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**Grades K-6**  
**Student Handbook**

*2024-25 School Year*

*Office: 507-444-8008*

*Attendance Line: 507-444-8012*

## Welcome

Welcome to Owatonna Online. We are honored that you have selected us as a partner in supporting your educational journey. Families and students are encouraged to utilize the various tools provided in the Pearson Connexus platform to plan and track their successes and work completion. Teachers are also available to provide additional support when needed. We are excited you are a student with us where our mission is to Inspire Excellence: Every Learner, Every Day!

This school handbook is designed to provide you with policies and guidelines that are needed to create a positive learning environment for *ALL* at Owatonna Online.

Owatonna Online is a fully accredited online provider through the Minnesota Department of Education for students in kindergarten - 12th grade. Our Owatonna Online program utilizes ISD761 teachers and a curriculum aligned to Minnesota Academic Standards.

Owatonna Online delivers a personalized learning approach, provides a flexible schedule, and offers instructional and technical support.

Students will receive:

- Individualized student learning through the use of digital curriculum and personalized instructor support.
- Instruction that allows students to follow their own pace, plan, and path along their educational journey.
- High-quality curriculum aligned to Minnesota academic standards.
- Access to curriculum 24:7
- Flexibility in their personal and academic schedules.
- Online instruction by Owatonna Public School teachers.
- Ability to connect with teachers during online office hours.

Thank you for entrusting us with educating your child. Please contact us at any time if you have questions.

## MISSION

**Inspiring Excellence.  
Every Learner, Every Day.**

## VISION

Owatonna Public Schools inspires a community of learners with equitable access to high quality, innovative learning opportunities ensuring all students are college, career and life ready.

## CORE VALUES

- Build and nurture relationships
- Develop and maintain a growth mindset
- Challenge the status quo

# OWATONNA PUBLIC SCHOOLS STRATEGIC DIRECTIONS

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**21st  
CENTURY  
LEARNERS**



**SAFE  
AND  
CARING  
COMMUNITY**



**EQUITY**



**HIGH  
QUALITY  
TEACHING  
AND  
LEARNING**

## School Calendar

<b>August</b>	<b>January</b>
19-22 - New Teacher Workshop	1 - Winter Break/No School
26-28 - Teacher Work Days	17 - End of 2nd Quarter
27 - OHS Open House	20 - No School/MLK Day Staff Development
29 - Parent/Student Information Day at OMS	21 - No School, Teacher Work Day
29 - Gr. K-5 Interviews	
<b>September</b>	<b>February</b>
2 - Labor Day/District Closed	14 - No School, Gr. PK-5 Conferences
3 - Gr. 9-12 1st Day of School	17 - Gr. PK-5 No School/E-Learning Gr. 6-12
3 - Gr. PK-5 Interviews, Gr. 6 Orientation	
4 - Gr. PK, 1-5 Interviews	<b>March</b>
4 - Gr. 6-8 1st Day of School	27 - End of 3rd Quarter
5 - Gr. K-5 1st Day of School	28 - No School, Teacher Work Day, PK Conferences
	31 - Spring Break/No School
<b>October</b>	
4 - Homecoming/2-Hr Early Release	<b>April</b>
17 - No School/MEA	1-4 Spring Break/No School
18 - No School/MEA	18 - No School/District Closed
21 - Gr. PK-5 No School/E-Learning Gr. 6-12	21 - Gr. PK-5 No School/E-Learning Gr. 6-12
<b>November</b>	<b>May</b>
1 - End of 1st Quarter	26 - Memorial Day/District Closed
4 - No School, Teacher Work Day/PD	
15 - No School, Gr. PK-5 Conferences	<b>June</b>
27 - No School	6 - Last Day of School
28 - Thanksgiving Day/District Closed	6 - Graduation
29 - District Closed	9 - Teacher Work Day
	10 - PLC/Staff Development Day
<b>December</b>	11 - PLC/Staff Development Day
23-31 - Winter Break/No School	

Grades K-6 Director	
<b>Kelly Kruger</b> <a href="mailto:kkruger@isd761.org">kkruger@isd761.org</a> 507-444-8676	

<b><u>Main Line:</u> 507-444-8008</b>	<b><u>Attendance Line:</u> 507-444-8012</b>
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Social Worker	Special Education Supervisor
<b>Mrs. Annette Warner</b> <a href="mailto:awarner@isd761.org">awarner@isd761.org</a> 507-444-8215	<b>Heather Schutte</b> <a href="mailto:hschutte@isd761.org">hschutte@isd761.org</a>
Technology Help Desk	
<a href="#">Help Desk Ticket</a> 507-444-8630 Hours: 7:30 am - 3:30 pm	

Teachers	
<b>Ruben Alvarez</b> 5th and 6th Grade Teacher <a href="mailto:ralvarez1@isd761.org">ralvarez1@isd761.org</a> 701-353-5232	<b>Jennifer Lopez</b> English Language <a href="mailto:jlopez1@isd761.org">jlopez1@isd761.org</a> 507-475-2094
<b>Kayla Davis</b> 3rd and 4th Grade Teacher <a href="mailto:kdavis1@isd761.org">kdavis1@isd761.org</a> 507-444-8291	<b>Jill Storm</b> Special Education Teacher <a href="mailto:jstorm1@isd761.org">jstorm1@isd761.org</a> 507-444-8771
<b>Luke Holt</b> Physical Education Teacher <a href="mailto:lholt@isd761.org">lholt@isd761.org</a> 507-444-8137	<b>Xandra Sorenson</b> Art Teacher <a href="mailto:xsorensen@isd761.org">xsorensen@isd761.org</a> 507-444-8253

## General Student Information and Expectations

Owatonna Online students have the benefit of learning in an environment with a high level of flexibility and independence. With that in mind, students must make appropriate progress in their classes. Students should expect to work on school 6-7 hours a day or at least 25-30 hours each week.

### Communication Expectations

Due to the nature of online education, communication is critical to the learning environment. Students are expected to respond to all staff communications within 24 hours, excluding weekends and holidays. Students are expected to attend live, online classes and support sessions with teachers and other support staff. Students need to arrive on time and be prepared. Students should contact their teacher if they need help in a class.

### Before School Interviews (Grades K-6)

Owatonna Public Schools is committed to creating strong student and family relationships and fostering a positive first experience. Before-school interviews allow teachers to meet individually for 30 minutes with students and parents before the start of the school year. All students, grades K-5, will sign up for an individual 40-minute interview conference time either on Thursday, August 31, Monday, September 5, or Tuesday, September 6. Students will meet one-on-one with their teacher for approximately 40 minutes to learn more about them and assess their reading level. Parents should complete all of the forms electronically prior to the meeting.

### Family/Teacher Conferences

Conferences are a great opportunity for families to meet with the teacher; students are encouraged to attend. We strive for 100% attendance at our conferences. [MN Statute 181.9412 Subd. 2](#) allows employed parents to request a leave for school conferences and activities. An employer must grant an employee a leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. You must let your employer know in advance and make every effort to schedule the leave so that it disrupts your workplace operations as little as possible. The law does not guarantee that the time off will be paid, but paid vacation or other paid leave time may be used.

## Report Cards

Report cards come out three times per year (following the second, third, and fourth quarters) and provide information about students' progress throughout the year.

## Attendance

With the introduction of our Elementary Learning Paths, we will be taking both attendance of live Meets and activity in online courses into account when considering attendance.

Attendance will be taken in Google Meets, as they're required, and activity online will be factored into daily attendance as well. Attending Meets and staying on track with daily learning and assignments will ensure students do not get counted as absent.

### K-6th Grade Owatonna Online Attendance

Each of the factors below is considered when teachers report daily attendance. Google Meets and online learning in Pearson are both important parts of our learners' education online. As always, please be sure to be in communication with your child's teacher in regards to occasional adjustments that need to be made to your learner's daily schedule.

- 1 Student attends all live Google Meets daily on their selected Path.
- 2 Students' courses are green for pacing in Pearson Connexus.
- 3 If students' courses are yellow or red for pacing, at least 4 hours have been spent working on courses for the day.

If the items listed above do not occur for a given day, the student will be marked as an unexcused absence.

#### Excused Absences

To be considered an excused absence, the student's parent or legal guardian must contact the school and indicate the reason for the student's absence from school within 24 hours of the absence. The following are examples of absences that will be considered excused and count toward a student's 10 excused absences per year.

- Illness
- Serious illness in the student's immediate family
- Funeral
- Family Emergency
- Pre-arranged excused absences for student participation in non-school competition and performance activities.
- Family vacations with a pre-arranged absence form completed prior.
- Professional appointments that cannot be scheduled outside of the school day

An absence from school may be excused when called into the Owatonna Online office by a parent or legal guardian. The absence must be reported to the attendance line (507-444-8012 or email: [mcaballero2@isd761.org](mailto:mcaballero2@isd761.org)) before 9:00 am the day the absence occurs. Owatonna Online reserves the right to request documentation for any absence and requires medical documentation for all absences longer than three days.

## **Attending while traveling**

Students are expected to attend Owatonna Online while residing within the state of Minnesota. Students wanting to work while traveling outside Minnesota, and especially outside of the United States, may not be able to access all of the online work. Students in good academic standing may take up to five excused absences for vacation and should notify the attendance office at 507-444-8012 prior to the absence.

## **Attendance Policies and Procedures**

### **503 – Student Attendance**

- Owatonna Online expects students and their parent(s)/guardians to take responsibility for knowing and following the Attendance Policy.
- All students, regardless of age, must have absences excused by the parent(s)/guardian if the student lives at home.

### **Absence Procedures – Call 507-444-8012**

- When a student will be absent from school, the parent or guardian is expected to call the Owatonna Online attendance office between 7:00 and 3:00 pm. The attendance phone line number is 444-8012.
- Attendance on Days of School Activities: Students are reminded that except for doctor and dental appointments and school-approved activities, attendance for the last two periods of the day is required on the day of a game or a performance. Violations of this rule will be referred to the principal's and activities director's office.
- Parents/students will be informed of absences through accessing the online Infinite Campus Parent/Student Portal. Notification of unverified absences (absences that were not pre-excused through phone or written message) will be sent via an automated telephone call and email to the parent/household's designated contact number and email address.

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- Family Emergency
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- Family vacations with a **pre-arranged** absence form completed prior
- Professional appointments that cannot be scheduled outside of the school day

**The following types of absences are excused, but do not count toward the absence total for attendance procedures:**

- Court appearances occasioned by family or personal action  
Student/parent/guardian must provide paperwork to school to verify court appearance.
- Religious holiday
- Funeral-death of an immediate family member
- Medical, dental, or orthodontic treatment, or counseling appointment when a doctor's note is provided or approved by the school nurse.

### **Consequences of Excused Absences**

- The typical student misses 5-7 days per school year.
  - When students reach 5 excused days, families will receive a letter informing them of how many days their student has missed.
  - When students reach 7 excused days, families will receive a letter informing them of how many days their student has missed. A conference or phone call may be arranged with the student and family to discuss the student's attendance.
  - When students reach 10 excused days, families will receive a letter of concern informing them that if their student misses more than 10 days, the absences will be required to be excused by a doctor or the school nurse.
  - If a doctor or school nurse excuse is required but not provided, the absence will be considered unexcused.

### **Unexcused Absences**

- Any absence not cleared within 24 hours of occurrence
- Work at a business when required to meet live with a teacher
- Non-pre-arranged family vacations
- Overslept
- Arrival to a scheduled live session after twenty minutes will be coded as an unexcused absence and will count toward the total number of absences allowed
- Other non-school authorized excuses
- Taking care of a sibling or family member

## Guidelines for Truancy

In accordance with the State Department of Education and the Minnesota Mandatory Attendance Law, students must attend school each and every day school is in session. It is the responsibility of the students, parents/guardians, and the school to assure that students attend school.

**Truancy defined: An absence without lawful excuse from attendance at school when required to attend. MN Statute 260A.02 subd. (3) and subd. (19):**

## Required Reporting

- Continuing Truant: Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120.101 and is absent from instruction in a school. As defined in Minn. Stat. 120.05, without valid excuse within a single school year for three or more days if the child is in middle school or high school.
- Habitual Truant: A habitual truant is a child under the age of 18 years who is absent from school without lawful excuse for seven school days if the child is in elementary school or for seven school days if the child is in middle school or high school.
- A school district official shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures under Minnesota Statute Chapter 260A.

## Consequences: Truancy Ladder

Occurrence	SCHOOL ACTION	COUNTY ACTION
1 -2	<ul style="list-style-type: none"><li>• Meeting with grade-level administrator</li></ul>	
3-6	<ul style="list-style-type: none"><li>• Mandatory parent/guardian-administration meeting</li><li>• Continual truancy notification</li></ul>	Appearance with the County Attendance Review Board (ARB) and/or referral to truancy court.
7-8	<ul style="list-style-type: none"><li>• Habitual Truancy Referral to Law Enforcement</li><li>• Referral to Owatonna Online Student Assistance Team</li><li>• Loss of eligibility for school events</li></ul>	<ul style="list-style-type: none"><li>• Referral to Human Services</li><li>• Possible Court Summons</li><li>• Possible Child in Need of Protective Services (CHIPS) petition.</li></ul>

## **Student Responsibilities to Prevent Truancy**

- Students must log in every school day, attend live teacher sessions, and submit assignments to be on track in each of their courses.
- Students must have regular contact with Owatonna Online faculty and staff, returning all emails and calls.
- Students must complete courses within the timeframe determined at enrollment.
- If the student is going to be absent, a parent/guardian must call the attendance line to report the absence.

## **Parent Responsibility to Prevent Truancy**

- Parents should monitor and make sure their child is engaging in daily coursework that totals a minimum of three assignments a day.
- If a student does not attend live meets and/or turn in an assignment for fifteen consecutive school days, the student will be withdrawn from Owatonna Online in accordance with state law.
- The parent/legal guardian should log into the parent portal to view student progress and attendance.
- If a student is going to be absent from school, a parent/legal guardian must call the Owatonna Online attendance line to report it.

Parents play a key role in helping their child succeed in school. Parents are able to monitor their student's progress at any time and may contact their child's teacher with questions or concerns. Owatonna Online looks forward to partnering with parents to help make their child's academic experience a successful one.

## **Accessing Online Course Work**

Students will receive a login to the Pearson Connexus System. Once in the system, students have a dashboard where they are able to access all of their courses.

**Pearson Connexus** offers a standards-aligned video-based curriculum for students in a blended learning environment. This platform allows teachers to customize the curriculum for their students, monitor their progress, and provide support when needed. Students will complete lessons, assessments, and interactive activities as they learn course content.

## What do you need to know as a student:

**Student Pearson Connexus Orientation** - Training will be held virtually (date TBD). More information will be sent to families closer to the date of the training. It will be recorded and shared out to families in the days that follow.

Pearson Connexus Log-in: <https://owatonnaonline.lms.pearsonconnexus.com/>

Username: (Student Complete School Email)

Password: (Lunch Pin)

## Online Learning Path Options

**Owatonna Online Elementary Pathways**

We recognize that online learning offers a variety of opportunities for families. This year we will be offering students and their families two different pathways. Each path is outlined below. You will have the opportunity to discuss each with your child's teacher and choose which option would work best during Before School Interviews.

Pathway 1 provides families with more flexibility to work through online learning throughout the day at their own pace. This pathway includes

- Fewer Google Meets throughout the day (only one required Morning Meeting daily)
- Office hours offered for check-in with teacher
- Scheduled weekly or monthly check-in with teacher, student, and Learning Coach

Pathway 2 provides families with higher level of teacher support in their online learning throughout the day. this pathway includes

- More teacher contact throughout the day with 2-4 scheduled Meets (including the required Morning Meeting)
- Additional office hours offered daily for check-in with teacher
- Scheduled check-ins with teacher, student, and Learning Coach

## Independent Work Time

Students are expected to work on their assignments daily and keep up with the timelines outlined by their teacher based on their elementary pathway.

## Live Class Expectations

Teachers will require live sessions throughout the day with a student or a group of students. Based on their elementary pathway. When attending live sessions, students must:

- Show up on time and be prepared.
- Respect your classmates and your teacher and their opinions.
- Be mindful when using your microphone, annotation, and the chat feature.

- Participation is required.
- Think before you send something in chat.
- Don't type in all capital letters - this is the same as yelling.
- Stay on task.
- Be kind and supportive.

## **Learning Coach**

Support at home is critical to the success of students in an online setting. All elementary school students are expected to have a responsible adult to support learning at home. The learning coach will be responsible for learning how to use Owatonna Online systems, monitoring student progress, and helping/encouraging students to access teacher help.

## **Progress Monitoring**

Students and parents/guardians may check student progress by logging into Pearson Connexus and viewing the student Homescreeen, where there is a progress bar and grade book.

## **Infinite Campus Instructions**

Information about Owatonna Online can be found on our web page and through Infinite Campus. Infinite Campus allows you to keep up to date on student progress and attendance, please click [HERE](#) to update your household and create an account. We also send out regular information via email.

## **Technology**

### **Technology Device and Insurance Agreement**

Students will be provided with technology to use at Owatonna Online. The [Technology Use Handbook](#) highlights key information about our 1:1 Technology and the responsibilities of both students and families.

All students/families are required to sign the [Technology Device and Insurance Agreement](#) prior to beginning the academic school year. Owatonna Online will provide to the student, according to the terms and conditions specified in this Agreement, the following device, equipment, and accessories:

- Ipad (K-1)
- Chromebook (2-12)
- Power cord

All students are required to follow [School Board Policy 524: Electronic Technologies Acceptable Use Policy](#)

## **Technology Support**

If you are experiencing a technology issue, you can contact the Owatonna Public Schools Technology Department by leaving a message on the Technology Hotline at 507-444-8630 or by filling out a [Technology Ticket](#). A member of the Technology Department will contact you as soon as possible during Technology Help Desk hours.

Technology Help Desk Hours:

Monday - Friday

7:30 am - 3:30 pm

## **Academic Integrity**

Owatonna Online expects a full commitment to academic integrity from each of our students. Should your teacher suspect that cheating or plagiarism has taken place, you may be required to verify your work, which can include additional demonstration of mastery such as additional course work, verbal demonstration of comprehension, and proctored exams in school at the Owatonna Online offices.

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not cheat or plagiarize in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.

## **Cheating/Plagiarism**

Dictionary.com defines plagiarism as, “An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author”. Plagiarism, or the copying of another’s work and submitting it as your own, is not tolerated and will receive consequences when identified and confirmed.

Students found to have copied sections from books, encyclopedias, or off the Internet, and turned this work in as their own, will receive a reduction in grade for that assignment up to a “fail.” This may also result in a loss of credit for that particular class. Cheating on an exam or an assignment may have a similar consequence.

Students caught cheating or plagiarizing may lose credit for the assignment. The student may lose credit for the course upon the consideration of the teacher and an administrator.

## Workspace and Supplies

Students must have their iPad/Chromebook charged and ready each day to be ready to go into live sessions and complete their work. We strongly encourage having a designated space to work from on a daily basis. High-speed internet access is required.

While you are an online student, we recommend having notebooks, pencils, a calculator, and any other school supplies you would need in a traditional setting available in your workspace. Students are required to have a headset/earbuds in order to participate in live classes and individual support sessions. Students are encouraged to use the online tools embedded into the Pearson Connexus platform.

### K-5 Supply List

- Pencils
- Black permanent marker
- Expo Markers
- 2 Notebooks
- Highlighters in multiple colors (4th and 5th only)
- Crayons or colored pencils
- Scissors
- Scotch tape
- Notecards
- Headphones/Earbuds (recommended to purchase either with a microphone feature)
- Post-It Notes (optional)

There are very few consumable materials required for courses in Pearson Connexus. If you are enrolled in a course that does require materials of this type, they will be mailed to you directly from Pearson.

## Field Trips

Field trips provide authentic learning experiences for students. Permission forms will be required for all field trips. Chaperones will need to have a background check prior to the scheduled trip. ([Policy 610](#))

## Standardized Testing Requirements

### Minnesota Comprehensive Assessments (MCAs)

All Owatonna Online students in grades 3-5 are expected to participate in state and district assessments. Some of these assessments may be required for graduation, while others are designed to measure student proficiency in various subjects. Other state-mandated tests may be administered throughout the year.

Parents/Guardians have the right to refuse student participation in statewide testing. Parents/Guardians choosing refusal must review the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing, and complete and return the included form.

To read Owatonna Public Schools testing policies in full, visit <https://www.isd761.org/district-services/teaching-learning/assessments>

## Parent-Student-Teacher Conferences

Parent Conferences will be scheduled throughout the year. The purpose of conferences is to keep parents/guardians informed of the progress students are making at Owatonna Online.

## Bullying Policy

Owatonna Online is committed to providing a safe and caring environment for all students. We treat each other with respect and refuse to tolerate bullying of any kind. We will endeavor to be kind and respectful in our interactions with others.

Definitions

1. The term “bullying” means any gesture or written, verbal, graphic, or physical act (including cyberbullying, i.e. acts transmitted through the use of the internet, cell phone, or other electronic device) that is likely to be reasonably perceived as being intimidating, mocking, belittling, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm or emotional distress. Bullying includes, but is not limited to, the following:
  - a. Hurting another physically by hitting, kicking, tripping, or pushing
  - b. Stealing or damaging another person’s things
  - c. Ganging up on another person
  - d. Teasing another person in a hurtful way
  - e. Calling another person hurtful names

- f. Using put-downs, such as insulting another person's race, making fun of another person because of their characteristics based on gender, or denigrating another person for other personal characteristics
- g. Spreading rumors or untruths about another person

Off-campus student behavior, including behavior on computers, cell phones, or other electronic devices whether at home or in other places, is subject to consequences under this policy if the behavior creates a material and substantial disruption of the educational process at school for one or more students. ([Policy 423](#) and [Policy 514](#))

## **Student Expectations**

Owatonna Online students must not bully others, must not be a bystander to bullying, and must report bullying to an adult. Students are expected to do the following:

1. Treat others with kindness and respect
2. Refuse to bully others
3. Refuse to let others be bullied
4. Refuse to watch, laugh, or join in when someone is being bullied
5. Try to include everyone in activities, especially those who are often left out
6. Report bullying to an adult

## **Open Enrolled Students**

The school may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. §124D.03) or Enrollment in Nonresident District (Minn. Stat. §124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

## **Records and Your Rights**

The collection, security, storage, and release of student information is as required by state and federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled. The superintendent

of schools has overall responsibility for student records and delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain district personnel. See Also Public Notice Regarding Protection and Privacy of Pupil Records and the Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

## Student Data

Public Data Directory information may be disclosed in the form of class lists or other lists. The following student information is public: a) name; b) school of attendance; c) dates of attendance; d) grades completed; e) degrees and awards received; f) participation in officially recognized activities/sports; g) height and weight of members of athletic teams; and h) photograph (including most videos).

Names of students in each class and classroom photographs are designated as limited directory data and allow parents and guardians to have access to that information without designating it as public information. If you, as a parent, do not want directory information used for school functions, please submit this request in writing to the principal of the elementary building. ([Policy 515](#))

## School District Policies

A complete list of policies can be found on the School District website at [www.isd761.org/our-district/school-board/policies](http://www.isd761.org/our-district/school-board/policies)

### Notifications:

- [Directory Information and Pupil Records \(Student Privacy\)](#)
- [Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)
- Snow Days and E-Learning Days
  - Snow Days- When an official snow day is called for Owatonna Public Schools, Owatonna Online students will not be required to report to Meets or work in Pearson. If needed, this will be an optional catch-up day for students.
  - In the event that we have to cancel school due to inclement weather, Owatonna Public Schools may call an 'E-Learning Day' instead of simply canceling school. The Minnesota Department of Education approved the use of e-learning days for up to five days in one school year. The e-learning day will be announced using the same communication methods we currently use for school cancellations (phone, website, radio, and TV stations). (*See also [Policy 602](#) and the [E-Learning Plan](#)*)

- **Employment and Services Criminal History Background Checks**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. (*Read the full policy [here](#)*)

## **School Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student.

Please take a moment to review [the District's attendance policy](#). Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

## **Restrictive Procedures**

Owatonna Public Schools promotes positive approaches to behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of Minnesota Statutes 125A.094 Restrictive Procedures. Owatonna Public Schools use restrictive procedures in emergency situations. Refer to the district website for building-specific plans. Paper copies are available upon request.

## **Policies**

102 [Equal Educational Opportunity](#)

413 [Harassment and Violence](#)

418 [Drug-Free Workplace/Drug-Free School](#)

419	<a href="#"><u>Tobacco-Free Environment</u></a>
423	<a href="#"><u>Employee-Student Relationships</u></a>
501	<a href="#"><u>School Weapons Policy</u></a>
502	<a href="#"><u>Search of Student Lockers, Desks, Personal Possessions &amp; Student's Person</u></a>
503	<a href="#"><u>Student Attendance</u></a>
506	<a href="#"><u>Student Discipline</u></a>
514	<a href="#"><u>Bullying Prohibition Policy</u></a>
522	<a href="#"><u>Title IX Sex Nondiscrimination Policy</u></a>
524	<a href="#"><u>Electronic Technologies Acceptable Use Policy</u></a>
526	<a href="#"><u>Hazing Prohibition</u></a>
529	<a href="#"><u>Staff Notification of Violent Behavior by Students</u></a>
531	<a href="#"><u>The Pledge of Allegiance</u></a>
534	<a href="#"><u>School Meals Policy</u></a>

## Statewide Assessments:

# Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA)

MCA and alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



([education.mn.gov](https://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_ Student ID Number (if known): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics

☐ ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 2024 to 2025 school year.)



## Technology Device & Insurance Agreement

The Owatonna Public School District 761 (DISTRICT) enters into this agreement for the purpose of providing a device on loan to students.

### Description of Loaned Property:

The DISTRICT will provide to the student, according to the terms and conditions specified in this Agreement, the following device, equipment and accessories: One (1) Laptop/Chromebook/Tablet & One (1) Power cord. A

Laptop/Chromebook/Tablet carrying case will be provided for all students grades 6-8 and optional for grades 9-12.

Throughout this Agreement, use of the term “device” is understood to include all of the items listed under “loaned property”.

### Terms of Agreement

This Agreement will begin in August/September and will end in June or withdrawal of the student from the Owatonna Public Schools, or upon termination of this Agreement.

### The DISTRICT agrees to:

1. Provide a device in good working order upon delivery.
2. Provide training opportunities for the student to learn how to use the device for their learning activities at school.
3. Diagnose technical issues and perform repairs. It is understood that device breakdown and repairs may result in the loss of access to the device. Because the data is stored in the cloud, students will have access to their folders and content when they log in to any device. In the event of loss or damage to the device, the DISTRICT will, at its sole discretion, determine the cost and family's obligation associated with any damage to the computer. Also the DISTRICT will determine if the damage is due to negligence which will void this contract.

### The FAMILY and STUDENT agree to:

1. Keep the device free of stickers and writing.
2. Use the device in a careful and proper manner, and be liable for loss or damage of the device.
3. Assume responsibility for supervising the student's use of the device at home, following the guidelines of the District's [Electronic Technologies Acceptable Use Policy](#). The FAMILY further agrees to comply with and conform to all national, state, municipal and other laws, ordinances and regulations relating to the possession, use, or maintenance of the device.
4. Return the device, power cord and case (if received) to the school at the end of the school year or if the student leaves the district.
5. Contact their school's media center when problems arise with the device. The student or family will NOT attempt to perform repairs.
6. Keep the device in the carrying case (if received) or backpack when not in use.
7. Bring the device to school each day, fully charged.
8. The terms of the insurance plan or take full responsibility for the repair/replacement of the device if damaged, lost or stolen.

**The FAMILY understands that any violation of the above conditions will result in the removal of the device from the student. The device is, and at all times shall remain, the sole and exclusive property of the DISTRICT, and the FAMILY shall have no right, title, or interest therein, except as set forth in this Agreement.**

The FAMILY shall indemnify and hold harmless the DISTRICT and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees and costs arising out of, connected with or resulting from the device, use of the device, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the device.

## Device Insurance Plan Information

Owatonna Public Schools recognizes that with 1:1 student technology devices, there is a need to protect the investment by both the District and the Family. Therefore, an insurance plan is available to each family. The cost for this insurance is \$25 per device, per student, per school year and will be due prior to the receipt of your child's device. *Families receiving educational benefits such as free or reduced are eligible for insurance at no cost.*

All families are encouraged to participate in the insurance option, but are not required to do so. Families who do not choose to purchase insurance are responsible for the full cost of repair and/or replacement of a damaged or lost device.

The insurance will provide coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. The payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The insurance plan does not cover lost, stolen or damaged charging cords or cases.

All insurance claims must be reported to the office of your child's media center. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, **MUST** be filed by the parent/guardian and student for the protection coverage to be utilized. A copy of the police/fire report must be provided to the media center of your child's school.

Families who opt out of the insurance option will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked casing or plastic pieces, inoperability, etc. Lost items such as devices, cases, and charging cords will be charged the actual replacement cost. Whether you opt in or out of insurance, **NEVER** attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the media center at your school as soon as possible. Device repair/replacement options will be determined by the school technology staff.

**INTENTIONAL DAMAGE:** Students/parents are responsible for full payment of intentional damages to devices. School District insurance **DOES NOT** cover intentional damage of the device.

Here are some additional things you may want to review with your child:

- Carry the device in its case (if received) or backpack at ALL TIMES.
- Carefully transport your device to school each day. Avoid placing weight on the device. Never expose a device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.
- The device must remain free of stickers, writing, painting, or any other forms of personalization.
- Do not eat or drink near your device.
- Be aware your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- Do not lend your device to another person.
- Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment.
- The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.

<b>No Insurance Coverage No Premium</b>	<b>Single Coverage Insurance \$25 Premium* per student, per year</b>
Family is responsible for the full cost of repair and/or replacement of damage or loss.	<b>Deductibles:</b> <i>1st Incident:</i> Covered with insurance premium* <i>2nd Incident:</i> Cost of the repair up to \$100. <i>Any additional Incidents:</i> Family is responsible for full cost of the repair or replacement*
	<b>Covered</b> The following items are covered under the policy:

	<ul style="list-style-type: none"> <li>- Accidental damage(accidental drop, spill, etc..)</li> <li>- Theft (must be reported to the police with an official police report)</li> <li>- Fire, flood, or natural disaster</li> </ul>
	<b>Not Covered</b> The following items are NOT covered under the policy: <ul style="list-style-type: none"> <li>- Loss</li> <li>- Intentional damage (thrown, purposeful spill,vandalized, stickers)</li> <li>- Charging cords (physical damage)</li> <li>- Carrying case/sleeve</li> </ul>

*\* Families receiving educational benefits such as free or reduced lunch are eligible for insurance at no cost. They will fall under the Single Coverage Insurance Premium plan.*

### Claims

To file a claim the damaged device must be presented (or police/fire report if theft occurred) to the media center at your school. A police report can be issued by contacting the local law enforcement center or school resource officer. The parent/guardian and student will be required to complete a claim form and pay the deductible. Every effort will be made to immediately replace the device with an equivalent model of the damaged or stolen device.

☐ Yes, I choose to take out the insurance plan available through the school district. I have paid the \$25 and agree to cover any deductibles should the device become accidentally damaged, damaged by natural disaster, fire, flood, or stolen.

☐ I choose NOT to take out the insurance plan available through the school district. I agree to **pay full cost** of repair or replacement (up to \$250) should the device become damaged, lost, or stolen.

☐ I participate in the Free and Reduced Lunch Program and I choose to take out the insurance plan available through the school district at no cost and agree to cover any deductibles should the device become accidentally damaged, damaged by natural disaster, fire flood, or stolen.

**By signing this document, I understand and will abide by the Technology Device & Insurance Agreement**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS PAGE ONLY TO THE OFFICE.**