

# "Achieving Excellence by Educating All Students for Tomorrow's World"

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**2025-2026**  
**Jr. High/High School Handbook**  
**Grades 7-12**  
**Oakes Public School**  
**804 Main**  
**Oakes, North Dakota 58474**

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## **WELCOME**

Welcome to Oakes Public School. The purpose of this handbook is to provide learners and parents with information and help you understand your responsibilities as a member of the learner 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. Our Mission: “Achieving excellence by educating all students for tomorrow’s world.”

Anna Sell – Superintendent – 742-3234

Jordan Lynch – High School Principal – 742-3234

## **PRINCIPAL’S MESSAGE**

We are part of a team at OHS. 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 post-secondary, workforce, or military, we want everyone to reach their full potential and become great people. It is through overcoming challenges and failures with 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 2025-2026 school year!

## **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), the use of electronic devices during a test or quiz without teacher permission, and could include improper use of AI. (Policy ABDB) Learners caught cheating may be required to redo their assignment/test/project or may not receive credit. 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:

<https://policies.sparqdata.com/northdakota/browse/Oakes/Oakes/A>

## **ADMINISTERING MEDICATIONS TO LEARNERS**

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 learners. The school will no longer administer medications not provided by parents to learners. For specific information contact the school office.

## **ALTERNATIVE PROGRAM**

An alternative program will be available to learners who meet criteria established by Oakes High School Administration. Learners 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 learner’s schedule. Learners 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.

## **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.

Learners 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 learner is absent, but no communication has been received to excuse the learner's absence from class.

Request for homework should be made when a learner 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 learner has at home. If another learner is to take the assignments home for the learner who is absent, the parents should make previous arrangements with that learner.

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 learner is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence and learners 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 learners 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. If your child is more than 10 minutes late to class, this may be considered an unexcused absence. 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 8:25 A.M., but before 3:30 P.M. - please come to the office and sign out of school, indicating where you are going and the time you are leaving. Learners who are present when school starts and must leave school during the day must have permission from the office.

## **ATTENDANCE POLICY AND PROCEDURES**

A learner shall be allowed no more than 10 absences per semester. The learner on the 11<sup>th</sup> absence of the semester may be subjected to loss of credit for the course as determined by the principal.

The following procedures will be followed when implementing the attendance policy:

5 absences:

- Parent(s)/guardian(s) notified of possible loss of credit if learner goes over the 10 absence limit.
- Learner conference with administration.

10 absences:

- Learner and parent(s)/guardian(s) conference with administration.
- Learner and parent(s)/guardian(s) notified that absence limit has been reached.
- If the learner is under 16 years old; the parents of the learner may be referred to juvenile authorities/law enforcement.

11 absences:

- Learner conference with administration.
- Learner and parent(s)/guardian(s) notified that credit is lost for particular course(s).
- A letter of record stating loss of credit for particular course(s) will be placed in learner's cumulative file.

- Letter grade of “WF” (withdrawn/failed) will be placed on the report card for the remainder of the semester.
- Teacher(s) notified of credit loss decision.
- Learners will be moved to in-school suspension room during affected class(es), or to another location determined by administration.

Absences that do not count towards the 10-absence maximum:

- School-related activities
- In-school suspension
- All health, vision, counseling, dental, chiropractic appointments with doctor’s note
  - Appointments without a doctor’s note will be unexcused and count towards the 10-absence limit
- Funerals of family, friends, or relatives
- Extended sickness (3<sup>rd</sup> consecutive day or more with doctor’s note)
- Two college visit days per school year (11-12<sup>th</sup> graders, signed college permission slip required)
- Required court appearances
- Special circumstances approved by the principal

## **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.

## **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 school bus 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 learner’s educational opportunities,
- Places the learner in actual and reasonable fear of harm
- Places the learner in actual and reasonable fear of damage to property of the learner; or
- Substantially disrupts the orderly operation of the public school
- Conduct includes the use of technology or other electronic media

A learner who is a victim or witness of bullying should immediately report this behavior to a school staff member, or can fill out a Bullying Report Form at [www.oakes.k12.nd.us/departments/counseling/bullying-report](http://www.oakes.k12.nd.us/departments/counseling/bullying-report) Learners 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.

## **CARRYING WEAPONS**

No learner 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 learner involved, initiated immediately by the principal.

## **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 learners 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 learner. A learner 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 learners found using or in possession of tobacco, alcohol, or any controlled substance on/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, Honor Ushers for Graduation, and Prom

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

## **DETENTION**

Teachers may require learners 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. Detention resulting from the Discipline Matrix will be served in a location determined by administration.

## **DISCIPLINE- Grades 7-12**

Every instructor has authority over all learners at all times in all areas of the school premises at any time learners may be on such premises whether during school hours, after school, Saturdays, or other times. Learners are under the jurisdiction not only of their classroom instructor, but all instructors. If any instructor requests a learner to do something, the learner 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 learners' reason or circumstances. If a learner 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 18) 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, with Class One violations resetting at the start of the spring semester.

## **DISMISSAL FROM CLASS- Grades 7-12**

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

## **DISTRICT GOALS & OBJECTIVES**

The Oakes Public School Board in accordance with Policy AAB has set forth the following Learner Achievement Goals and Benchmarks.

**Goal #1:** OPS will increase the percentage of learners who are proficient or above in grades 3-8 and 10<sup>th</sup> grade English Language Arts (ELA) as measured by the North Dakota State Assessment (NDSA) ELA from 52% in Spring 2023 to 80% in Spring 2028.

**Goal #2:** OPS will increase the percentage of learners who are proficient or above in grades 3-8 and 10<sup>th</sup> grade Math as measured by the North Dakota State Assessment (NDSA) Math from 48% in Spring 2023 to 80% in Spring 2028.

**Goal #3:** OPS will increase the percentage of learners who graduate choice ready as measured by the North Dakota Choice Ready report from 76% in Spring 2023 to 95% in Spring 2028.

The Oakes Public School Board in accordance with Policy AAB has set forth the following Learner Achievement Goals – Yearly Benchmarks.

2022 – 10<sup>th</sup> Math – 20%, 3<sup>rd</sup> ELA – 48%, Choice Ready – 60%

2023 – 10<sup>th</sup> Math – 25%, 3<sup>rd</sup> ELA – 50%, Choice Ready – 65%

2024 – 10<sup>th</sup> Math – 35%, 3<sup>rd</sup> ELA – 55%, Choice Ready – 75%

2025 – 10<sup>th</sup> Math – 45%, 3<sup>rd</sup> ELA – 65%, Choice Ready – 85%

2026 – 10<sup>th</sup> Math – 55%, 3<sup>rd</sup> ELA – 72%, Choice Ready – 90%

2027 – 10<sup>th</sup> Math – 65%, 3<sup>rd</sup> ELA – 80%, Choice Ready – 95%

## **EARLY GRADUATION- Grade 12**

Learners 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 learners should contact the Guidance Office.

## **ELECTRONIC DEVICES (Cellphones, computers, tablets, smart watches, etc.)**

Learners may not use personal electronic devices during the school day. (Policy FFI) The Oakes School District is not responsible for lost, stolen, or damaged devices.

1. No unauthorized use upon entering the school until 3:30.
2. Personal electronic communication devices must be turned off and stored in learner's backpack or locker.
3. The following procedure will be followed for cell phone/smart watch/device violations:
  - Learners violating the device-free policy will receive the following punishments with no maximum number of occurrences.
    - o 1<sup>st</sup> offense = Learner device is confiscated, and parent must pick up.
    - o 2<sup>nd</sup> offense = Learner device is confiscated, parent pick up, and loss of lunch privileges for 5 days.
    - o 3<sup>rd</sup> offense = Learner device is confiscated, parent pick up, and learner receives In School Suspension.
4. School issued devices are for educational purposes only. Using school issued devices for purposes other than educational use, and without permission from the classroom teacher is prohibited. Device violations may result in the teacher taking the device for a determined time in class and providing alternatives for the learner to complete assignments. These instances may be referred to the high school principal for technology violations and the Discipline Matrix will be used to assign appropriate consequences.

### **Definition and Prohibited Devices:**

- Electronic devices include, but are not limited to, radios, recorders, CD players, MP3 players, iPads, iPods, electronic readers, tape players, pagers, cellular phones, smart watches, boomboxes, wireless speakers, and electronic games. All electronic devices besides school-issued devices and approved personal laptops are strictly prohibited upon entry to the building.

### **Medical Accommodations:**

- Medical device use requires prior administrative approval. (e.g., insulin monitoring).

### **Emergency Communication:**

- Parents must contact the school secretary to relay messages to their children. Contacting learners via cell phone during class is prohibited and may result in disciplinary action.

### **Non-Emergency Communication**

- Parents are encouraged to contact the school secretary to relay messages to their children or send emails to their learner's school-issued device.

## **ELIGIBILITY**

Eligibility will be assessed on Academic Behaviors. These behaviors will be Respect, Using Time Wisely, Leaving No Trace (cleaning up after oneself), and Missing Assignments. Learners will receive scores of 1-3 on our learning management system. To be considered eligible, learners will need to maintain an average score of 2.5 or higher. In addition to the Academic Behavior scores, eligibility will be lost if learners fall behind classroom pace. Learners must meet both categories to remain eligible. Administration reserves the right to make decisions on a case by case basis.

## **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.

## **FINALS WEEK EXEMPTION**

All learners may be required to participate during finals week in each of their classes. Assessments during finals week will carry the same weight as other assessments in the educator's classroom.

7-12 Learners who meet specific academic and attendance criteria may be eligible for exemption from certain classes during the designated finals week or other incentives. Criteria for exemption will be established with input from staff and finalized with administrative approval. Full details, including eligibility requirements and exemption procedures, will be communicated in advance of finals week.

9-12 learners that are exempt:

Need only report to the classes they have a final but may still attend class for review/studying-

1. Will sign out at the Central Office before leaving the building.
2. Will be out of the school building unless prior arrangements with the principal have occurred.

The principal reserves the right to take unique circumstances into consideration when determining qualifying for these exemptions.

## **FOOD AND REFRESHMENTS**

School vending machines are provided for healthy snack and drink options for our learners. Ultimately, it is the teacher that decides if food/drink are allowed in their classroom and under what conditions. Food and drink purchased outside the school are permitted under the following conditions: No glass containers, no sunflower seeds, and food/drink must be reasonably sized (no gallon/family sized items, etc). Water bottles are permitted. Food/drink that doesn't meet these expectations or the expectations of the classroom will be thrown away/confiscated. Repeated violations of these expectations may result in consequences set forth in the Discipline Matrix.

## **GRADE PLACEMENT**

Learners 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. Learners that are labeled a senior may have the ability to obtain senior privileges.

## 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. Learners earn grades in all classes. These grades represent learners progress as follows:

C= Satisfactory	I= Incomplete
NC = No Credit	
S= Below grade level Satisfactory for ability	U= Unsatisfactory
NE = No Evidence	P= Passing

Standards Based Grading will be used in 7-12 grade classes for the 2025-26 school year. Empower will be used to track daily learner progress in each class and standard. A final grade will be entered into PowerSchool and converted to a grade/GPA at the end of the semester. The following conversion scale will be used to convert scale scores to a grade and GPA. Scale Scores will be labeled as the following:

1 = Emerging, 2 = Developing, 3 = Demonstrating, and 4 = Applying.

<b>Grade Conversion Chart</b>	
<b>Scale Score</b>	<b>GPA</b>
3.50 - 4.00	4.33
3.25 - 3.49	4.00
3.00 - 3.24	3.50
2.75 - 2.99	3.00
2.50 - 2.74	2.00
2.25 - 2.49	1.50
2.00 - 2.24	1.00
NE – 1.99	0

## GRADUATION

### Honor Graduates

Graduating learners 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 learners have the privilege of wearing honor stoles with their graduation gowns.

### Graduation Cords

Graduates can earn graduation cords through National Technical Honor Society, Choice Ready, Military Service, or by achieving a gold or silver presidential academic award. All cords must be approved by the High School Principal to be worn during the graduation ceremony.

### Graduation Attire

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

## GRADUATION REQUIREMENTS- Grades 9-12

A learner shall have completed a minimum of 22 units of high school credit, which shall include the areas required of all learners. 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 (3 FULL CREDITS IN HS)
  - c. Social Studies 3 units (1 US History, ½ US Gov and ½ Econ OR 1 POD, 1 unit or 2 half units of any other social studies)
  - 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. Computer Science 1 unit
  - g. Three units of Foreign Language, Native American languages, Fine arts; or CTE courses; and
  - h. Any 5 additional elective units
  - i. Pass the North Dakota Civics Test
  - j. Senior Capstone
- II. Elective Courses: Learners 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 learner 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.

## **GUIDANCE AND COUNSELING**

An important part of school is the counseling program. During the course of the school year, the counselors may interview the learners for any number of reasons. The teachers may refer learners with special educational and personal problems to the counselor. Learners 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 learners. Their purpose is to give you assistance when needed. Many learners have been bothered about something and don't know where to go. The counselor is the person to see.

## **HEAD LICE PROCEDURES**

Any Oakes Public School learner 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 learner:

1. If the learner is checked and the learner does not have head lice, they will return to class with a normal schedule.
2. If the learner is checked and head lice is found, then the learner's parent or guardian will be called, and learner will be required to go home until the learner has been treated. In addition, the parent will need to provide proof to the school district that a hair treatment was administered during this period. The learner will be checked upon return to school. If the learner is free of head lice, he or she may return to a normal schedule.
3. 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 learner and parents to remove the problem.

## **HONOR ROLL AND SEMESTER ACADEMIC AWARDS**

Each learner in the high school may have 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 learner 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 learners who maintain an average of 3.60 and above.

*B* Honor Roll will consist of learners who maintain an average of 3.0 to 3.59

## **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.

## **INDEPENDENT/ONLINE CLASSES**

Independent study classes will be included in weekly eligibility determinations. Learners 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 learner progress in the class. If the learner is not passing or making adequate progress the learner will be ineligible for the next semester.

There is a Tuition Cap for CDE enrollments per semester. Learners must enroll prior to the semester or until the tuition cap is met. The cutoff dates to enroll in the fall and winter semesters are August 11 and December 1. After these dates learners will need to pay for their own CDE courses. OHS is not responsible for paying for a retake of a failed online course. Learners enrolled in a CDE (Center for Distance Ed) course must have a score of 60% or higher and/or have less than four missing assignments to maintain eligibility.

**Administration reserves the right to make decisions on a case-by-case basis.**

## **ITV (Instructional TeleVision) CLASSES**

Learners 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.

## **LATE STARTS**

Oakes Public School has set academic outcome goals and is dedicated to providing instruction that is personalized and learner-centered. We are also dedicated to ensuring that our teachers provide effective instruction and experience professional growth. In order to meet both of these expectations, it is crucial that time is set aside for professional development, data analyzation, and personalized instruction planning sessions. During the 2025-2026 school year, class start time will be delayed every Wednesday morning until 8:55 to allow time for the above staff opportunities. Learners will receive the missed minutes of period 1 during homeroom time at the end of the day. Learners that have any online, SRCTC, and/or dual credit classes will still be required to attend the full duration of class during that 1<sup>st</sup> hour period.

To ensure that families do not experience disruptions due to this weekly schedule change, BUSES WILL RUN AT NORMAL TIME, THE SCHOOL BUILDING WILL BE OPEN AT NORMAL TIME, BREAKFAST WILL BE SERVED AT NORMAL TIME, AND SUPERVISION WILL BE PROVIDED AT NORMAL TIME. However, learners are not required to be at school until 8:55 on Wednesdays, so a family may choose to keep their child home until class start time. Learners that arrive at 8:25 will be in a designated location with supervision.

## **LEARNER 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 learner to prevent further trauma or injury. When a learner

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 learner. 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 learner will be taken to the nearest medical facility. Learners may be required to provide a doctor's authorization in order to return to school and full activity after injury.

## **LEARNER RECORDS AND PUBLICATIONS (FERPA)**

No learner records or transcripts will be sent, except directory information, without the parent's signature (learner's signature required if learner is 18 years of age). Any parent/guardian not wanting their learner's 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 14, 2025. Learner directory information may include; School Yearbook, District Newsletter, Website, School Facebook, Mobile App, School Programs, Activities Programs, etc..

## **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 learner. Therefore, all communications and records of pupils in the Oakes Public Schools will use learners' legal surname.

## **LOCKERS- Grades 7-12**

Lockers are the property of the school and are provided for learner use. It should be used to house your textbooks, backpacks, 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 learners 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.

## **LOST AND FOUND**

Learners 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.

## **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, learners shall have at least two (2) days 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**

Learners 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.

## **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 learners and employees. A copy of the Board Policy is available for review upon request in each building's Administrative office. Any learner 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 Anna Sell, Superintendent; Oakes Public Schools; Oakes, North Dakota 58474; Telephone: (701) 742-3234.

## **OPEN CAMPUS LUNCH**

All 9<sup>th</sup>-12<sup>th</sup> grade learners will have an open campus for lunch, whereas 7<sup>th</sup>-8<sup>th</sup> grade learners will have a closed campus lunch. All food for breakfast and lunch must remain in the lunchroom, unless prior arrangements have been made with the high school principal or teacher.

## **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:

Monica Heimbuch	Board President	701-308-0190
Anna Sell	Superintendent	742-3234
Jordan Lynch	High School Principal	742-3234

## **PARENTAL DIRECTIVES**

All seventh, eighth, and tenth grade learners will take the North Dakota State Assessment (NDSA). This assessment is used to evaluate achievement, curriculum, supports, and resources for our learners. The results of the NDSA are used in our accountability index that is reported to the state and public through [insights.nd.gov](http://insights.nd.gov). Participation thresholds are required by the state (95% participation rate) and failure to meet these requirements may result in action against Oakes High School from the state. Any parent or legal guardian that requests that their learner not take the NDSA in a subject area, must complete a Parental Directive Form for each subject area. This form must be on file with the school by February 1. After February 1, Parental Directive Forms will not be accepted, and learner(s) will take the NDSA accordingly.

## **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.

## **POLICY ON SUSPENSION AND EXPULSION OF LEARNERS**

A learner may be suspended or expelled for inappropriate behaviors set forth in the Oakes High School Discipline Matrix. The authority to suspend a learner rest with the principal or other administrative personnel. The authority to expel or expel a learner rest with the Superintendent. "Suspension" may be either in-school suspension, when a learner 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 learner that receives in-school suspension can still receive full credit for their assignments.

"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 learners will be applied equally to handicapped and non-handicapped learners 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 learner 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 learner 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 learner 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 learner's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the education process, the learner may be immediately removed without prior parent notification. Before reinstatement of the learner, 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 learner from school will be in accordance with Board Policy

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

## **PROGRESS REPORTS**

Progress reports are kept current on the learner information system PowerSchool and Empower. Parents or learners 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 Jordan Lynch 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.

## **SCHOOL BUS DISCIPLINE**

North Dakota law provides that bus drivers shall have authority over learners while they're being transported in school buses. Learners are expected to maintain the proper code of conduct as expected by learners within Oakes Public Schools. School administration maintains disciplinary authority over issues of behavior that arise during transportation on school buses, which may result in learner suspension from riding the bus. (See Oakes High School Discipline Matrix on Page 18)

## **SCHOOL DRESS CODE**

Personal grooming is a reflection of an individual's tastes; however, good practices should be encouraged while the learner 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. Learners 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: prohibited 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. Learners violating this policy will be given alternative clothing or sent home to change. Repeated violations may result in consequences set forth in the Discipline Matrix.

## **SCHOOL INSURANCE**

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

## **SCHOOL MEAL PROGRAM**

The Oakes Public School provides a breakfast and hot lunch program for all learners K-12. The meal program is housed in the elementary building. Breakfast will be available from 7:45 AM to 8:15 AM. All learners 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 learner eats a meal the price of the meal is subtracted from their meal program account.

### **Lunch Prices**

Grades K-6	\$4.00 per meal
Grades 7-12	\$4.10 per meal
Adults	\$5.25 per meal

### **Breakfast Prices**

Grades K-12	\$2.50 per meal
Adults	\$4.50 per meal

The district also has a policy allowing for Free or Reduced meals. For information on this program contact the Central Office at 742-3204.

## **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 learner, or for learners to harass employees or another learner 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 learner or employee feels he or she is being sexually harassed, her or she should report the harassment to a member of the Administration.

## **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 learners and one guest will be admitted. All learners and guests must be under age 21 to attend and approved by the administration.

Who may attend OHS social events:

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

## **STUDY HALLS**

Study halls are opportunities for learners to complete homework, study, read, or seek support from teachers. All learners will participate in silent sustained reading for the first 20 minutes of the study hall. Study halls will be held in the teacher's own classroom unless other arrangements are made. Learners enrolled in an online course (credit recovery, dual credit, etc) will be exempt from silent sustained reading and will report to the Online Learning Coordinator for their class period.

## **TARDY POLICY**

All learners are expected to be in class on time. Learners that are late to class will be required to get a pass from the Central Office and will be marked tardy. Learners will have a maximum of 3 tardies allowed per semester. Upon the third tardy, a tardy notice will be signed by the learner and principal, and then sent home to the parents. If a learner would acquire 4 tardies in a semester, the Oakes High School Discipline Matrix will be followed (See Page 18). Learners arriving after 10 minutes run the risk of receiving an unexcused absence.

## **TEXTBOOKS**

Books needed for courses being awarded OHS credit only are provided for learners at no charge. Textbooks are signed out to the learners 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. Learners 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 learners.

## **TORNADO TIME**

The time from 3:09 pm until 3:30 pm daily will be designated as Tornado Time. Learners will participate in advisory programs and all related activities, as determined by Oakes High School staff, with final decisions resting on the high school principal. Attendance of Tornado Time is required—however, 9-12 learners “in good standing” may be exempt after checking in with their Homeroom teacher. This will be based on a criterion determined by administration. Junior High learners “in good standing” will report to the North Gym after checking in with their Homeroom teacher on Fridays at 3:05 pm.

## **VOCATIONAL CENTER TRANSPORTATION**

The district will provide bus transportation for learners attending the Vocational Center. Learners in grades 10-12 will be permitted to drive a vehicle to or from the Center with permission from the building principal. Learners 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.

## **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 ParentSquare 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.
- 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.

## **WORKING DETENTION**

There may be instances where Working Detention will be issued to learners 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 learners 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.

<b>Oakes High School Discipline Matrix</b>					
<b>Inappropriate Behaviors</b>	<b>Action Taken</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Bus Conduct</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Inappropriate Behavior/insubordination	Warning	1 day off bus	1 week off bus	1 month off bus	Semester off bus
<b>Class One</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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 Any other minor infraction as determined by the administration	1 Hour Detention	9-12 2 Hours of Detention JH Loss Of Lunch Time Privileges 3 School Days	9-12 1 Hour Detention 3 School Days JH Loss Of Lunch Time Privileges and 1 Hour Detention 3 School Days	In School Suspension	In School Suspension
<b>Class Two</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Fighting Stealing Cheating/plagiarism Falsifying Information Insubordination/Disrespect Accumulated detention Harassment/bullying Minor vandalism Any other moderately severe infraction as determined by the administration	In School Suspension	In School Suspension 9-12 Loss Of Open Campus Lunch Privileges 5 School Days JH Loss Of Lunch Privileges 5 School Days	Out of School Suspension	Out of School Suspension 9-12 Loss Of Open Campus Lunch Privileges 5 School Days JH Loss Of Lunch Privileges 5 School Days	Out of School Suspension 9-12 Loss Of Open Campus Lunch Privileges For Semester JH Loss Of Lunch Privileges For Semester
<b>Class Three</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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	Out of School Suspension 9-12 Loss Of Open Campus Lunch Privileges 5 School Days JH Loss Of Lunch Privileges 5 School Days	Out of School Suspension 9-12 Loss Of Open Campus Lunch Privileges For Semester JH Loss Of Lunch Privileges For Semester	X	X	X
<b>Class Four</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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	Out of School Suspension 9-12 Loss of Open Campus Lunch Privileges For Year JH Loss Of Lunch Privileges For Year	Expulsion	X	X	X
**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 supercede extracurricular activities*					
*A phone call/email home will occur for all occurrences*					