

Owatonna Area



Learning Center

Student Handbook 2024-2025

338 Main Street East

Owatonna, MN 55060

Telephone 507-444-8000

FAX 507-686-6121

Table of Contents:

Staff Directory 3
 General School Information 3
 Principal’s Message 4
 Behavior 4-6
 Attire 6
 Co-curricular Activities 7
 Crisis Management 7
 Enrollment 7
 Evacuation 7
 Fire Drills 7
 Fire Extinguishers 7
 Health Services 7
 Home Schooled Students 7
 Learning and Credit Options 7-8
 Liaison Officer 8
 Lunch Schedule 7-8
 Medications 8
 Pest Management 8
 Planner 8
 Student Media Opt Out 8
 Early Middle College PSEO Students 8
 Rules and Expectations 8-9
 Tennesen Warning 8
 Search and Seizure 8-9
 Damage to Property 9
 Money and Valuables 9
 School Closing 9
 School Dances 9
 Social Worker/School Counselor 9
 Student Parking/Use of Car 9
 Student Records 9
 Testing-MCA/ACT 10
 Tornado Protection 10
 Transcripts 10
 Transfer Students 10
 Transportation 10
 Visitors 10
 Owatonna Public Schools Attendance Policy 10
 Owatonna Public Schools Technology Usage..... 11
 Owatonna Public Schools Harassment Policy..... 11-12
 E- Learning Days 12
 Employment and Services Criminal History Background Check 12

413 [Harassment and Violence](#)
 418 [Drug-Free Workplace/Drug-Free School](#)
 419 [Tobacco-Free Environment](#)
 423 [Employee-Student Relationships](#)
 501 [School Weapons Policy](#)
 502 [Search of Student Lockers, Desks, Personal Possessions & Student’s Person](#)
 503 [Student Attendance](#)
 506 [Student Discipline](#)
 514 [Bullying Prohibition Policy](#)
 522 [Title IX Sex Nondiscrimination Policy](#)
 524 [Electronic Technologies Acceptable Use Policy](#)
 526 [Hazing Prohibition](#)
 529 [Staff Notification of Violent Behavior by Students](#)
 531 [The Pledge of Allegiance](#)
 534 [School Meals Policy](#)

Student Schedule

Period	Time
1	8:20-9:01
2	9:04:-9:45
3	9:48-10:29
4	10:32-11:13
Lunch	11:16-11:56
5	11:56-12:37
6	12:40-1:21
7	1:24-2:05
8	2:08-2:50

A complete list of policies can be found on the School District website at

www.isd761.org/our-district/school-board/policies

102 [Equal Educational Opportunity](#)



Dates to Remember

ALC Open House/Picture Day	August 26
First Day of School	September 3
Picture Retake	September 29
ALC Conferences	October 3
Homecoming/Early Dismissal	October 4
No School/ MEA	October 17
No School/ MEA	October 18
E-Learning Day	October 21
End of First Quarter	November 1
Teacher Work Day/No School	November 4
No School, K-12	November 27
Thanksgiving Break/No School	November 28 & 29
Winter Break/No School	December 23-January 1
End of Second Quarter	January 17
Staff Development/No School	January 20
Teacher Work Day/ No school	January 21
E-Learning Day	February 17
ALC Conferences	February 20
End of Third Quarter	March 27
Teacher Work Day/No School	March 28
Spring Break/No School	March 31- April 4
No School/District Closed	April 18
E-Learning Day	April 21
Memorial Day/No School	May 26
ALC Graduation	June 5
Student Last Day	June 6
OHS Graduation	June 6

Owatonna Area Learning Center Faculty

Principal	Martina Wagner 444-8001 mwagner@isd761.org
Principal's Secretary	Melissa Walter 444-8010 mwalter@isd761.org
School Counselor	Jessica Procopio 444-8014 jprocopio@isd761.org
Social Worker	Liz Morsching 444-8013 emorsching@isd761.org
Nutrition Services Head Cook	Melissa Weber 444-8016 mweber@isd761.org
Health Services	Kacie Albee 444-8048 kalbee@isd761.org
Career Navigator	Brian Coleman 444-8000 bcoleman@isd761.org
Language Arts	Heather Nelson 444-8025 hnelson@isd761.org
Mathematics	Anthony Cloud 444-8027 acloud2@isd761.org
Physical Education	Tom Smith 444-8325 tsmith3@isd761.org
Science	Kim Vesterby 444-8020 kvesterby@isd761.org
Social Studies	Jaylen Heller 444-8022 jheller@isd761.org
ELL Teacher	Jennifer Lopez 444-8330 jlopez1@isd761.org
Special Education	Dena Lobb 444-8026 dlobb@isd761.org
Art	Jess Klein 444-8023 jklein1@isd761.org
Educational Assistant	Marc Wiese 507-444-8035 mwiese1@isd761.org
Technology	Ian Simon 444-8685 isimon1@isd761.org
Head Custodian	John Berning 444-8009 jberning@isd761.org

Grading Scale

The following is the grading scale used for all courses at the ALC.

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 or below

PRINCIPAL'S MESSAGE

Dear Students and Parents/Guardians,

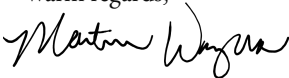
It is with immense pleasure that we welcome you to the new academic year at Owatonna Alternative Learning Center and Owatonna Online. As we embark on this journey together, we are excited to offer an educational experience that is not only enriching but also supportive of every student's unique path towards achievement.

Our mission is to inspire excellence in every learner, every day, and this handbook is designed to be your guide through the school year. Inside, you will find essential information about our policies, programs, and the numerous opportunities available to you. Whether you are returning or are new to our community, we are committed to supporting each of you in your academic and personal growth.

To our students, we look forward to seeing you bring your enthusiasm, creativity, and dedication to school each day. Your engagement is key to your success, and we are here to support you every step of the way. To our parents and guardians, your involvement is invaluable, and we encourage you to communicate openly with our teachers and staff. Together, we create a strong community that nurtures and educates.

Here's to a fantastic year ahead filled with learning, growth, and success. Let's make it a great year together!

Warm regards,



Martina Wagner, Ed. D
Principal, ALC & Owatonna Online
mwagner@isd761.org

MISSION/PURPOSE

Inspiring Excellence. Every Learner. Every Day.

GENERAL SCHOOL INFORMATION

Telephone Directory

Main Office & Attendance	507-444-8000
Secretary	507-444-8010
Principal	507-444-8001

Owatonna District 761 Administration

Superintendent	Mr. Jeff Elstad
Director of Human Services	Chris Picha
Director of Operations	Lori Volz
Director of Special Services	Sarah Knudsen
Director of Food Services	Maria Terry
Director of Buildings/Grounds	Bob Olson
Director of Information Technology	Mike Halverson
Director of Teaching and Learning	Julie Sullivan
MSU TOSA/District Testing and Assessment	Kenneth Griswold

Owatonna Campus Portal

Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Infinite Campus Parent Portal

Behavior

Every student and employee of the Owatonna Alternative Learning Center is entitled to learn and work in a safe school environment. To ensure this, it is important that we establish and communicate clear student behavior expectations and support these expectations with appropriate consequences that are applied fairly and consistently. The recommended guidelines below are designed to be fair, firm and consistent for all students. The guidelines apply to students in school, on school property, in school vehicles and at school events.

Abuse: Verbal, Written or Otherwise Expressed

Arousing alarm, anger or resentment in others (all school staff and fellow students) through the use of language, written note, text, picture, or gesture (including spitting) that is disrespectful, discriminatory, abusive, obscene, profane, or by engaging in boisterous or noisy conduct.

Alcohol/Drugs (Or Chemical Believed to be a Drug)

In compliance with state law, smoking, drinking, the use or possession of controlled substances including prescription medications, alcohol, vapes or tobacco, and/or the possession of drug paraphernalia is not allowed anywhere in the building, on school grounds, or on school-sponsored trips. This includes students who come to school under the influence of alcohol/drug(s). Testing for drugs/smoking/alcohol may include smelling of a student's breath and/or the use of a "Breathalyzer" by either law enforcement officials or school personnel. In addition, school personnel may enlist the aid of law enforcement officials and "drug-sniffing" dogs to detect the presence and possible use of illegal drugs and/or paraphernalia, both within the school and on school grounds, including parking lots. All smoking, alcohol and drug incidents will also be subject to MSHSL rules and regulations. **Selling or distributing, or intending to sell or distribute alcohol, where sale or distribution is prohibited by Minnesota or federal law.**

Assault, Verbal

Verbal or written confrontation with another person which is threatening or intended to cause fear or bodily harm or death. Bullying of students will be identified as a part of this behavior.

Bullying/Intimidation

The act of bullying by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This applies not only to students who directly engage in the act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This includes but is not limited to: teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, worker or other employee, either in person or by some form of notification, including the use of technology.

Cell Phones and/Nuisance Devices

Cell phones and other communication devices are prohibited during school hours unless directed by staff. Any cell phones or communication devices used during school hours will be taken and brought to the front office. If a violation occurs, the student may pick up their phone at the end of the school day. If a second violation occurs, the cell phone or communication device will need to be picked up at the end of the school day by a parent/guardian. Parents/guardians will be required to pick up a student's cell phone if a student refuses to turn in their cell phone. Students may turn in their cell phones or like communication devices at the beginning of the school day for safe

storage in the front office and may pick up the device at the end of the school day.

Disorderly Conduct/Fighting on School Grounds

Students involved in disorderly conduct including fighting on school grounds will be subject to any number of possible disciplinary responses including in-school and/or out-of-school suspension depending upon the circumstances and severity of the precipitating incident.

Disorderly conduct includes words or actions that will or will tend to, alarm, anger, disturb others, or provoke an assault or breach of peace resulting in fighting, brawling, disrupting a class, engaging in offensive, obscene, abusive language or actions leading to the arousal, alarm, anger or resentment in others. In such instances, law enforcement officials will be contacted and disorderly conduct and/or assault charges will be filed. Recurrence of fighting can result in increased suspension time or expulsion.

Disputes

Students who find themselves in an argument or dispute with another student are encouraged to contact the School Social Worker, Principal, School Counselor, or staff to arrange for mediation before it escalates. They are ready and prepared to help you solve your minor problem before it becomes a MAJOR problem. If school personnel become aware of any disputes or arguments, a restorative justice conference will be conducted.

Expectations for School Bus Transportation

At Bus Stop:

- Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language
- Stay away from the street, road or highway when waiting for the bus
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street
- No fighting, harassment, intimidation or horseplay
- No use of alcohol, tobacco or drugs

On the Bus:

- Immediately follow the directions of the driver
- Sit in your seat facing forward
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms, legs and belongings to yourself
- No fighting, harassment, intimidation or horseplay
- Do not throw any object
- No eating, drinking, or use of alcohol, tobacco or drugs
- Do not bring any weapon or dangerous objects on the school bus
- Do not damage the school bus

Consequences:

- 1st offense – warning
- 2nd offense – 5 day suspension from riding the bus
- 3rd offense – 10 day suspension from riding the bus
- 4th offense – 20 school day suspension from riding the bus/meeting with parent
- 5th offense – Suspended from riding the bus for the remainder of the school year

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of

the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel, local law enforcement officials, and the Department of Public Safety will be informed.

Explosives, Possessives and/or Use

Possessing or using any compound or mixture, the primary or common purpose of which is to function, with substantially instantaneous release of gas and heat.

Fighting

Fighting is a direct violation of ISD 761 Board Policy 506. Please review this Code of Conduct Policy as violations may result in disciplinary actions that could range from suspension to expulsion.

Fireworks, Possession, and/or Use

Any substance or combination of substances or articles prepared for the purpose of producing a visible, audible, or odoriferous effect by combustion, explosion, deflation, or detonation. This includes matches and lighters.

Gangs and Gang Activity

No student on school property or at any school activity:

- Will wear, possess, display or distribute any clothing, jewelry, emblem, badge, symbol, sign or anything else which may give evidence of membership in or affiliation with any gang or any group deemed by school authorities to be a gang.
- Will commit any act, omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang or any group deemed by school authorities to be a gang.
- Shall use any speech or commit any act or omission in furthering the interests of any gang including, but not limited to: soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any illegal act or violation of school district policies or inciting another person to act with physical violence or threats towards another person. Failure to comply with these rules will result in suspension and possibly expulsion.

Insubordination

Willful refusal to follow a direction, or order given by a staff member. Insubordination could lead to disciplinary action.

Interference, Disruption or Obstruction

Any action taken in an attempt to prevent a staff member or student from exercising his or her lawfully assigned duties. Will also include any student promoting and progressing a rumor that violates a student's emotional or physical safety. Students will also be in violation if they accompany another student who has the intent of violating a student's safety.

Failing to report or promoting/instigating any situations that jeopardizes the safety of students and/or staff could be subject to school disciplinary action.

Records or Identification Falsification

Falsifying signatures or data, or refusing to give proper identification or giving false information when requested to do so by a staff member.

Robbery or Extortion

Obtaining property from another person where his or her consent was induced by uses of force or under false pretenses.

Sexual Conduct, Criminal

Engaging in nonconsensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

Sexual Conduct; Public Displays of Affection (PDA)

Engaging in displays of affection that are sexual in nature or inappropriate acts for the school setting, and that lead to students feeling uncomfortable or harassed.

Other Student Behavior

- Video/Cell phone recordings: Any photography, video or sound productions made by cell phones or video equipment of any kind, of staff or students on school grounds must have the direct written approval of a principal. **(This includes Instagram, Facebook, Twitter, Snapchat, Tik Tik, or other social media platforms).** Failure to do so could result in disciplinary measures.
- Any electronic devices used inappropriately will be taken and brought to the office where they will be picked up at the end of the school day and could be subject to additional disciplinary action.
- Students are expected to behave at all times in a courteous and respectful manner to one another and to school personnel.
- Students who make threatening statements or terrorist threats will be subject to suspension or possible expulsion procedures.
- 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. This may also result in a loss of credit for that particular class. Cheating on an exam or an assignment may have similar consequences. 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.
- Common sense should govern students' use of school property. Intentional damage to school property will result in a fine based upon the degree inflicted, as well as make the student subject to suspension or police referral.
- Owatonna Alternative Learning Center is a tobacco free site; students cannot possess, smoke (including E-Cigarettes), or chew tobacco on school property and adjacent to our school. Failure to comply will result in suspension and referral to our Liaison Officer.
- Students who bring MP3 players or other listening devices to school may not use them during any academic portion of the school day without staff permission. Violations will result in confiscation.
- The use of rollerblades and skateboards on all school properties and in the building is prohibited.
- Students are permitted to play "hacky sack" or use other sport items in the building per staff permission only such as in the physical education room.
- No student should be loitering or wandering in the halls while classes are in session or after school hours.
- Non-student visitors who do not have an appointment will be asked to leave the campus and may be given a trespassing warning.
- Public Displays of affection are inappropriate in the school setting. Students should refrain from displaying physical signs of affection in the school and on school grounds. Displays of affection can be interpreted as sexual harassment.
- Students must enter and exit through the front door except when otherwise directed by staff. Students are not allowed to open entrances and failure to comply could result in disciplinary action.

- According to Minnesota Statue, students involved in unlawful activity outside of school may be subject to school discipline ranging from a warning to suspension to expulsion if that activity is related to a school program or event.
- **School dances are for Owatonna students only except for Homecoming and Prom at which students may have pre-registered guests. Students and guests must show a photo ID to gain entrance into a dance. Students will check-in their coats at the entrance of the dance. Once students leave the dance they may not return. Students are required to adhere to OHS attendance and behavior expectations in order to attend Prom and Homecoming. Note: Students must not have a record of repeated behavioral violations and not have more than 4 unexcused absences at school for Homecoming. Students must not have more than 7 unexcused absences at school for Prom.**
- Any student found lighting a fire in school with the intention to commit damage to the school structure or to staff and students will be expelled and referred to law enforcement.

GENERAL INFORMATION & STUDENT SERVICES

Independent Study Credit Recovery

Owatonna Alternative Learning Center may include a credit recovery component.

Classes are in a digital format for all students sixteen (16) years of age and older. The digital curriculum requires 20% of seat time per credits and then additional time outside of school until the curriculum is completed.

In order to obtain credit, students must:

- Meet the passing standards for the course as indicated by the instructor.
- Complete all assessments and hand in all assignments according to the instructor's directions and timeline.
- Attendance at each class session is essential. Students cannot be issued credit if they have not completed all clock hour requirements, assignments and assessments at a passing standard.
- Students who demonstrate poor attendance will be dropped.
- Adhere to school rules. (Those who do not comply will be dropped from enrollment.)

Attire and Grooming

- The school assumes that the students will use good judgment in wearing appropriate clothing for the school day. A student's dress and appearance become the concern of the school if the safety and welfare of students could be disrupted and/or the educational program of the school could be disrupted.
- Students found to be dressed inappropriately or in a provocative manner will be asked to change their attire or be sent home to change. All students must be modestly attired. This means that:
 - all undergarments will be fully covered at all times
 - midriff will be covered at all times
 - back will be fully covered at all times.The following types of clothing are examples that are not considered school appropriate and should not be worn during the school day. This includes, but is not limited to the following:
 - see-through tops
 - bare-midriff tops
 - open-backed shirts
 - low-cut tops or bottoms
 - shorts or skirts that are shorter than fingertip length
 - strapless tops or dresses
 - tank tops with "spaghetti straps"
 - halter tops
 - low-rise or sagging pants

- Inappropriate dress refers to obscene or sexual material, inflammatory slogans, promotion of illegal activities, tobacco, drug and alcohol products, or material that has intent to intimidate others, such as gang colors, bandanas, gang symbols, or displaying of gang tattoos is prohibited. Parental notification will be followed with an explanation of the action taken.
- "Standards for attire, grooming, and general decorum while participating in elective co-curricular programs may involve additional requirements of students as they represent our school and community. These requirements will be at the discretion of the administration and coaches, directors, and advisors in charge."

Co-curricular Activities

Students at the Owatonna Alternative Learning Center may participate in co-curricular programs offered by Owatonna Public Schools. If you are interested in information regarding a specific program your administrator will help you in connecting with the appropriate school coach or activity leader. Participants in any school activity program will be expected to follow all guidelines established by the Minnesota State High School League. In addition, there may be some local and/or activity specific rules and guidelines that you will be expected to follow in order to participate. Eligibility, awards, and lettering requirements will be explained by the advisor or coach of the co-curricular activity you are involved in. Additional information can be found in the OHS Handbook which is found online. MSHSL eligibility will not continue upon withdrawal from school.

Crisis Management

Owatonna Alternative Learning Center maintains a set of procedures for dealing with crisis situations. In the event of any occurrences that might affect the safety of students and staff we are prepared to respond in the best way possible. We also have a Crisis Response Team who will help in the event of a crisis like a student or staff death. If such an event occurs please contact the administrator at school 444-8000.

* For-profit agencies or companies will be charged a \$8.00 processing fee for any and all information provided.

Enrollment

All students and parents will participate in an intake process with the principal and/or the building social worker before they begin classes. This will include completing a Continual Learning Plan and paperwork related to enrollment.

Evacuation

ALC students will be evacuated to the public library if for any reason the safety of students and staff is in jeopardy.

Fire Drills

To ensure everyone's safety against loss of life or injury due to fire, we comply with the state and local regulations by having frequent fire drills. The fire signal is the continuous ringing of the fire bell until everyone is evacuated. Students should leave the building as quickly as possible by the nearest exit and move away from the building. Upon leaving the building, students are to report to their classroom teacher as instructed. Any student found to have set off a false fire alarm will be prosecuted.

Fire Extinguishers

Any student found removing a fire extinguisher from its holder and willfully discharging it without necessary need would be suspended for three (3) days and will be assessed \$30.00 for its recharging.

Health Services

A district wide licensed school nurse is available on call during the school day.

Guidelines for use of Health Services include:

1. Students wishing to go home due to illness **must** make parental contact through the administrator's office. The administrator, in contact with the parent, will explain any medical concerns. The parent in conjunction with the administrator will make the decision whether the student is permitted to go home. Medical follow-up will be encouraged for recurring medical issues.
2. Homework requests can be made by contacting your child's teacher via email.
3. General criteria to consider for calling a parent regarding student health concerns:
 - An injury or illness requiring medical attention.
 - An oral temperature greater than 100 degrees.
 - Signs/symptoms of a possible communicable disease.
 - Other illness signs or symptoms upon discretion.
4. Students needing medication during school hours must make arrangements through the administrator's office. In order to administer prescriptions and/or over the counter medications, the administrator's office must have a written physician's order and written permission from the parent. All medications are kept in a secured, locked area.
5. Parents are asked to update the administrator's office about student health conditions that could impact the function of their child at school. Other school staff will be notified as needed.
6. Health records are kept on each student and are available for certified staff and parents when needed.
7. A student's vision and hearing will be screened upon the request of the student, teacher, or parent.
8. Please alert the school to changes in parent phone numbers (for home or work) for ease in parent contact when students are ill or during emergency situations.
9. Exceptions to the above may be made in emergency situations.
10. **All students must comply with Minnesota immunization laws. Students transferring to the Owatonna Public School District must provide immunization information and be in compliance within 30 days of school entrance.**

Home Schooled Students

Home-schooled students must complete at least half or more of their educational program at OHS\ALC in order to receive an Owatonna diploma.

Learning and Credit Options

In compliance with the Minnesota State Board of Education and the Owatonna School Board, the following credit requirements will be for students attending OHS/ALC.

Language Arts	4.5 credits
Social Studies	4.0 credits
Science	3.0 credits
Math	3.0 credits
Physical Education	0.5 credits
Health	0.5 credits
Fine Arts	1.0 credits

Total Required **16.5 credits**
Electives **11.5 credits**
Total for Graduation **28.0 credits**

Students graduating from OHS/ALC must have met the 28 credit requirement. Any student who does not meet this criterion will not receive a diploma nor participate in the graduation ceremony.

Liaison Officer

The OHS/ALC Liaison Officer is available to assist students with personal safety and/or legal issues. He can be reached in his office, which is located in the lobby adjacent to the auditorium at OHS, or you may leave a message at 444-8868.

Lunch Schedule

Students will have lunch following their fifth period class. Parents of Owatonna Alternative Learning Center students are encouraged to complete the Application for Educational Benefits (federally funded school meals program) regardless of qualifications and at the same time they complete the permission form to leave campus during lunch and break times. **Leaving campus will only be permitted during these times.** If students leave at any other time of the day without permission from office personnel, they will not be allowed readmittance until the following school day and will be marked as absent for the remainder of the day. All Students will be granted open lunch to begin the year once permission form has been completed. Students can lose this privilege by not returning on time from break or lunch, unacceptable attendance, involved in good conduct violations, or not staying in good academic standing (failing courses anytime during a quarter).

Nutrition Services

All school sites participate in the School Breakfast Program and National School Lunch Program. For a complete lunch meal, students must take three or more full servings from the five different food groups, and one of the servings must be a fruit or vegetable. One carton of milk is included with each breakfast and lunch meal. Students purchasing a carton of milk with their cold lunch from home or a second milk with their meal will be charged \$.45 per carton. Money should be prepaid into the student's meal account prior to purchasing food or a beverage. Visit our webpage at isd761.org for more information on payments, application for meal benefits, menus, pricing, special dietary needs, etc. Call 507-444-8616 with questions. We look forward to serving your children!

Pest Management

Parents/guardians and school employees may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9). Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

If you would like to be notified prior to pesticide applications, please contact Bob Olson, Director of Facilities, Infrastructure and Security at 507-444-8606.

Student Media Opt-Out Form

Owatonna Public Schools are proud to promote the success of our students, staff, and programs. These accomplishments may draw the attention of newspapers, television stations and other media who visit our schools to photograph, film, and identify students and staff during various activities. The District also uses names, images and video clips of students in materials such as newsletters, website content and posting to social media platforms.

To restrict the District and those acting under its permission the ability to feature your student, please use this [Media Opt-Out Form](#). **If the District** does not receive this form, your student will be included in materials for public promotion. A separate signature form is required for each child in school. Please sign and return this form to your child's school. Should you choose to opt-out, a new form will have to be completed each school year.

Medications

Students needing to take medications prescribed by a doctor while here at school must meet the following conditions:

1. All prescriptions must be turned in to the office.
2. Prescriptions must remain in their original containers.
3. A parent permission form and in some cases, a doctor's permission form, must be turned into the office.
4. Any changes in the prescriptions must be called in to the school immediately.
5. Students in possession of over the counter prescriptions could be subject to school disciplinary action.

Planner

Students are encouraged to use a planner as part of their ALC experience.

Early Middle College/PSEO Students

Students choosing to participate in Owatonna REACH (Reaching Education and Career Heights), a post-secondary institution in high school, need to contact the school counselor prior to registration for the next school year. Students interested in PSEO option only, please see school counselor for details. Students considering post-secondary educational options need to be aware of the following requirements:

1. Accuplacer or ACT placement tests must be taken to confirm students' readiness for college or developmental level courses.
2. College credit conversion to high school credit is: four semester credits are equal to one high school credit.
3. Students are responsible to have grades released to OHS/ALC at the end of each grading period.
4. Seniors will not be granted diplomas until final grades are received at the high school.
5. Early Middle College/PSEO grades are not weighted.
6. Students are responsible for the application process, all communications between OHS/ALC and the post-secondary school and completion of all courses to meet high school graduation requirements.
7. Owatonna REACH students must be full-time ALC students, either in college or dually enrolled in high school and college.
8. Students must carry a minimum of seven credits their junior and senior years, which would correlate to 28 semester credits in a post-secondary institution.
9. Students who are not successful in Early Middle College/PSEO classes will be dropped from the program.

Rules and Expectations

Disciplinary action may be taken for violation of federal, state, and local laws or district rules/policies and procedures. **A complete copy of the Owatonna District Policy is available upon request in the district office or from the administrator.**

Tennessean Warning

In order for us to safely operate our school, it is necessary from time to time for us to investigate disciplinary incidents. Students are expected to cooperate in all such investigations. Failure to do so could result in disciplinary action. Suspected criminal activity will be submitted to law enforcement for prosecution.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of the school rules is about to be or has been committed, they have the authority to search the student or his/her personal property, or any school district property the student uses. This includes book bags, backpacks, and purses. Officials may seize any item, which is prohibited by school regulations or state law. All items seized shall be given to the proper authorities or will be returned to the rightful owner. Random and unannounced searches of storage crates, personal belongings & school district property may occur.

Damage to Property

Damage to staff or student property, either on or off school grounds or as an offshoot of school activities (i.e. athletic events, homecoming, snow week, prom, graduation, etc.) may result in disciplinary action and the involvement of law enforcement authorities. Minnesota statute states that parents of students involved in these kinds of activities are liable up to \$1,000 for any damage sustained.

Money and Valuables

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times or turned into the office for safe-keeping. Please remember to write down the serial numbers of all electronic devices in case of theft. **The school cannot accept responsibility for stolen money or other articles** from school. If a theft occurs, please fill out a theft report, acquired from the School Liaison Officer.

The administrator or his/her designee may invoke the consequences of detention, suspension, police referral, or proposal for expulsion to students for the following behaviors:

- Continual truancy
- Disruptive behavior
- Inappropriate language
- Cheating, plagiarism
- Stealing, vandalism, fighting
- Possession of or use of tobacco products, including electronic cigarettes, or mood altering chemicals on campus or at school activities. School personnel may enlist the aid of law enforcement officials, “drug-sniffing” dogs, and breathalyzers to detect the presence and possible use of illegal drugs/alcohol and/or paraphernalia, both within the school and on school grounds, including parking lots.
- Possession of prescription medications
- Threatening (terrorist) language or actions
- Inappropriate use of computers/internet
- Compromising the safety of staff, students, and school
- Violation of the district’s weapons policy
- Violation of the district harassment or discipline policy.

Any student who is observed engaging in suspicious behavior may have their persons or possessions searched by school staff.

First Offense – Up to five days suspension and parent meeting with administrator or designee

Second Offense – Up to ten days suspension, notification of law enforcement officials, parents and “pre-assessment team”

School Closing

When Owatonna Public Schools are closed the ALC and its evening programs are also closed. If our school is not closed, but the weather in

your area is inclement and you feel that coming to school would be a safety risk, please call us to let us know of your plan.

School Dances

- *School dances are for OHS/ALC students only.* Only Homecoming and Prom may have pre-registered guests. Students will check-in their coats and hats at the entrance of the dance. Once students leave the dance, they may not return. **No guest age 21 or older will be permitted to attend prom. Students must have their student I.D. card to gain entrance to the dances. A guest waiver will be required for prom.**
- **Students are required to adhere to OHS attendance and behavior expectations in order to attend Prom and Homecoming. Note: Students must not have a record of repeated behavioral violations and not have more than 4 unexcused absences at school for Homecoming. Students must not have more than 7 unexcused absences at school for Prom.**

Social Worker/School Counselor

Elizabeth Morsching is our social worker at the Owatonna ALC. Jessica Procopio is our school counselor at the Owatonna ALC. Students experiencing academic, personal, emotional or family difficulties are encouraged to seek their help.

Student Parking/Use of Car

Parking for students is available on Broadway Avenue. During the school day, administrative permission is required for student use of a vehicle. Student vehicles parked in non-parking spaces on the street will be ticketed and the student will be fined per city regulations. Students are not allowed to park in the teacher lots located on the east and west sides of the building. **Students are expected to drive carefully in and around the school grounds.**

Student Records

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to the Federal Family Education and Privacy Rights Act. The school district may presume that either parent of the student has the authority to inspect and review the educational records of the student unless the school district has been provided with evidence that there is a legally binding instrument, state law or court order governing such matters such as divorce, separation of custody, which provides to the contrary. Parents/guardians may also request to amend the record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal. Owatonna Public Schools has adopted a student records policy as required by state and federal laws. The policy requires that certain information be classified as “Directory Information” and be available to the public unless parents/guardians or students eighteen years of age or older request in writing that such information not be released.*

Directory information includes:

- Student’s Name
- Student Photograph
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Grade Level
- Enrollment Status
- Degrees, Honors, and Awards Received
- Most Recent Educational Agency or Institution Attended

[Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)

[Directory Information and Pupil Records \(Student Privacy\)](#)

Testing- MCA/ ACT

The MCA Reading is given in grade 10, Science and Mathematics in grade 11. Information on MCA participation and refusal may be found in the *Parent/guardian Guide to Statewide Testing Participation and Refusal* included in Appendix A.

Tornado Protection

Should area officials give a tornado warning while school is in session, the following procedure will be followed:

1. A principal will announce the need to seek protection over the “all call” to all staff.
2. When the announcement has been made, all students will accompany their teachers to their designated areas for protection.
3. Remain calm in these areas and wait for further information.

YOU WILL NOT BE ALLOWED TO LEAVE THE AREA UNTIL YOU ARE GIVEN PERMISSION TO DO SO.

Transcripts

Student transcripts are permanent records that reflect a student’s academic performance while in attendance at OHS/ALC. **Any grade that is entered on the transcript will remain permanent.** Grades submitted by the teachers will not be altered unless approved by the teacher for a valid reason.

Transfer Students

The number of credits required for graduation by students transferring in from other accredited high schools will be determined by the ALC administrator or his/her designee. The number of credits earned by students transferring in from home school programs or from other non-accredited programs will be determined by the school counselor.

Transportation

Transportation is provided for students through the Owatonna Bus Company. Please call **451-5262** for information concerning routes, pick-up times or other concerns.

Transportation to School Sponsored Activities

When going on trips for school activities, students **MUST** use the transportation provided by the school. Any misbehavior or disruptions will be subject to disciplinary action.

Visitors

All visitors must report to the office, leave a photo ID or vehicle keys and wear a visitor badge (supplied when checking in). When visitors return they will receive their ID or keys back, sign out, return the visitor badge and leave the building. Enrolled students **may not** have visitors attend classes with them during the school day.



**Owatonna Area Learning Center
Owatonna District #761**

Attendance Policy

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications 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.

Mandatory Attendance Law

In accordance with the State Department of Education and the Minnesota Mandatory Attendance Law, students must attend school each and every day classes are in session. It is the responsibility of the students, parents/guardians, and the school to assure that students attend school. Absence, for any reason, is detrimental to a student’s success and level of educational growth.

Compulsory Instruction

MN statute 120A.101, subd. 5

Children shall receive instruction.

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

- (3) Continuing Truant: a child who is subject to the compulsory instruction requirement and is absent from instruction without a valid excuse **within a single year** for:
 - (a) 3 days if the child in elementary school; or
 - (b) 3 or more class periods in 3 days if the child is in middle school, junior high school, or senior high school.**
- (19) Habitual Truant: a child who is absent from attendance at school without lawful excuse for:
 - (a) 7 school days if the child is in elementary school; or
 - (b) 1 or more class periods on 7 school days if the child is in middle school; junior high school or senior high school**

Acceptable Reasons for Absence

- Illness - If a student is absent for personal illness or that of their child for more than 3 days per quarter a physician’s statement may be required
- Serious illness or death of a family member
- Required Court appearances
- School sponsored activities
- College Visits
- Field Trips
- Driver’s test
- Maternity/Paternity Leave - Academic credit will not be earned during the leave period, but the parent will maintain their Day School status. Communicate with the Director and nurse regarding leave details. Credit options may be expanded with the approval of the Director.
- Administrative pre-approved absences, such as important family commitments.

Truancy/Unexcused Absences

- Absences not authorized or verified by the parent/guardian or the school
- Transportation difficulties
- Leaving class/school without permission: Students who leave the classroom or building without the teacher or Director’s permission may be asked to exit the program for the rest of the day.
- Oversleeping
- Other absences verified by the parent/guardian not approved by the school

It is the student’s responsibility to make up ALL work missed as a result of absence.

Students who are 18 years of age or older will be treated the same as any other student. **Owatonna Alternative School will accept only parental confirmation of absence. If a student is living independently, he/she must see the social worker concerning attendance policy.**

In the case of absences other than for sickness or emergencies, permission is to be secured before the absence occurs. Such permission may be obtained from the administrator. For all absences, the student needs to have a parent /guardian and/or physician verify student absences.

Procedures for Maintaining Quality Student Attendance

Students who are under 16:

- 1st-3rd truancy: Parent and student conference with a social worker and/or administrator. Interventions such as making up time, and participating in an attendance group may be implemented.
- 5th truancy: Continuing truancy letter sent to Steele County and to parent
- 7th truancy: Habitual Truancy Referral made to the Steele County Court.
- Excessive Absences Excused and/or Unexcused Staff will use a variety of interventions to work with students who are 16 or over.
- Parent phone calls
- Letters to parents
- Attendance contracts
- Request for doctors note for sick days
- Participation in attendance team meetings
- Parent and/or student conferences with social worker or school counselor
- Conferences with administrator
- Enrollment in Day School for the upcoming quarter
- Regular meetings with school social worker

Students who are over 16:

5 Unexcused absences will result in a dropped class. If a student is dropped from all classes, students will be required to re-enroll at the District Office. Students are not allowed to be on the Owatonna ALC premises if a student is not enrolled in class(es).

Absences and Credits

- **Students who are tardy more than 5 minutes will be counted as unexcused or truant.**
- **Students who obtain 7 tardies, per quarter, from a class may be dropped from that class.**
- **Students who have 15 consecutive absences will be dropped from school.**

Administration has the right to determine if the absence is excused or, regardless of parent consent of the absence. If the absence is not verified within two school days, the absence will be unexcused.
Dismissal from State Approved Alternative Program (SAAP)

One of the reasons a student is accepted into a SAAP is because both the student and the alternative learning program feel the program will assist the student in achieving academic success. If the student continues to have disciplinary, attendance issues and/or fails to make educational progress as outlined in the student's continual learning plan the Owatonna Alternative Learning Center will address these issues as follows:

- A continual learning year program plan will be developed with the participation of the student, parent or guardian, teacher and staff. This plan will also include information informing the student that a consequence for not making academic progress may be termination from the program.
- Students with attendance and/or behavior problems will have contracts written to ensure that parents and students understand ALC's expectations.

If the student is unable to meet the obligation of the contract the student and the student's parent or guardian will be notified that termination

will take place on a specific date and that the resident district is obligated to provide educational services to the student. The resident district will receive a copy of the letter and will be notified in advance so that they can make arrangements to readmit the student into one of its programs.

School Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications 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.

District 761 Computer and Internet Usage Guidelines

ALC students/parents/guardians must sign a technology use agreement, students will be issued a Chromebook during the school day for school use only.

The Owatonna School District believes that computer/internet technology is an important instructional resource. The purpose of this policy is to communicate the district's computer and Internet usage guidelines. Each school will enforce computer and Internet usage that includes the following:

1. Students and Parents are financially responsible for any damages that occur to the school computer.
2. Student computers will remain in the building. They will be checked-out in the morning and returned at the end of the student's school day.
3. The student will only use school-approved, licensed software on school computers.
4. The student may not bring personal software to school.
5. The student will use computer technology and the Internet for school-approved purposes only.
6. The student is to respect current school policies and behavior standards.
7. The student will be polite and use appropriate language.
8. The student will abide by current copyright laws and statutes.
9. The student will accurately represent himself/herself, and may not reveal his/her personal address or telephone number, or that of another student.
10. The student may not use files or accounts belonging to another user.
Students must use their own ID and password.
11. The student may not vandalize, harm, or destroy equipment, data of another user, Internet services, or networks connected to the Internet.
12. The student may not violate security systems that protect computers, file servers and networks.
13. The student may not use any on-line chat groups or newsgroups on the Internet.

Inappropriate use of the Internet may result in the student potentially losing access to any computer in the district. Inappropriate use will be determined by the ISD 761 computer usage policy and/or the administration. School personnel uses a software that views all student activity on district technology.

District 761 Policy Against Racial, Religious, Verbal, Physical, or Sexual Harassment and Racial, Religious or Sexual Violence

[Student Disability Nondiscrimination](#)

In accordance with Section 504 of the Rehabilitation Act of 1973, Independent School District #761 does not discriminate on the basis of disability. District programs and activities will be made accessible to all individuals with disabilities. The district's Section 504 Resource Guide, including grievance procedures, is available at all school buildings. The Director of Special Services is the Section 504 Coordinator and can be reached at 444-8604. The School Board Student Disability Nondiscrimination policy 521 can be viewed in the office of any school district building.

[Student Sex Nondiscrimination](#)

STUDENTS ARE PROTECTED FROM DISCRIMINATION ON THE BASIS OF SEX PURSUANT TO TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND THE MINNESOTA HUMAN RIGHTS ACT.

The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Any student, parent or guardian having questions regarding the application of Title IX and its regulations should discuss them with the Title IX coordinator, Director of Human Resources (444-8602). This is a summary of the School Board Student Sex Nondiscrimination policy 522. The full policy can be viewed in the office of any school district building.

[Harassment and Violence Policy](#)

Independent School District #761 is committed to having a positive learning and working environment for students and employees and prohibits racial, religious, or sexual harassment and violence. Harassment and violence may include, but is not limited to the following when related to race, religion, or sex:

- Verbal and/or physical intimidation
- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti, notes, writing in textbooks, or cartoons
- Hurtful words about weight, complexion, height, ability status
- Unwelcome touching of a person or clothing
- Offensive or graphic posters, book covers, locker decorations
- Disparaging remarks to a person about gender or sexual orientation
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad

[Hazing](#)

It is the policy of Owatonna School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Disciplinary action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

[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](#))

[E-Learning Days](#)

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](#)

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[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.