV. All courses, with the exception of pass/fail course, shall count towards the cumulative grade point average.

GRADUATION

Honor Graduates

Graduating students with at least a cumulative GPA of 3.6 or greater from their freshman year through the 1st semester of their senior year will graduate with honors. All honor students have the privilege of wearing honor stoles with their graduation gowns.

Graduation Cords

Graduates can earn graduation cords through National Technical Honor Society or by achieving a gold or silver presidential academic award. All cords must be approved by the school administration.

Graduation Attire

Graduating students are expected to uphold the distinguished tradition of commencement ceremonies and present themselves in appropriate attire. Students arriving at the commencement ceremony dressed in a way that does not adhere to this tradition will be sent home to change. Graduation caps will not be decorated. The administration will make the final judgment on acceptable appearance.

ALTERNATIVE PROGRAM

An alternative program will be available to students who meet criteria established by Oakes High School Administration. Students in this program will have the opportunity to take credit recovery classes as well as online classes in a teacher-supervised classroom during the school day when it fits into the student's schedule. Students will be expected to follow all established guidelines of participation in the alternative program or be dropped from the program. The HS Principal will make final decisions of participation in this program.

RESOURCE CENTERS

Students will have the ability to access resource centers throughout their school day during an open-mod. These resource centers will be content specific or department specific—such as English/Social Studies or Math/Science. Content specific teachers will be available through the school day to aid students. Each school day will be different, as will the availability of each teacher, however during open mods a student will have the ability to seek out resource centers to work on homework, get assistance in assignments, study, deepen their understanding of content, collaborate with other students, read, and etc. Resource centers are for academic purposes and are not to be used as “free time” or “game time”.

Resource centers will be required and assigned for all 7th-9th grade students. 10th-12th grade students will have to manage their own time and determine if they will need additional help from a resource center or teacher on their free mods. Should any 10th-12th grade student acquire a D/F in a course upon the Monday Eligibility Report, they will then be assigned and required to attend a resource center in that content area for one week. If the student's grade doesn't improve to a C or better upon the next Monday Eligibility Report, the student will then lose all open mods and be required to attend office time and resource centers for the next week. If a student improves their grade to a C or higher upon the next Monday Eligibility Report, the student regains their open mods, and no longer needs to attend resource centers or office time.

DETENTION

Teachers may require students to stay after school for classroom detention on any day specified by that teacher. Classroom detention will be served in the teacher's classroom, monitored by the teacher, for a specified time determined by the teacher.

GRADE PLACEMENT

Students in grades 9-12 will be placed in grades according to how many credits they have earned. Credit requirements are: 9th grade less than 5 credits, 10th grade 5 to 10 credits, 11th grade greater than 10 but less than 15, and 12th grade greater than 15 credits.

ELIGIBILITY ISSUES FOR INDEPENDENT STUDY CLASSES

Independent study classes will be included in weekly eligibility determinations. Students must show that they are making adequate progress towards finishing the requirements of the class. Adequate progress will be completing and passing a lesson per week, having the Principal call the instructor to receive a verbal report, or in some other manner show that adequate progress is being made. At the end of each semester, the Principal is to receive a written report outlining student progress in the class. If the student is not passing or making adequate progress the student will be ineligible for the next semester.

ELECTRONIC DEVICES (Cellphones, computers, tablets, Apple watches, etc.)

Students may carry personal electronic devices. The Oakes School District is not responsible for lost, stolen, or damaged devices. Student possession and use of electronic devices on the school campus, school buses, at school-sponsored activities while under the supervision and control of the school district employees is permitted under the circumstances described herein:

1. Students may use personal electronic devices. No unauthorized use is allowed during any part of a graded class or resource center. Teachers must authorize such use during this time.

2. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use will be considered a school infraction. Students are subject to discipline policies up to and including suspension for misuse of electronic devices.

ACADEMIC INTEGRITY

Oakes Public Schools maintains a zero tolerance policy for cheating. Cheating includes the improper access to or sharing of any answers on any work assigned by teachers - including tests and quizzes. Cheating also includes plagiarism – whether intentional or unintentional – or the use of phones or other electronic devices during a test or quiz without teacher permission. Students caught cheating will redo their assignment/test/project and can receive a grade no higher than a 50%. Subsequent offenses of cheating in the same class will result in additional consequences at the teacher’s and principal’s discretion.

ADDITIONAL POLICIES AND PROCEDURES

This handbook is meant to reflect ONLY the most commonly asked questions concerning policies and procedures of Oakes Public Schools and is NOT an all-encompassing list. For a complete list of the Oakes Public School District’s policies and procedures, please visit the following URL address:
ndsba.org/policies/oakes/index.asp .

Oakes High School Discipline Matrix					
Inappropriate Behaviors	Action Taken				
	1	2	3	4	5
Bus Conduct	Warning	1 day off bus	1 week off bus	1 month off bus	Semester off bus
Class One	1	2	3	4	5
Inappropriate Behavior/Insubordination	1	2	3	4	5
Class disruption					
Unexcused absence					
Not using proper procedure when checking out of school					
Opening unapproved door for access					
Leaving class without permission					
Unacceptable behavior/profanity					
Cell phone/technology violation					
4th+ Tardy					
Missed detention					
Missed resource/office time					
Any other minor infraction as determined by the administration					
Class Two	1	2	3	4	5
Fighting					
Stealing					
Cheating/plagiarism					
Falsifying Information					
Insubordination/Disrespect					
Accumulated detention					
Acceptable use policy violation					
Harassment/bullying					
Minor vandalism					
Any other moderately severe infraction as determined by the administration					
Class Three	1	2	3	4	5
Use, possession, or under the influence of drugs or alcohol on school grounds or function					
Use or possession of tobacco on school grounds or function					
Major vandalism					
Causing major physical harm to another student					
Threats towards staff or students					
Any other severe infraction as determined by administration					
Class Four	1	2	3	4	5
Possession of weapon on school grounds					
Assault on staff					
Arson					
Drug/tobacco/alcohol distribution					
3rd Offense Level 3					
Any other extremely severe infraction as determined by administration					
Administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, or the situation--this includes individual behavior contracts					
**Any incidents will result in loss of participation of extracurricular activities for that day--detention/incidents supersede extracurricular activities*					
A phone call/email home will occur for all occurrences					