

Family Handbook 2021-22

# Oshki Ogimaag



Academic Excellence  Anishinaabe Language  Anishinaabe Culture

Environment Preservation  Technological Proficiency  Community Involvement  Hands on Learning

[www.oshkiogimaag.org](http://www.oshkiogimaag.org)

OOCs Staff Directory  
[www.oshkiogimaag.org](http://www.oshkiogimaag.org)  
73 Upper Road  
PO Box 320  
Grand Portage, MN 55605  
Phone Number's: 475-2112

**Director:** Carmen Keyport [director@oshkiogimaag.org](mailto:director@oshkiogimaag.org)

**Admin Assistant:** Jean Spry [jspry@oshkiogimaag.org](mailto:jspry@oshkiogimaag.org)

**Facilities Manager:**

**Transportation Manager:** Fish Deschampe

**Food Service:** Monica Morris

**Health Services:** Grand Portage Clinic

**Grades K-1:** Jeana Van Dyne [jvandyne@oshkiogimaag.org](mailto:jvandyne@oshkiogimaag.org)

**Grades 2-3:** Jaye Clearwater [jclearwater@oshkiogimaag.org](mailto:jclearwater@oshkiogimaag.org)

**Grades 4-6:** Mindy Jacobsen [mjacobsen@oshkiogimaag.org](mailto:mjacobsen@oshkiogimaag.org)

**Special Ed:**

**Ojibwe Language:** Erik Redix [redix@oshkiogimaag.org](mailto:redix@oshkiogimaag.org)

**Anishinaabe Education Specialist:**

**Paraprofessionals:** Kathryn Sherer

From time to time we may have to depend on having qualified substitutes in our teaching and para -professional positions. These individuals have gone through extensive background checks to work at our school and the substitute teachers are licensed in the State of Minnesota.

**School Board Members:** Patty Winchell-Dahl, Chairperson  
Yastrienne Spry, Vice Chair  
Erik Redix Secretary/Treasurer  
Carol Cleveland, Director  
Travis Novistsky, Director  
John Morrin, Director

WELCOME TO OOCs!

This handbook is for parents and guardians of students attending OOCs. This handbook is intended to facilitate communication between your home and our school. It is our sincere desire to provide a safe and productive school environment and to work closely with our student's families to help ensure that our students receive the very best education possible.

Please review this handbook and keep it for future reference. Please discuss appropriate information with your child. If you have any questions or concerns about OOCs or your child's classroom, please do not hesitate to contact your child's teacher or the school director.

## OOCs Mission Statement

Oshki Ogimaag Community School's mission is to create a K-6 learning environment of excellence based on traditional teachings. Rooted in the Anishinaabe culture and language within a technological setting we will prepare students through hands on, community based projects to become lifelong learners that reach their personal and academic potential; preserve the Anishinaabe language and culture; and contribute to the wellness of future generations.

### STATEMENT OF EQUAL OPPORTUNITY

OOCs is obligated under the law to provide equal opportunity for education and employment and, therefore, will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status, disability or age.

### HELPING YOUR CHILD SUCCEED AT SCHOOL

Parent and/or guardian involvement and support are critical to the educational success of each student. Prepare your child(ren) for each school day by seeing they get enough rest and are appropriately dressed for the weather. As partners in your child's education we provide a nutritious breakfast and lunch to students.

Please read to your child as often as possible and have them read to you. Aim for 15 minutes of reading each day. All children have access to books through the school library. OOCs runs a book exchange so that all families have access to free books to build home libraries. Please minimize the times your child is watching TV, playing video games or using the computer. All children need to be active, playing with other children, reading, talking and using their imaginations!

Communicate with your child's teacher whenever you have a question or concern. Volunteers are always welcome, please see our volunteer coordinator Sue Smith for a list of opportunities. Encourage your child(ren) to do their best and to share with you what happened during their day in school.

### BUILDING ACCESS

Please enter the school through our main doors in the front of the building, these are the only doors that remain unlocked during school hours. Check in at the front desk upon entering the school.

### ADMISSION

#### Requirements for Entering Kindergarten:

\*Five years old prior to September 1 of the current school year.

*(Contact the Director for information about our school's Early Admission to Kindergarten Policy)*

\*A birth certificate or equivalent legal document.

\*Certification of immunizations and other health related records.

\*Complete a school application.

#### Requirements for Entering First Grade:

\*Same as above, except the child must be six years old prior to September 1 of the current school year.

\*Children who have not previously received formal schooling may be assessed to ensure proper grade level placement.

#### Transfer Students:

\*Transfer forms from the former school including the most recent report card will be requested by office staff.

\*Certification of immunizations and other health related records.

\*Completion of required forms and a copy of a birth certificate.

\*Students who transfer in will spend 2-3 days with a staff person for assessment and to help transition into our school routine before being placed into the classroom.

## ARRIVAL AND DEPARTURE

### Arrival

For safety reasons, children **must not** arrive before supervision is present.

Due to covid some of our times are altered- we will go back to one route when we can.

Breakfast Served 8:00 A.M. -8:30 A.M.

School Begins 8:30A.M.

Dismissal 3:10 P.M.

Bus Departure 3:15 P.M.

### Late Arrivals

**Parents/guardians are responsible for making sure their child is here. If a child is not in the school by 9:00 am, s/he is tardy and must be signed-in the school office by the responsible adult.**

### Departure

Students are expected to leave the school grounds immediately after dismissal unless they are directly supervised by staff, parent/guardian or another adult.

### Early Release

Students who need to leave during the school day will be released directly to their parent/guardian. **The parent/guardian must enter the school to sign the student out in the school office.** If someone other than the parent/guardian is taking the child from school, we must have permission in writing.

### Illness or Injury During the School Day

If a student becomes ill or injured during the school day, the parent/guardian will be contacted if it is necessary for the student to go home. The above procedures will be followed for check out.

### Conduct Between Home & School

The child and the parent/guardian have the responsibility for each child's conduct and safety to and from school. Bus behavior rules must be followed or the child may lose transportation privileges. All parents are strongly urged to adhere to posted school speed limits.

If students are walking to school alone, please be sure s/he knows to never accept a ride or gift from a stranger and to stay at least 3 giant steps from any vehicle that stops near them. Students and adults are strongly encouraged to tell the school office if anything out of the ordinary happens on the way to/from school.

## ATTENDANCE AND ABSENCES

School attendance is very important. **Students who miss school, miss out.** Please follow our health policies in regards when students should be kept home. We understand and respect that family situations, special events or emergencies may require that students sometimes miss school. However, please avoid excessive absenteeism for non-health related reasons.

Please notify your child's teacher if you know in advance that your child is going to miss school. If you have not previously notified your child's teacher, **please call the school office no later than 9:00 am on the morning of the absence.** OOCS has a 24-hour voice mail system and a message can be left at any time: **475-2112.**

If the teacher or office has not been notified regarding an absence a note signed by a parent / guardian, stating the reason for the absence must be presented to the school office upon the student's return. **In accordance with State law, students with 7 unexcused absences will be referred to Grand Portage Human Services.**

### Pre-Planned Absences

For all appointments, please let the school know at least one day in advance. Trips and other scheduled absences should be communicated to the school as soon as possible and always in advance of the absence. In the event of a family emergency, please contact the school as soon as reasonably possible.

## BEHAVIOR EXPECTATIONS

During the school day, school staff has the responsibility for providing a productive and safe climate for learning. Every effort will be made to use positive approaches when a student displays unacceptable behavior. The teachers request parent/guardian support in enforcing appropriate behavior expectations.

Age-appropriate consequences will be considered for students. Teacher, Director and parent communication is a priority for discussing strategies for encouraging and reinforcing positive behaviors.

#### The Pupil Fair Dismissal Act

Behavior expectations, consequences and procedures are in accordance with The Pupil Fair Dismissal Act of 1974, Pupils—Suspension, Exclusion and Expulsion—Chapter 572. Information outlining grounds and procedures for the suspension, exclusion and expulsion of a public school pupil enacted by the Legislature of the State of Minnesota may be obtained from the office of OOCs. Oshki Ogimaag Charter School PO Box 320 Grand portage, MN 55605.

It is the school district's policy to recognize the responsibility and accountability for student behavior to be the student's and his/her parents/guardians.

#### **BICYCLES**

Bicycle riders are expected to know and observe safety practices when riding to and from school. **THE USE OF A HELMET IS STRONGLY RECOMMENDED.** Bicycles must stay in the bike rack or a designated parking area during the school day. Students should wait for the school buses to leave before riding their bikes home. If a student does not follow safety rules and is deemed to be an unsafe rider, the parent/guardian will be notified and the student may lose his/her privilege to ride a bike to/from school. Skateboards, roller blades, shoes with wheels, scooters or other mechanical wheeled devices are not allowed at school. This includes motorized radio controlled vehicles.

#### **BUS TRANSPORTATION**

Riding the bus is a privilege and a service provided to students and families by the school. Bus routes are available at the Open House or will be sent to the student's home. When a question arises regarding the schedule, call the school at 475-2112. The driver will make an effort to abide by the schedule but events beyond their control occasionally cause deviations.

#### Behavior/Safety

The care and discipline of the children riding the bus is the responsibility of the driver. Extraordinary behavior problems will be referred to the School Director. For repeated misbehavior, a student may be suspended from riding the bus or dropped from the bus route entirely. In order to maintain an excellent safety record, students must follow these guidelines:

- \*Be on time.**
- \*Obey the driver's instructions.**
- \*Keep all body parts inside the bus.**
- \*Remain seated until the bus stops.**
- \*Be polite; profane language is not allowed.**
- \*Work together to keep the bus clean and safe.**
- \*Hazardous objects are not allowed on the bus.**
- \*Keep the noise level low.**
- \*To cross the street, walk in front of the bus and wait for directions from your driver.**

Students **must have** a note from Parent/guardian in order to get dropped off at a location different than his/her typical stop. Student drop off locations must be along the bus route. It is preferred that students bring notes to school for a bus change. Please do everything possible to avoid phone calls to school during the day to change a student's afterschool plans as this often creates confusion and interrupts the student and teacher's focus on academic tasks. Phone calls will be accepted if sending a note is not an option.

#### **CAMERAS, CELL PHONES, HEADPHONES AND ELECTRONIC DEVICES**

Any and all such devices are not allowed. School staff members have the authority to confiscate any electronic device that is used during the school day. Any confiscated devices will be turned into the office. **Confiscated items will be returned at 3:00 on Fridays.** School administration has the right to hold electronic devices and wait for parent/guardian to pick it up. School staff will take great caution to prevent any loss of electronic devices OOCs is not responsible for any lost or stolen electronic devices.

#### **CHEMICAL USE PROHIBITED**

In accordance with state law and local school district policy, **the ENTIRE SCHOOL CAMPUS IS AN ALCOHOL & DRUG FREE ZONE**. Any and all forms of drugs and tobacco products are prohibited on school property. The only exceptions are prescribed medications and tobacco used in school sanctioned ceremonies.

#### **CHILD STUDY TEAM**

The Child Study Team meets monthly to discuss teacher concerns about individual students. The purpose of this team to give our professionals opportunities to share ideas and problem solve. Parents/guardians will be informed if the Team has specific suggestions or ideas that we feel will be of benefit to your child. If you have concerns about your child that you would like to discuss with the Child Study Team, please contact your child's teacher.

#### **COMMUNICATION**

Communication between classrooms, teachers and parents is one of our highest priorities. Please call the classroom teacher between 7:30-8:20 AM or 3:15-4:00 PM or e-mail or contact the school Director when you have a question or concern. Our newsletters and our [www.oshkiogimaag.org](http://www.oshkiogimaag.org) website also provide current classroom and school information.

#### **SCHOOL ANNOUNCEMENT – AUTOMATED MESSAGING**

School Announcements is an essential tool for notification and communication. Within minutes of an emergency, school officials can use this alert system to deliver a single, clear message to student's parents or guardians by telephone or e-mail. Parents can at any time during the school year update personal profiles allowing notifications of school closings and important messages to be sent to additional/changed phone number or email addresses.

#### **Parent - Teacher Conferences**

Formal parent-teacher conferences will be held at twice a year. Please watch newsletters for conference dates. Additional conferences may be scheduled at any time during the school year by contacting your child's teacher.

#### **Newsletters and Homework**

Please check your child's backpack daily for homework and reading logs- all students should read every day with a grown up. Newsletters are sent home twice a month, typically on Friday's- please ask your child about the newsletter. It can also be seen on the Oshki Ogimaag web site.

#### **COMPUTERS & HEADPHONES**

Students will have access to computers in the classroom. Students will have access to approved sites on the Internet for curriculum based projects with adult supervision. Improper usage or website access will have consequences. No privately owned flash drives, CD's or programs may be brought to school and used on school computers.

#### **COMMITTEES & TEAMS**

There are a wide variety of committees that strongly encourage parent involvement. Please see our School Website for a list of opportunities or call the school office.

#### **DRESS CODE**

Students are expected to dress in a clean and appropriate manner, which will not create a distraction within the learning environment.

- \*Hats, caps, coats, sunglasses, hoods (on heads) cannot be worn in school.
- \*Clothing advertising alcohol or tobacco products cannot be worn in school.
- \*Clothing with obscene slogans and messages which are inappropriate are not allowed.
- \*Clothing that is overly revealing or suggestive in nature is not allowed. Spaghetti strap tops and bare midriff tops are not allowed.
- \*Spaghetti straps of any type or sports bras should not be visible.
- \*Pants or jeans with holes in the seat area are not allowed. Pants or jeans that are so loose that undergarments are revealed are not allowed.
- \*Earrings or other jewelry that may pose a hazard to the student or others is not allowed.
- \*Containers of lipstick, hair spray, perfumes, deodorants, etc., are not allowed in school. These items, if used, must be applied at home.

Any student who comes to school dressed inappropriately will be asked to change or be sent home. Any student who is sent home due to inappropriate dress will be charged with an absence.

It is a *very* good idea to place the student 's name or initials on all clothing items especially outerwear. Students must have appropriate clothing to play outside.

### **EMERGENCY SCHOOL CLOSING**

#### Weather Related Closing

From time to time it becomes necessary to close schools due to bad weather. If weather conditions are not favorable, School closings will be announced on the radio stations WTIP (Grand Marais) and the Duluth television stations WDIO. Closings will also be posted immediately on [www.oshkiogimaag.org](http://www.oshkiogimaag.org). Parents will also be notified using School Announcement Instant Alert System. OOCs respects the right of parents to keep their child home if they have concerns about weather conditions. If you do not wish to send your child to school because of concerns about the weather, you may keep your child at home. Please contact the school office and let them know your decision per attendance procedures. This would then be an excused absence.

Please make sure that your child knows exactly what to do if there is an early school closing. We must also have a current "**Student Information Up-Date Form**" on file in the office. If the buses are not able to travel, children will be kept at school.

### **EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS**

It is the policy of the OOCs Board to request a criminal history background check on individuals who are offered employment in our school, and on all individuals, who are offered the opportunity to provide extra-curricular services to our schools, regardless of whether any compensation is paid. Regularly scheduled volunteers will also have background checks.

### **FIELD TRIPS**

Field trips are recognized as having educational value. Trips are encouraged when they fit within the budget and curriculum. Parent/guardian permission slips must be signed and on file prior to a student departing on any trip away from the school campus. This does not include emergency evacuations.

### **FOOD SERVICE/BREAKFAST, SNACKS AND LUNCH**

Proper nutrition is a very important component of the learning process. As a participant of Community Eligibility Provision (CEP), breakfast and lunch are served to all students for FREE. We do still have paperwork for families to fill out, The Educational Benefits form helps us verify that we qualify for other state and federal funding and is very important to our school. These applications are available in the school office and are sent to all families in August.

The rates for adult meals are \$4.00 for lunch. Parents and other adults are encouraged to have lunch with their child. Please notify the school 3 days ahead of time if you will be joining us for lunch. Please remember, this is not a restaurant, but an opportunity for parents, guardians and grandparents to be involved in your child's education. Please sign in the office upon your arrival. Students may also bring a lunch from home. Please refer to the "Wellness" section of this handbook when planning your child's lunch items.

#### Food Service Accounts

Student lunch accounts are financially managed by our Sue Smith, Administrative Assistant. Those families that have a balance from previous year are still obligated to do so and should make arrangements to do so ASAP. Checks should be made out to "Oshki Ogimaag Charter School". Visiting adults may purchase lunch at the school prior to lunch.

#### Lactose Free or other Special Diet Requests

Upon written request from parents/guardians, OOCs will provide lactose free milk to students. Written requests should be sent to:  
*Oshki Ogimaag Charter School*  
*PO Box 320*  
*Grand Portage, MN 55605*

#### Snacks

If you send a snack item with your child, please be sure the item(s) is a healthy snack. Healthy snacks promote better learning. Gum, pop and candy are not allowed for snack time. Please refer to additional information on this important issue under the "Wellness" section of this handbook.

## HARASSMENT POLICY

It is expected that everyone will be treated with respect and will treat others with respect. Harassment is defined as —the subjection of someone to continuous, irritating attacks, questions, demands, or other unpleasantness (name calling, threats, sneers, etc.).

### PROCEDURE TO BE FOLLOWED IN THE EVENT OF HARASSMENT

\*If a person is being harassed, it is that person 's responsibility to report that harassment to a member of the staff and to complete a harassment report form. Harassment forms may be obtained from any staff member.

\*Allegations of harassment will be referred to our Human rights officer for an investigation. The HRO is appointed annually and posted on our website.

\*Proven cases of harassment will result in suspension, with a parental conference required for re-admission.

\*Further instances of harassment, including retaliation against the victim will result in more severe consequences and possible legal action.

\*A student who chooses to make a false harassment report will be subject to the same consequences as a proven harasser.

## HEALTH

### Immunizations

Every child entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and any other inoculations required by law. Proof of immunization must be recorded at the school before the child enters kindergarten. Transferring students are allowed 30 days for records to arrive. There are allowances for certain exemptions.

### Emergency Contact Information & Procedures

Each child **MUST** have current emergency information on file in the school building. The parent/guardian will be contacted for emergencies; if contact is not possible, the designated person on the emergency cards will be contacted. If no one is available, the school will contact the proper authorities to meet the needs of the emergency.

### Child Physical / Sexual Abuse / Neglect

All adults working in the school are required by law to report any **suspected** cases of abuse or neglect.

### Medication

Students who take medication in school **must**:

\*Bring the medication in an original, properly label container.

\*Bring a signed and dated permission slip explaining the purpose of the medication, times to be given, length of time to be given and any other pertinent information.

\*Bring a doctor 's written order for administration (the local clinic has these forms).

Medication will be kept in a locked cabinet. The health aide or designated person will be responsible for administering the medication after first being instructed and supervised by the nurse. Children requiring use of inhalers in school may carry them if they have a signed doctor and parent/guardian permission form. (These forms are available at the local clinic or from the school nurse).

### Accidents

All accidents which are incurred by children when they are under the supervision of the school should be reported to the classroom teacher or staff member on duty. A parent/guardian will be notified the day of the injury in the event that the injury is considered serious.

### Illness

**Keep your child home for the following conditions/reasons:**

- Contagious diseases, such as chickenpox, measles or mumps.
- Skin eruptions or suspicious rashes.
- Vomiting/diarrhea, two or more episodes within 24 hours.
- Fever – 100 degrees or higher, especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck or undiagnosed rash.



- Sore throat – especially when fever or swollen glands are present. A throat culture is recommended to check for strep throat. Students with strep throat must wait 24 hours after medication has been administered before returning to school. If you choose not to medicate, the child must have a negative strep test prior to returning to school.
- Itching – persistent itching/scratching of body or scalp.
- Pink eye (conjunctivitis) – keep home if thick, crusty discharge is present and the child is uncomfortable with itchy, watery eyes.
- Appearance/behavior – child looks and acts differently; unusually pale, lacking appetite, confused or extra irritable.

*For the health of your child and others, do not send your child to school when they are ill.*

#### Excuses from PE and/or Recess

Physical Education and recess are required for all students. Therefore, students will not be excused from either of these activities except under these circumstances:

- 1) Up to 2 days with a written request from a parent/guardian stating the illness or injury.
- 2) More than 2 days with a written request from a physician stating for how many days the exclusion should be followed.

#### **HOMWORK**

Homework is an extension of regular classroom programs and is an important part of your child's education. Please ask your child daily if s/he has any homework. If s/he does, please be sure your child has a quiet place to do the homework. Please talk with your child's teacher if you have any questions or concerns about homework expectations.

#### **LIBRARY USE**

Checked out materials must be returned before new books/materials can be checked out. Please assist your child with caring for his/her library books and materials. Fines for lost and/or damaged materials must be paid before final report cards are released.

#### **LOCKERS**

Students are allowed to decorate the inside of the locker but are not allowed to put anything permanent on the locker, damage the locker or decorate the outside. During special occasions the teacher may allow students to temporarily decorate the outside of the locker. Lockers are school property and authorized school personnel may have access to any locker at any time, without notice, without student's consent and without a search warrant. We recommend that valuables not be kept in school desks or lockers.

#### **NEWSLETTER**

A newsletter is sent home Friday's. Please read these thoroughly as there is often much important information in them, as well as many fun and interesting news articles about things happening in our schools. Information in the newsletter is also available for viewing on the school web page.

#### **PARTIES OUTSIDE OF SCHOOL**

We know that out of school parties are exciting and fun for the students. However, they are too often occasions for children who are not invited to get very hurt feelings and these feelings make it hard for a child to learn. **Please do not send or hand out invitations during school hours to an out of school party UNLESS the entire class is invited.**

#### **REPORT CARDS**

Report cards are issued four times each year, approximately every nine weeks.

#### **TABACCO-FREE ENVIRONMENT**

OOCs is a Tobacco-Free Environment. It shall be a violation for any student, teacher, administrator, other school personnel of the school district to smoke or use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school.

The exception to the policy is during traditional ceremony.

The school district will act to enforce this policy and to discipline or take appropriate action against any person that has violated this policy.

To see this policy in its entirety please ask at the front desk.

#### **TELEPHONE**

The school telephones are for student use if there is a reasonable need and permission has been granted by the teacher or office. It is inappropriate to use school telephones to make after school arrangements. These decisions and arrangements should be made prior to the start of the school day.

#### **TESTING**

In addition to any testing that an individual classroom teacher might do, state and federal laws require us to test all of our students annually in grades 3-6. **It is VERY IMPORTANT that your child be present on testing dates**, and that s/he comes rested and prepared. Please mark your calendar with the testing dates as soon as they are announced in the school newsletter. We provide students opportunities to perform practice tests so that they know what to expect and remind them we only expect them to TRY their best.

#### **VISITORS**

Parents/guardians and grandparents are encouraged to visit our schools and participate in the educational process with their child. Parents/guardians must contact the teacher or school to arrange a visit to the classroom. There is a —Visitor Sign-in in the Office, please make sure you sign in when arriving. If you must bring forgotten materials to school for your child, please drop them off at the office.

#### **VOLUNTEERS**

Parents and community members are encouraged and welcome to volunteer in our schools. All volunteers (including parents who participate in classrooms on a regular basis), must complete a Volunteer Application Form and are asked to review our Volunteer Guidelines. These forms also provide us permission to do Background Checks on our volunteers.

#### **WEAPONS, FIREWORKS, SHOCKING DEVICES, ETC.**

It is a violation of school regulations to have in your possession in school any type of weapon or explosive device. Pocket knives and lighters are considered weapons and are not allowed at school. Use of such items may be cause for immediate suspension from school, parental involvement, and referral to law enforcement.

#### **WEBSITE**

Please go to [www.oshkiogimaag.org](http://www.oshkiogimaag.org) for additional information about OOCs.