

Endazhi-Nitaawiging

K-5 STUDENT/PARENT HANDBOOK



2023-2024

Student Name:	
Grade:	
Teacher:	
Parent/Guardian Signature:	
Date:	

By signing above, I acknowledge I have read through the student/parent handbook and have had the opportunity to ask clarifying questions. Also, I fully understand the contents within this parent handbook regarding policies and procedures for my student while attending Endazhi-Nitaawiging.

Dear Endazhi-Nitaawiging Parents, Students and Families,

Welcome to Endazhi-Nitaawiging! This Handbook is for your information, to introduce you to our school's philosophy of learning, and to provide you with important policy and procedural information about the school. With our families and students, Endazhi-Nitaawiging develops goals in all spheres of the students' lives. Together we ensure that our students progress, from childhood to adulthood, are healthy, form positive identities, and are prepared academically to take a leadership role in their communities with a strong foundation in our Ojibwe language and culture.

Those familiar with Endazhi-Nitaawiging know that we have many significant community connections and utilize a wellness philosophy in working with students. Endazhi-Nitaawiging will include strong Ojibwe language education with literacy and numeracy academic programs as well as an integrated curriculum that is culturally relevant, developmentally-appropriate and integrates core values of Endazhi-Nitaawiging. **Endazhi-Nitaawiging Academic Program** will ensure students are prepared for future endeavors.

We are honored to have your child as a student. We look forward to getting to know you and your child as we follow our motto of "**Growing Together**".

Sincerely,

Nathaniel Taylor, Executive Director

Endazhi-Nitaawiging OVERVIEW

We strive to better our students through educational experiences both in and out of the classroom. Endazhi-Nitaawiging Charter School 501(c)(3) organization is to create a place where students feel safe to tackle obstacles and accomplish all of their goals. We offer a variety of opportunities to help students be the best version of themselves, while having some fun along the way.

Endazhi-Nitaawiging MISSION STATEMENT

Our mission is to prepare each student for college with an enhanced knowledge of the Ojibwe language, culture, leadership, and environmental stewardship.

Endazhi-Nitaawiging VISION STATEMENT

To create confident leaders grounded in their true inherent identities and to ensure that they are academically, socially, and spiritually prepared to positively change the community and world.

Endazhi-Nitaawiging GOALS

Goal 1:	Endazhi-Nitaawiging will provide students with an engaging and integrated curriculum that promotes high academic achievement, college preparatory skills, and community/culturally-based education. Elementary students will gain the foundational skills in Reading, Writing and Numeracy to be successful in the middle and high school grades.
Goal 2:	Endazhi-Nitaawiging will implement a Holistic Wellness Philosophy that promises a healthy school environment which in turn will support students in positive directions as they advance their intellectual development, physical development, emotional and social development and community relationships.
Goal 3:	Endazhi-Nitaawiging will integrate Native American perspectives and philosophies into the overall curriculum via Native American studies and Native American language programs.
Goal 4:	Endazhi-Nitaawiging will develop relationships with parents, families, community organizations and the business sector and draw upon our community strengths to create and implement the overall mission of Endazhi-Nitaawiging.

Endazhi-Nitaawiging CORE VALUES

Students and staff are encouraged to demonstrate behavior and attitudes that represent each core value as it relates to the overall community. To facilitate students' understanding of the core values.

Manaaji'idiwin (Respect)	I will respect myself, my land, and all living beings.
Nibwaakaawin (Wisdom)	I will cultivate our shared knowledge and gain lifelong friendship, family, and wisdom.
Zoongide'ewin (Courage)	I support my fellow students and staff while being true to myself. I will step forward when called upon.
Enigok Izhichigewin (Commitment)	I will perform to the best of my ability and be accountable for all my actions.
Mashkawi'ayaawin (Resilience)	I am a leader and will overcome any obstacle ahead of me; I will give all my effort to reach beyond my goals.
Bagosendamowin (Hope)	I will contribute all of my good energy to help be a part of positive change within my community and global community.
Niigaaniziwin (Leadership)	I will become a leader for our community and will lead by example.

COVID-19 ENTRY PLAN

Endazhi-Nitaawiging is following recommendations from the CDC and the Red Lake School district on tentative plans for cases of Covid 19 and safety protocols. The Head of School will advise families and staff of plans to address safety protocols for our students and staff. Any decisions may differ from those of the school district at the discretion of the Head of School to keep our people safe as possible.

Endazhi-Nitaawiqing CONTACT INFORMATION

Main Office	218-679-1060
Attendance Line	218-679-1059
Website	http://www.redlakecharterschool.com
Address	25065 Highway 1 West Red Lake, MN 56671

Staff Directory

Name	Role	Phone	Email
Gegwejigaabaw (Nathanial Taylor)	Executive Director	218-553-4265	gagwejigaabo@redlakecharterschool.com
Giizhigookwe (Sylvia Fred)	Head of School	218-308-4164	sylvia.fred@redlakecharterschool.com
Ziibiins (Alexandra Johnson)	Kindergarten Teacher	612-849-7237	ziibiins@redlakecharterschool.com
Zhaangweshi (Brook Simon)	1st Grade Teacher		
Mishtadum (Mike Needham)	2nd Grade Teacher		
Bwaanes (Marcus Tyler)	2nd Grade Co-Teacher		
Anaag (Sadie kingbird)	3rd Grade Teacher		
Fawn Beaulieu	4th Grade Teacher		
Waase Miigwan (Gia Naranjo-Rivera)	5th & 6 th Grade Teacher		
Kristin Ferris	Special Education Teacher		kristinferris1@gmail.com
(Dax Anderson)	Special Education Paraprofessional		dax@redlakecharterschool.com
Bebaamaashiikwe (Cecily St. Cyr)	Specials: Art Instructor	218-368-2251	cecily.st.cyr@redlakecharterschool.com
Naagaanwewidang Gauthier	Specials: Ojibwe Language	414-477-9837	naagaanwewidang@redlakecharterschool.com

Niiyogaabo (Daniel Jorgenson)	Specials: Technology	218-308-4197	niiyogaabo@redlakecharterschool.com
Miikawaadizi Alyjah Webster	Paraprofessional		alyjah.webster333@gmail.com
Ti'wakan' Brian Scott Jr.	Paraprofessional		tiwakan@redlakecharterschool.com

Endazhi-Nitaawiging Charter School Calendar 2023-2024

School Calendar

July 23						
Su	M	Tu	W	Th	F	Sa
						1
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30	31					

Legend	
	School Day
	Workshop Day
	Holiday/Vacation
	Solstice/Equinox
	Conference Date

August 23						
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November 23						
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December 23						
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January 24						
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February 24						
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April 24						
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May 24						
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June 24						
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July 24						
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August 24						
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SCHOOL START TIME

School starts for students at 8:00am and ends at 3:00pm

Endazhi-Nitaawiging Attendance Mission

We believe that daily school attendance is necessary for student success. Therefore, it is imperative that we (students, parents, Endazhi-Nitaawiging) work together to ensure our kids are here on a daily basis.

“Attend today to achieve tomorrow”

We believe every minute that our students are with our teachers, they are learning our Endazhi-Nitaawiging Core Values, Ojibwe language and culture.

On-time: Preparing and planning for the school day begins before school and having your student ready and on time for school takes preparation and planning.

Being tardy: Students arriving after 9:00am are considered tardy. Tardy for elementary students (K-6th grade) arrives after the official start time (9:00am) of the school day. A tardy shall not be recorded as an absence.

ON TIME	BEING TARDY
Rest to promote wellness.	Not getting enough rest and sleep.
Prepare for the upcoming school day.	Rushing around last minute for school items
Plan a routine for the beginning of your day.	Not thinking ahead for the next day or week
Practice good habits to start your day.	Change habits to encourage responsibility.

- Any student who arrives tardy or departs early, such that more than half (1/2) of the instructional day is missed is considered absent for a full day.
- If a student attends up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day.
- If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

“By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school.”

Attendance: “attendance” means students who are in class or in a school-approved activity.

Absence: “absence” means a student who is not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities. Students are provided no more than fifteen (15) days per semester for interscholastic extracurricular activities.

- Please call in EVERY absence to our main number at **218-679-1059** to avoid having your student marked “unexcused”
- Please bring in any notes/documentation excusing attendance promptly. (*Refer to table below for examples of excused and unexcused absences.*)
- If your student has an appointment, please bring them back to school, if possible, to attend as many classes and/or the remainder of the school day.
- Do not check your student out after 3:00pm.

Below is a guide to help you understand what is considered Excused and Unexcused Absences:

EXCUSED	UNEXCUSED
Illness 1-2 days, with parent phone call each day	Traffic Issues
Illness 3+ days, with documentation (i.e. doctor’s note)	Family activities, trips (vacation) during the school day
Death in Family, with documentation	Car trouble
Severe/emergency parent illness/injury, with documentation	Missing the Bus
Medical/health/legal appointments, with documentation	Oversleeping or needing rest
Out of School Suspension/Detention Center	Staying home to study
Religious/Cultural commitment, with documentation	Staying home to take care of family members

Approved school activities (field trips), with notice from school administration	Illness of parent, sibling, or family member that is not an emergency
Deployment of military parent, with documentation	Non-schools sponsored activities or trips
	Non-ceremonial cultural activities including powwows
Any of the above without required documentation will be considered “unexcused”. Documentation includes a letter from a tribal official, a doctor’s note/appointment excuse, legal appointment note, a note from a parent (for cultural participation), etc. See handbook for details.	

PATH OF ATTENDANCE SUCCESS AND ATTENDANCE SUPPORT

Attendance Success begins with Communication:

- Please make your best effort to make contact with the front office to receive support with any barriers your student or family may have regarding attendance. The sooner we can start working together, the better the outcomes for the student.
- If your child is going to be absent, please call the school before the start of school. There is usually someone at the school 30 minutes before the start of school, and if you need to call before that time, you can leave a message on our voicemail service. We appreciate it if you can let the school know ahead of time when absences are foreseen. If a child is absent, and a parent has not reported that absence, parents will be contacted at their place of employment or at home.
- Many students do not live close to our campuses, please have a Plan A, Plan B and Plan C to get your child to school every day. Some suggestions include identifying other parents who live in your neighborhood to carpool with or finding out where the school/city bus stops are for backup transportation to school.
- If your student has an appointment, please bring them back to school, if possible, to attend as many classes and/or the remainder of the school day.
- Do not check your student out after 3:00pm.

ATTENDANCE SUPPORT

***Students with 5 or more unexcused absences, we begin more intensive services which include a parent meeting with the Head of School to develop an Attendance Support Plan.**

***Students with 10 or more unexcused absences:**

Students with 10 or more unexcused absences and their parents will be required to attend a meeting with Endazhi-Nitaawiging Head of School & Executive Director

- **“Chronic absenteeism”** means a student who has been absent for ten (10) percent or more school days for any reason, whether excused or not, when enrolled for more than ten days in the school. Students with chronic absenteeism receive early intervention strategies. In the full instructional calendar for Endazhi-Nitaawiging, ten percent is sixteen and one half (16.6) days.
- **“Excessive absenteeism”** means a student who has been absent for twenty (20) percent or more school days for any reason, whether excused or not, when enrolled for more than ten days. Students with excessive absenteeism receive intensive support strategies. In the full instructional calendar for Endazhi-Nitaawiging, twenty percent is 33 days.

Endazhi-Nitaawiging School has 165 school days, 10% is equal to 16.5 days and 20% would be 33 days.

Anticipated absences/leave

When parents know in advance that their child will be absent for several days for unavoidable reasons, they should fill out an “Anticipated Leave” form in the office 3 days prior to the absence. If the situation is urgent and requires an immediate absence the parents will have 3 days once they return to complete the form for it to be considered as an excused absence. Failure to do so will result in an unexcused absence. Teachers will be notified of the absences, sign the proper form and assign make-up work. It is the parent’s responsibility to ensure students make up the work within a predetermined time allotted by the teacher per the teacher’s classroom grading policy.

Student Pickup

Only a parent/guardian or an adult listed on the Registration Form is allowed to pick up a student from school. Parents/Guardians may send a signed note with an adult listed on the registration form to pick up their child for prearranged excused absences. The adult must come inside to the office and sign the student out. An ID will be requested from parents/guardians and those listed on the registration form.

Early Pickup

Early departures are discouraged and should be kept to a minimum. When they are planned, Parents/Guardians should inform the school at least 24 hours in advance by writing a note, leaving a phone message at the school or by emailing the classroom teacher at the address listed above. Staff will make every effort to have the student waiting and ready in the front office as directed by the parent/guardian.

Behavior Expectations and Responsibilities

The fundamental goal of Endazhi-Nitaawiging’s philosophy and Core Values is for students to learn to be responsible for themselves and their actions, and to make genuine, positive contributions to their community.

Student conduct and citizenship

Behavior is an essential part of a student's education. The atmosphere in the classroom can be altered by the way a student enters, behaves during class, and leaves the class. We want students to be: **Safe, Responsible, Respectful** of staff and fellow students at all times.

POSITIVE BEHAVIOR PLAN LEARNING/REINFORCING SUCCESSFUL BEHAVIORS:

1. Restorative Approaches

Restorative Practice is the preferred approach to address student behavior issues because it reflects the importance Endazhi-Nitaawiging places on relationships among students, and between teachers and students. This approach provides students with opportunities to develop self-discipline and positive behaviors in a caring and supportive environment. It also views conflict primarily through the lens of the harm caused to people and relationships. It emphasizes the priority to meet the needs of those affected by this harm. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to experience how to make amends in such a way as to strengthen the community bonds that may have been damaged.

2. Positive Behavior Support

Positive behavior support is defined as positive expectations and responses to student behaviors. Positive values and behaviors are explicitly taught, modeled, and practiced daily.

3. Academic Rigor: Engaging Curriculum, Instruction, and Assessment

Students who are engaged in learning are less likely to engage in misconduct. To support positive behavior, our curriculum is rigorous, standards-based, developmentally appropriate, and inquiry-based, environmental, experiential and culture based. Lessons are built to challenge students and to incorporate culturally relevant and responsive content that connects to students' lives.

All staff members intend to support the rules listed below. Parental support of school rules is essential to their effectiveness.

LEARNING PROGRAM

At Endazhi-Nitaawiging, it is our primary goal to revitalize our Ojibwe language.

Immersion

Immersion is simply defined as a method of teaching a language by the exclusive use of that language. There are many different models of immersion schools.

At Endazhi-Nitaawiging, we are committing to provide our K-2 students with a total immersion experience. This means that your child will receive 100% of academic instruction in the Ojibwe language. Grades 3-6 will receive Ojibwe Language Intensive instruction as much as possible. For transfer students in grades 3-6, it would be very difficult for students to have all instruction in Ojibwe in year one. We want to make sure that all of our students excel academically and at those ages in grades 3-5 and because of the complexity of academic concepts in subjects such as math and language arts, children may not be able to keep up with 100% of all subjects being taught in a language they are not used to. With that being said, it is important to understand that those higher grade transfer students will not have the same Ojibwe language benefits from the school as those who will begin in younger grades.

Experiential learning

Experiential learning is simply defined as learning through reflection on doing. Experiential learning entails a hands-on approach to learning that moves away from just the teacher at the front of the room imparting and transferring their knowledge to students. It makes learning an experience that moves beyond the classroom and strives to bring a more involved way of learning. At Endazhi-Nitaawiging your child will receive education in all core subjects, with an emphasis on Ojibwe lifeways and environmental experiential learning through the use of Ojibwemowin.

Revitalizing our language

In 2009, there was a report on the approximate number of Ojibwe speakers in Minnesota whose First Language was Ojibwemowin. In Minnesota and Wisconsin, there were reportedly 1,000. At that time, 400 of those speakers were from Red Lake. With the help of elders and community members 11 years later, we reported approximately 60 first language Ojibwe speakers left in Red Lake. Today with the resurgence of second language Ojibwe learners, we are able to see our language being passed and used proficiently by our kids through immersion schools in other communities.

The magic of immersion does not stop at the constant use of the target language by our teachers. It involves commitment and strategic planning to enable our students to use the language in meaningful ways. In order for us to be as effective and successful as possible in building Ojibwe speakers, we must prioritize the language and create an environment where Ojibwe is a necessity. *We strongly encourage that our students use Ojibwe only while they are at school except during specific English instruction for grades 3-6 or during an emergency* to build on our framework of revitalizing Ojibwemowin on the Red Lake Indian reservation. This request is vital to the success of your child's language learning, and the mission and vision of Endazhi-Nitaawiging.

Student Discipline

An important part of a child's education is the development of socially acceptable behavior. We would appreciate your cooperation in helping us to enforce our school rules. Endazhi-Nitaawiging supports students through *POSITIVE BEHAVIOR SUPPORTS* and *RESTORATIVE PRACTICES* which is a process that reframes justice from punitive to restorative and places emphasis on repairing/rebuilding relationships. At the core of Restorative Practices is the involvement of all parties involved in and affected by an incident in the resolution of the problem.

All Endazhi-Nitaawiging staff are encouraged to model the Endazhi-Nitaawiging Core Values and to teach/reinforce skill building around conflict resolution and pro-social behavior. Such behavior should contribute to a positive school environment where young people feel connected and safe and where learning is maximized.

As a School-Wide Positive Behavior Support school we believe the following:

- Social and behavioral competence and character are learned in the home, school, and community.
- Prevention is more effective than reaction.
- Teaching positive behavior is more effective than assuming students already have these skills.
- Teaching positive behavior is more effective than punishing negative behavior.

Misbehavior is managed according to its severity. Classroom teachers handle misbehaviors that can be managed in a minute or less, by re-teaching expectations. Classroom teachers may refer students to the Head of School for a time out, if needed. Parents will be kept abreast of how students behave on a periodic basis.

Restorative Justice

Restorative Justice policies to include:

- Restorative circles will include students, teachers, and/or administration when a classroom routine is disrupted or negatively impacted by student actions. Students will be expected to participate fully in the process.
- Re-entry circles will be required as a restorative measure for both students and parents or guardians upon a return from a more disruptive instance.
- Endazhi-Nitaawiging will intervene for instances of violence. Acts of violence will result in escalating interventions as deemed necessary by the Head of School and/or the Executive Director.

Bullying

Threatening physical harm to another or causing a present fear of imminent danger to a person (including threats, gestures and verbal assaults) is prohibited at all times. The following are examples of bullying:

- attacking verbally using derogatory comments and bad names.
- excluding or isolating another socially.
- physically attacking a person, hitting, kicking, shoving, or spitting.
- damaging another's reputation or self-esteem via cellphone or Internet.
- spreading lies and false rumors.
- stealing or damaging another's belongings.
- threatening someone or forcing him/her into unwanted actions.
- targeting someone in any of the above manners using racial overtones.
- targeting someone in any of the above manners using sexual overtones.

Dress Code

Appropriate attire is expected of Endazhi-Nitaawiging students and staff at all times. School clothing wear should not distract from learning or limit mobility. Parents/Guardians are responsible for supervising their children's attire regarding the school dress code. Students in violation of the policy will be sent to the office. Students will be given loaner clothes to wear the remainder of the day or will be sent home to change. Clothes will be returned at the end of the day. Parents/Guardians will be notified.

Persistent Behavior Problems and Attendance Issues

Endazhi-Nitaawiging is committed to make every attempt to correct behaviors in a developmentally appropriate way and to work directly with students. When all other in-class measures to address student behavior has occurred, Endazhi-Nitaawiging may:

- Send a formal letter of concern home with students
- Require parents to attend conferences at the school with the classroom teacher, Head of School, and/or Executive Director of Endazhi-Nitaawiging.
- Develop a behavior plan and contract to address behavior or attendance issues

Wellness Policy

I. Purpose

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and

otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. General Statement of Policy

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. Endazhi-Nitaawiging encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the Endazhi-Nitaawiging wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. Wellness Goals

A. Nutrition Promotion and Education

- 1. Endazhi-Nitaawiging will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health; including traditional Anishinaabe food and preparation.
 - b) part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. Endazhi-Nitaawiging will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. Endazhi-Nitaawiging recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. Endazhi-Nitaawiging will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Endazhi-Nitaawiging encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. Endazhi-Nitaawiging will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. Standards and Nutrition Guidelines

A. School Meals

1. Endazhi-Nitaawiging will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. Endazhi-Nitaawiging will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. Endazhi-Nitaawiging will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. Endazhi-Nitaawiging will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. Endazhi-Nitaawiging will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. Endazhi-Nitaawiging shall designate an appropriate person to be responsible for the school's food service program, whose duties shall include the creation of

nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of Endazhi-Nitaawiging's responsibility to operate a food service program, the school will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the Endazhi-Nitaawiging's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a) Celebrations and parties. Endazhi-Nitaawiging will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b) Classroom snacks brought by parents. Endazhi-Nitaawiging will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. Endazhi-Nitaawiging will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools may restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. Wellness Leadership and Community Involvement

A. Wellness Coordinator

1. The Executive Director will designate a Endazhi-Nitaawiging official to oversee the school's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school's website and will be open to the public.

VI. Policy Implementation and Monitoring

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout Endazhi-Nitaawiging.
2. Endazhi-Nitaawiging will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

1. The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, Endazhi-Nitaawiging will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a) the extent to which schools under the jurisdiction of Endazhi-Nitaawiging are in compliance with the wellness policy;
 - b) the extent to which the Endazhi-Nitaawiging's wellness policy compares to model local wellness policies; and
 - c) a description of the progress made in attaining the goals of the Endazhi-Nitaawiging's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the Endazhi-Nitaawiging website or otherwise made available to the public.

D. Recordkeeping

1. Endazhi-Nitaawiging will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:
 - a) Endazhi-Nitaawiging's written wellness policy,

- b) Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
- c) Documentation of the triennial assessment of the local school wellness policy for each school under the Endazhi-Nitaawiging jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods Endazhi-Nitaawiging uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Drug Free Workplace/Drug Free School

I. Purpose

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. General Statement of Policy

- A. A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. B. A violation of this policy occurs when any student, teacher, administrator, other Endazhi-Nitaawiging personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. C. Endazhi-Nitaawiging will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. Definitions

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Endazhi-Nitaawiging; or during any period of time such employee is supervising students on behalf of Endazhi-Nitaawiging or otherwise engaged in Endazhi-Nitaawiging business.

IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. Procedures

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with Endazhi-Nitaawiging's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school Endazhi-Nitaawiging's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. Enforcement

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Endazhi-Nitaawiging's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Endazhi-Nitaawiging. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Endazhi-Nitaawiging' policies.

C. The Public

1. A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

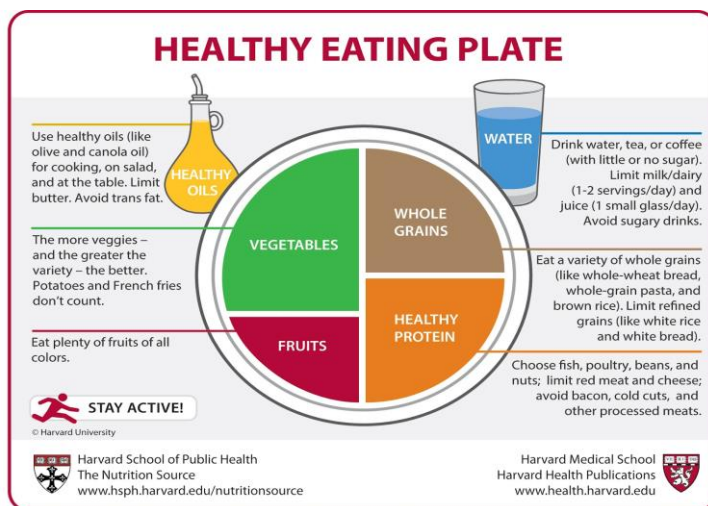
Conflict Resolution Procedure for Resolution of Parent/Guardian-Teacher (Staff Member) Conflicts

A grievance will be defined as a dispute between a parent/guardian initiated by the parent/guardian against Endazhi-Nitaawiging as an organization. The school's conflict resolution (i.e., grievance) procedure is designed to ensure both the parent/guardian and the school a fair hearing of legitimate grievances. A parent/guardian should make every effort to resolve an issue with the classroom teacher with two formal letters and meeting with the teacher. A written record of each meeting will be made and kept as part of the personnel file of the aggrieved person.

NUTRITION POLICY

In an effort to improve nutrition for our students, family and community, Endazhi-Nitaawiging has adopted a *Nutrition Policy*. It has been proven, children eating healthy improves learning performances. Through this policy, Endazhi-Nitaawiging students, staff, and visitors will improve

awareness and knowledge of nutrition and health issues; maintain physical health and proper nutrition as a way of honoring self, family, and community; *and* promote personal wellness. Food and drink items are allowed as long as they are natural and healthy. Water intake will be promoted and encouraged by staff at all times. Allowances to the nutrition policy will only be made on birthdays and other special occasions. Below are some healthy guidelines see chart below:



Morning Circle

The Endazhi-Nitaawiging immersion school will assemble weekly, as a community, for *Morning Circle*. During this time, students and staff will focus on school goals, recognize accomplishments, and celebrate successes, convey news, and have a pipe ceremony. Parents are welcome to join in on these morning gatherings as it is a traditional indigenous community building experience and an opportunity to learn about the school and share in its reflections.

Academic Program

Endazhi-Nitaawiging provides an academically rich and culturally relevant educational environment for our students. Curriculum is designed around the developmental needs of the students and aligned to our Anishinaabe culture and Common Core and Minnesota Content Standards and Benchmarks. Endazhi-Nitaawiging will emphasize literacy and reading as well as numeracy to lay the foundation of academic skills. Social Studies, Science, Art, Music, Physical Education, Health/Wellness, and Indigenous Language and culture will be implemented through integrated thematic units that also incorporate learning and reflection of the school's core values.

Field Trips

At Endazhi-Nitaawiging, we fully understand that learning takes place in all types of settings. Our field trips will be extensions of the classroom learning. We want our students to have opportunities to experience educational topics in settings that are relevant to our students' learning. **Prior to any field trip, parents will be notified of the time and location of the field trip and be asked to complete a permission slip/release form. The permission slip/release form will need to be completed and turned back to the teacher or administrator before your child can attend the field trip.**

Volunteers

At Endazhi-Nitaawiging we welcome volunteers as partners in education. Endazhi-Nitaawiging may ask for volunteers on field trips. Volunteers will help ensure student safety, adult support and guidance

while off campus. Volunteers will not be expected to transport students. All field trips will be approved by the Head of School and will utilize a school bus/van for transportation.

In order to keep children safe, we require that all volunteers who have access to students without a teacher present will have an approved background check. We will not make exceptions to this policy and will enforce it for all volunteers.

Visitors

Visitors are always welcome at Endazhi-Nitaawiging. Endazhi-Nitaawiging requires that all visitors check in at the office. Visitors will receive a badge that helps to assure student safety. *It is encouraged that all visitors refrain from using English when students are present to ensure that our environment remains an Ojibwe immersion environment.* Staff and students are trained to report anyone without a badge to the office. Please be sure to sign in whenever visiting campus between the hours of 8:30 am and 4:00 pm.

Students are **not** allowed to bring visiting children to school because of problems involving responsibility for supervision, disturbance of classroom routines, liability, etc.

Classroom observers and volunteers are not permitted without a scheduled appointment. In an effort to limit distractions, parents may not bring younger siblings with them if they are volunteering in classrooms during school hours or other instructional areas.

Visitor – Someone who visits the classroom for a specific reason for a brief period of time. Must be on the student's enrollment card and provide ID to visit the classroom (for example: dropping off cupcakes and singing happy birthday, bringing a jacket or sack lunch, etc.).

Volunteer – Someone who is working/assisting the classroom teacher, must have a background check and show ID. Ex: preparing materials, working one-on-one or with small groups of students, field-trip chaperones, etc. A volunteer is at school for an ongoing period of time.

Parent Involvement/Parent Group

Endazhi-Nitaawiging recognizes that parent/guardians' and families' involvement in school is key to a student's success. We encourage family members to engage in frequent contact with the school, join the Parent Group, visit the classrooms, accompany us on student field trips, pitch in on school events, and attend Morning Circles. We know that we are all better together! For more information on how to get involved at Endazhi-Nitaawiging, contact the Head of School.

The Endazhi-Nitaawiging American Parent Advisory Committee (AIPAC) will be established at the beginning of the school year.

Student Health and Safety

Red Lake Indian Health Service

The RL-IHS provides physical health, mental health, and health education services to Endazhi-Nitaawiging. Their office is located in Red Lake and services may be accessed during school hours. Endazhi-Nitaawiging students who are enrolled with a federally recognized tribe are eligible for these services - Please contact the local IHS for additional information around qualifying.

Illness

In an effort to provide a healthy environment for all students, the health room staff treats all students who are ill by:

1. Taking their temperature
2. Checking symptoms
3. Administering appropriate care

If warranted, we will contact the parent to pick up the student. ***Work and home telephone numbers must be current, so contact can be readily made.*** An emergency number ***must*** be provided. This can be a neighbor, friend, relative, etc. Students who are deemed ill ***will not*** be permitted to walk home. If a student needs emergency care and a parent or guardian cannot be reached, the child will be transported to a hospital for medical attention. (Parents should know that hospitals will not administer medical treatment or medication without parental consent, unless the situation is life threatening.)

Any student who has experienced a fever, persistent cough, vomiting and/or diarrhea within 24 hours of the school day needs to be carefully evaluated before coming to school. If your student is not fully recuperated from an injury or illness, please keep your student at home.

IF A CHILD IS TOO ILL TO ATTEND RECESS HE/SHE IS TOO ILL TO ATTEND SCHOOL.

Immunizations

All students entering Endazhi-Nitaawiging for the first time must present a certificate showing up-to-date immunization.

Soiled Clothing

When young children are known to have occasional toileting accidents and soil their clothing, parents are asked to send in two pairs of clean pants for teachers to keep in the classroom. The school also may have some replacement clothing on hand, but the supply is limited and we can't guarantee that the school will have pants that fit every student. Cases where clothing is not available and a student has soiled him/herself may result in a phone call to parent/guardians asking students to be taken home. Please make sure your child has extra clothing at school if there's a chance that they'll need it.

Accidents

Should a student be involved in a serious accident, the school will call 911 and make every effort to contact a parent immediately*. It is extremely important that the school has the most current emergency contact information for parents. The school will maintain a first aid kit to address minor accidents and injuries. An incident report will be completed and sent home with the student when this occurs.

Nits/Lice

Introduction: Endazhi-Nitaawiging Student, Family, and Community Supports/Nursing Services Department supports the National Association of School Nurses' position statement on "Pediculosis Management in the School Setting" (NASN, 2011): the management of pediculosis (infestation by head lice) should not disrupt the educational process. Head lice are not responsible for the spread of any disease, are not a sign of un-cleanliness, and do not pose a health hazard. In-school transmission is considered to be rare and when transmission occurs, it is generally found among younger-age children with increased head-to-head contact.

School Responsibilities:

- I. Teachers and other school personnel will maintain discretion and CONFIDENTIALITY when dealing with students who have head lice/nits.
- II. Teachers and other school personnel will be alert and intervene appropriately to prevent bullying of the student with head lice/nits.
- III. Teachers will be vigilant to symptoms of head lice/nits and discreetly refer students with symptoms to the health office for further assessment.
- IV. Annually, the Head of School, at his/her discretion, may distribute or publish the “Dear Parent Health Letter” which includes information to minimize missed school days, including information on head lice.
- V. Classroom control measures include:
 - A. Transmission of head lice in most cases occurs by direct contact with the head of an infested individual. Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats, etc.) is much less likely to occur. (Frankowski & Bocchini, 2010).
 - B. It may be prudent to routinely keep students’ personal belongings such as hats, scarves and jackets on the back of each student’s chair, on separate hooks, or in individual storage cubicles.
 - C. Students should be discouraged from sharing personal belongings such as hats, brushes, barrettes or jackets.
 - D. Staff will be vigilant to symptoms of head lice/nits and discreetly refer students with symptoms to the school health office for further assessment.

Transportation

School Bus

Riding the school bus is a privilege and students should be on their best behavior while waiting at the bus stop and during the bus ride itself. While riding the bus, students are under the supervision of the bus driver and will be expected to follow the rules of safe conduct issued by the bus driver. All school rules also apply during bus rides. General common bus rules are as follows:

1. Remain seated in assigned seats throughout the entire trip.
2. Do not bring skateboards on the bus.
3. Food and beverages are not allowed on the bus. In addition, no items should ever be thrown from the bus.
4. Shouting or other boisterous activity is not permitted. Hands, arms, and heads should remain inside the bus at all times.
5. Do not distract the bus driver in any way.

If infractions occur on the bus the bus driver may issue a discipline referral to the student which will be given to the Head of School. If the student receives 3 referrals, he/she will be suspended from the bus. If after a meeting is held with administration, a student may be dropped from the bus service if the behavior has not changed.

Parents or guardians of elementary students must be at bus drop-offs at the appropriate time and failure to do so will result in your child being transported back to Endazhi-Nitaawiging. If a parent fails to be present at bus drop-offs 3 times, a meeting will need to be scheduled with the Head of School to discuss the issue. The bus drivers have a schedule to keep and will not be able to wait for parents.

Snow Days

Endazhi-Nitaawiging will cancel classes on those days when Red Lake School District close because of weather conditions. If the Red Lake School District is following an abbreviated schedule, the start of our school day will be delayed by two hours. Such announcements will be communicated to the parents and families, and also will be posted on the Endazhi-Nitaawiging website and facebook page.

Meals

All students will be provided with breakfast and lunch at no charge.

Medication Policy

- All medications, including over the counter medications, must be turned in to the health office.
- A physician must submit in writing her exact recommendations for administering medications including the name of drug, dosage, schedule of administration, and possible side effects for each medication to be administered at school.
- No school employee may administer medication unless licensed/trained to do so.
- Students may carry an asthma inhaler during the school day, however, an authorization form must be on file in the health office.
- All medications left at school after the last school day will be destroyed.
- A written consent form must be signed in order for any staff member to provide it to the student.

Lost, Found and Valuables

While Endazhi-Nitaawiging students will be encouraged to take responsibility for their personal property, there will be times when an item may be lost or left behind. Parents should check with the classroom teacher and the main office, which will keep Lost and Found items for the school year. If a student finds an item that does not belong to him/her, he/she should turn it into the office. **Endazhi-Nitaawiging is not responsible for lost or stolen items such as cell phones, electronics, or personal property. It is recommended that students leave all valuables at home.** If special circumstances make it necessary for a student to bring substantial cash or important possessions to school, these items can be safeguarded by registering them and leaving them in the office.

Preparation and Materials

It is the student's responsibility to be thoroughly prepared for class. This includes having homework completed, bringing required materials, and arriving on time. Many teachers have their own classroom guidelines regarding student preparedness for class. The office administration will support the teachers' expectations. If students need school supplies they can be helped at the office.

Pledge of Allegiance

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. Purpose

Due to the complicated and difficult history between the Indigenous people of what now is now considered the United States and the United States government; the Governing Board and the Executive Director of Endazhi-Nitaawiging reserves the right to abstain from participation in the reciting of the Pledge of Allegiance of the United States flag. Per statute, MN statute Chapter 121A, Sec 121A.11, subdivision 3, part (d), the governing board will take an annual vote on inclusion of this custom during the first school board meeting of each year and based on the outcome of the school board vote, staff of Endazhi-Nitaawiging will not participate nor compel students to do so.

II. General Statement of Policy

- A. Students of Endazhi-Nitaawiging may recite the Pledge of Allegiance to the flag of the United States of America and Pledge of Allegiance to the flag of the Red Lake Nation one or more times each week, if approved by the governing Board at the first boarding meeting of each school year. If approved, the recitation shall be conducted:
1. By each individual classroom teacher or the teacher's surrogate; or
 2. Over a school intercom system by a person designated by the Executive Director.
 3. Students will not be compelled to recite the pledge of allegiance and may opt out as necessary.

III. Exceptions

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. Instruction

If approved by the governing board at the first school board meeting of each school year, students who elect to not do so will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Equal Education Opportunity

I. Purpose

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Endazhi-Nitaawiging.

II. General Statement of Policy

- A. The policy of Endazhi-Nitaawiging is to provide equal educational opportunity for all students. Endazhi-Nitaawiging does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. Endazhi-Nitaawiging also makes reasonable accommodations for disabled students.
- B. Endazhi-Nitaawiging prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of Endazhi-Nitaawiging's policy on harassment and violence and Endazhi-Nitaawiging's procedures for addressing such complaints, refer to Endazhi-Nitaawiging's policy on harassment and violence.

- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every Executive Director employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate Executive Director official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the Executive Director.

Endazhi Nitaawiging

Universal Emergency Procedures

Lockdown

For use to protect building occupants from potential dangers in the building.

When the announcement is made:

- ⇒ Students are to be cleared from the halls immediately and to report to nearest available classroom.
- ⇒ Assist those needing special assistance.
- ⇒ Close and lock all windows and doors and do not leave for any reason.
- ⇒ Cover all room and door windows.
- ⇒ Stay away from all doors and windows and move students to interior walls and drop.
- ⇒ DO NOT TURN OFF LIGHTS.
- ⇒ BE QUIET!
- ⇒ Take attendance; report according to Student Accounting and Release procedures
- ⇒ Wait for further instructions.
- ⇒ Do not allow anyone to leave without an "all clear" signal.

Evacuation

For use when conditions outside are safer than inside.

When announcement is made or alarm sounded:

- ⇒ Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous).
- ⇒ Take roll book for student accounting.
- ⇒ Take classroom incident response kit.
- ⇒ Assist those needing special assistance.
- ⇒ Do not stop for student/staff belongings.
- ⇒ DO NOT LOCK DOORS.
- ⇒ Go to the designated Assembly Area on the south side of the building.
- ⇒ Check for injuries.
- ⇒ Take attendance; report according to Student Accounting and Release procedures.
- ⇒ Wait for further instructions.

Shelter-in-Place

For use in external gas/chemical release and natural hazards.

When the announcement is made:

- ⇒ Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.
- ⇒ Assist those needing special assistance.
- ⇒ Take attendance; report according to Student Accounting and Release procedures.
- ⇒ DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM.
- ⇒ Stay away from all doors and windows.
- ⇒ Wait for further instructions.

Relocation

For use to move students and staff off campus and away from a dangerous situation.

If a directive to relocate certain students is given:

- ⇒ The principal, designee, or public safety officials will indicate a specific place.
- ⇒ Remain calm.
- ⇒ DO NOT LOCK DOORS.
- ⇒ Take roll book for student accounting.
- ⇒ Take classroom incident response kit.
- ⇒ Account for all students and staff.
- ⇒ Take attendance; report according to Student Accounting and Release procedures.
- ⇒ Wait for further instructions.

ALL CLEAR: The school can resume normal operations