



James Knoll Elementary

200 Trojan Drive | Ortonville, MN | 56278

2024-2025

Parent & Student Handbook

Policies, Procedures and Required Notices

www.ortonville.k12.mn.us

ORTONVILLE SCHOOL DISTRICT | #2903 | 320.839.6181

Welcome

You've made the right choice!

Welcome to the Ortonville School District. We are so glad that you chose James Knoll Elementary. JKE has a strong history rooted in the Ortonville School District. We have a long and proud tradition of high expectations and high standards. Our outstanding staff is committed to providing a strong educational program that allows students to grow. We offer a wide variety of academics, activities and athletics. We work to create a nurturing, safe and welcoming environment for our students and their families. We encourage family involvement and want to work together to provide the best educational experiences for your children.

The purpose of this publication is to inform students and their parents/guardians of the important school district policies, procedures and required notices. Should unique situations arise, JKE staff will do their best to make positive decisions based on the information at hand.

We, at James Knoll Elementary, look forward to the exciting days ahead as our school comes alive with the many activities that show learning. Student growth, safety and success is very important to us. Thank you for choosing JKE and Ortonville Public School District!

Go Trojans!

Kristyanna Brandriet

Principal
James Knoll Elementary

[*] Notice required by statute

[**] Notice required by policy

Our Trojan Family

SUPERINTENDENT:	Kristopher Evje
BUSINESS MANAGER:	Michelle Bauer
ELEMENTARY PRINCIPAL:	Kristyanna Brandriet
HIGH SCHOOL PRINCIPAL:	Trevor Keller
K-12 COUNSELOR:	Tony Seemann
PK-6 ADMIN ASSISTANT:	Rachelle Brown
7-12 ADMIN ASSISTANT:	Lisa Merritt
ACTIVITIES ASSISTANT:	Lisa Merritt
PRESCHOOL:	Candice Henningson Taylor Athey
KINDERGARTEN:	Kylene Nelson Alexis Gleason
GRADE 1:	Lynn Keller Amber Berdan
GRADE 2:	HeatherEastman Kendra Rademacher
GRADE 3:	Cathy Radermacher Rachel Berdan
GRADE 4:	Kyle Kirkeby Megan Kellen
GRADE 5:	Rachel Miska John Olson
GRADE 6:	Kelly Gustafson Kerry Klepel
SPECIAL EDUCATION DIRECTOR:	Tish Kalla
SPECIAL EDUCATION COORDINATOR:	Kristyanna Brandriet
SEAT B-3:	Kari Dorry
ECSE:	Candice Schultz
SPECIAL EDUCATION:	Jamie Pribbenow Amy Hodenfield
CHILDCARE TITLE DAC:	Sara Wollschlager
COMPUTER:	Tyra Kuechenmeister
ART:	Stephanie Folk
PHYSICAL EDUCATION:	Ashley Wollschlager
DAPE:	Sheila Hoernemann
BAND MUSIC:	Carmen Zupfer Brooklyn Smith
LIBRARY:	Holly Koval
NURSE:	Jamie Kindelberger
SPEECH LANGUAGE:	Jodie Owen Ruth Strong
COMMUNITY EDUCATION:	Tyra Kuechenmeister

SCHOOL BOARD MEMBERS: Brett Kaye, Pete Vangsness, Nancie Haukos,
Ashton Conroy, Brian Bjorgan, Heather Henrich

[*] Notice required by statute

[**] Notice required by policy

ORTONVILLE SCHOOL DISTRICT | #2903

Creating Lifelong Learners

Preface

This Student Handbook has been developed to help provide information and notices to students and parents/guardians. The handbook addresses many issues, and it can serve as a tool for school districts, students, and parents/guardians to work together effectively toward the common goal of an excellent education for students.

The JKE Student Handbook is comprised of four parts:

- 1) Information;
- 2) Academics;
- 3) Rules and Discipline; and
- 4) Health and Safety.

A handbook is an efficient and effective way to provide the notices required by law and/or policy. Notices required by statute are identified at the end of the heading for that topic by the symbol **[*]**. Notices required by MSBA/MASA model policy are identified at the end of the heading for that topic by the symbol **[**]**. The remaining notice topics are included in the Student Handbook as recommended best practice and/or procedures implemented by the district.

Policy Information

Parents/guardians and students may want to refer to the school district policies. District policies can be accessed on the school district's website at: www.ortonville.k12.mn.us

School District Buildings and Facilities:

James Knoll Elementary is open on school days from 7:30-3:45.

Our number one goal is to ensure the safety of every child! Please help us by picking up and dropping off your child(ren) outside by using the drop-off/pick-up lane located on Trojan Drive. Students will enter through Door 3.

Daily Class Schedule:

A current daily schedule can be obtained from your child's teacher.

PBIS:

JKE is a PBIS School. Positive Behavioral Interventions and Supports (PBIS) is an evidenced-based three tiered framework to promote student safety and good behavior. We teach students behavior expectations and strategies. The focus on PBIS is prevention, not punishment. **TROJAN TICKETS** are issued when students are 'caught' doing good things for other students, staff or the school! If issued a Trojan Ticket, students can turn them into a drawing for a prize. Thank you to our sponsors!

All policies adopted by Ortonville School District #2903 can be found online at www.ortonville.k12.mn.us or obtained by calling 320.839.6181.

District Resources

2024-2025 District Calendar

24-25

FIRST QUARTER - 44 Days							SECOND QUARTER - 44 Days							THIRD QUARTER - 42 Days							FOURTH QUARTER - 41 Days											
	S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA	
Aug	18	19	20	21	22	23	24	Nov	3	4	5	6	7	8	9	Jan	19	20	21	22	23	24	25			23	24	25	26	27	28	29
	25	26	27	28	29	30	31		10	11	12	13	14	15	16		26	27	28	29	30	31	1		Apr	30	31	1	2	3	4	5
Sep	1	2	3	4	5	6	7		17	18	19	20	21	22	23	Feb	2	3	4	5	6	7	8			6	7	8	9	10	11	12
	8	9	10	11	12	13	14		24	25	26	27	28	29	30		9	10	11	12	13	14	15			13	14	15	16	17	18	19
	15	16	17	18	19	20	21	Dec	1	2	3	4	5	6	7		16	17	18	19	20	21	22			20	21	22	23	24	25	26
	22	23	24	25	26	27	28		8	9	10	11	12	13	14	Mar	23	24	25	26	27	28	1		May	27	28	29	30	1	2	3
Oct	29	30	1	2	3	4	5		15	16	17	18	19	20	21		2	3	4	5	6	7	8			4	5	6	7	8	9	10
	6	7	8	9	10	11	12		22	23	24	25	26	27	28		9	10	11	12	13	14	15			11	12	13	14	15	16	17
	13	14	15	16	17	18	19	Jan	29	30	31	1	2	3	4		16	17	18	19	20	21	22			18	19	20	21	22	23	24
	20	21	22	23	24	25	26		5	6	7	8	9	10	11											25	26	27	28	29	30	31
Nov	27	28	29	30	31	1	2		12	13	14	15	16	17	18										June	1	2	3	4	5	6	7
August 19th- New Teacher Inservice							Nov 4 - 2nd Quarter Begin							Jan 20 - MRVED In-service (No School)							March 24th - Faculty Workshop (No school)											
Aug 20-22 - Faculty Workshop							Nov 7 - K-12 Conferences - Evening							Jan 21 - 3rd Qtr Begins							March - 25th Start of 4th Quarter											
Aug 21 - Open House/Pictures							Nov 8 - K-12 Conferences -(12:30 Dismissal)							Feb 5 - Early Out (1:30 Dismissal)							April 2nd - Early Out (1:30 Dismissal)											
August 26th - First Day of School														Feb 14 - No School							April 17th - MRVED In-service (No School)											
Aug. 30- No School							Nov 27 - Early Out (1:30 Dismissal)							Feb 17 - President's Day (No School)							April 18 - No School											
Sept 2nd - No School (Labor Day)							Nov 28-29 -Thanksgiving (No School)							Mar 5 - Early Out (1:30 Dismissal)							April 21st - No School/Easter											
Sept 18 - Early Out (1:30 Dismissal)							Dec 20 - Early Out (1:30 Dismissal)							March 21st - End of 3rd Quarter							May 7th - Early Out (1:30 Dismissal)											
Oct 16 - MRVED In-service (No School)							Dec 23 - Winter Break Begins														May 23rd - Last Student Day											
Oct 17-18 - MEA (No School)							Jan. 2 - School Resumes														May 25th - Graduation											
Oct 23 - Early Out (1:30 Dismissal)							Jan 16 -Last Day of Quarter 2														May 26th - Memorial Day											
Oct 31 - Last Day of Quarter 1							Jan 17 -Faculty Workshop (No School)														May 27th - Faculty Workshop											
Nov. 1 - Faculty Workshop (No School)																																
171.00 Student School Days							MAKE UP DAYS																									
1.00 Conferences (Evenings)/Open House							5 Elearning days																									
10.00 Workshop/In-Service Days							2 Additional Virtual Learning Days																									
182.00 TOTAL DAYS							April 21st (Easter Mon.) if all other days have been exhausted																									
							All other days added to the end of the school year																									

Part I: Information

Arrival and Dismissal Hours

James Knoll Elementary is open on school days from 7:30-3:45.

The school day begins at 8:15.

- All students in Preschool - Kindergarten should enter the building through Door #1 or Door #3 between 7:45-8:15 AM.
- All students in Grades 1-6 should enter the building through Door #3 between 7:45-8:15.
- All students arriving at school *after 8:15 AM* should enter through Door #3.
- If you are picking up your child(ren) prior to dismissal, please do so at Door #3. When Trojan Drive is closed between 10:55-12:15, students will be picked up from Door #2. (Please call the office when you arrive and we will assist you.)

JKE Dismissal:

- K-1 Dismissal: 3:05/08
- 2-3 Dismissal: 3:10/12
- 4-6 Dismissal: 3:15

Our number one goal is to ensure the safety of every child! Please help us by picking up and dropping off your child(ren) outside by using the drop-off/pick-up lane. For the safety of all, doors will remain locked during the school day.

Prairie Five City Bus will pick up your child on the South side of the school, between Doors 1-2. School Buses will pick-up your child on Trojan Drive.

Students should not arrive at school prior to 7:45AM as supervision is not available for children prior to this time.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at www.ortonville.k12.mn.us.

Class Assignments

Classroom assignments are within the school district's discretion. Teachers work together, considering many factors as well as each individual student's needs for success and growth, when making teacher assignments. If teacher requests are received they will be considered although not guaranteed.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. We recognize that there are times in which you may have concerns. If so, please follow the steps listed below:

1. Share your concerns with the person directly involved, ie: teacher. Many times a concern is a result of misinformation or a misunderstanding and can be resolved at the classroom level.
2. If after the meeting there is still a concern or issue that is unresolved, bring your concerns to the building principal.
3. If an issue remains, you may then bring your concerns to the attention of the superintendent.

4. If there is still an issue following speaking with the superintendent, you may bring your concerns to the school board.

E-Learning Day Plan

The Ortonville School District e-learning day plan can be found on the district website at: www.ortonville.k12.mn.us.

Employee Directory

The names of the school building's staff may be found on the district website: www.ortonville.k12.mn.us. (Still loading.....please check back when the new website is complete. Immediate requests for a staff directory can be obtained by calling 320.839.6181.)

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will 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 seek criminal history background checks for other independent contractors and student employees. The district will require background checks for regular volunteers.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students **are** expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

Food in the Classrooms

Students may bring food or treats to their classrooms for special occasions and birthdays. Store bought treats are acceptable. Please notify the teacher(s) if food or treats will be brought to school. Energy drinks are not permitted. Please notify the teacher if your child has allergies or dietary restrictions.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by District Administration. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit a gift from a student, parent, or other individuals.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Holiday Celebrations and Parties

Parents/Guardians should notify the teacher if the child is not permitted to join in Holiday Celebrations or Parties.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy, such as Big Stone County Family Services.

Library and Media Center

The library/media center is open 7:45-3:00. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lost and Found

Items found on school property are available at lost and found. Please encourage your child to check this area regularly if they are missing an item.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. The first student lunch at school is provided or students are allowed to bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Milk tickets can be purchased in the elementary office. Ala Carte is open for students in Grades 5-6. Ala carte is not provided for free and requires money. Ala carte is a privilege.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. For messages that require immediate attention, please call the Elementary Office and we will get the message to the teacher or student.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Mr. Kris Evje, Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

Parent and Teacher Conferences

Parent and teacher conferences will be held at James Knoll Elementary in November of each school year. Please see the district calendar for conference dates. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools for educational purposes. To volunteer in the school district, parents/guardians should speak to the building administrator. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. Parents/guardians who visit the school should sign in at the office before entering a classroom. For the safety of our students, regular volunteers need to complete a background check prior to volunteering. For more information, contact the Ortonville School District Office.

Pay School Fees Online

Ortonville Public School is pleased to bring you the online convenience of our new, secure payment processing system, JMC. This program allows you to make school-related payments online via e-check or credit card at your convenience at the JMC Parent Portal.

Plagiarism

Plagiarism will not be tolerated in the Ortonville School District. A brief definition of plagiarism is "literary theft". In other words, you may not use the ideas, words or works of others without stating that the material was derived from a source other than yourself. It is the goal of the district to instill lifelong writing etiquette and the classroom teacher will help students understand those skills. If a student is caught for plagiarizing, classroom action will be taken.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once or more a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. [Policy 531]

Schedule

A JKE Master Schedule is reviewed and developed annually. Classroom schedules are available and can be obtained from the classroom teacher.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities and all school grounds/transportation.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Ortonville School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. Students who participate in youth sports will have additional opportunities to learn and grow. Youth sports are not run by the school.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Ortonville School Districts Activities Director.

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing, late starts and early dismissal announcements will be broadcast over: radio, television, Facebook {Ortonville School District #2903} and JMC Emergency Messenger.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. Administrator discretion may be used.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. [Policy 502]

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus []**

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For more information, please contact the school at 320.839.6181.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at Ortonville School District #2903.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information from or about students. If you would not like your child to participate in a survey, please contact your child's teacher.

Tiny Trojans Childcare and Junior Trojans O.S.T

Ortonville School is proud to offer childcare and O.S.T. For more information on childcare options, please call 320.839.6181 x139.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose

transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Video content may be used to help determine proper disciplinary action if necessary. If parents want to review video footage, they must make an official request with the superintendent of the school district.

Part II: Academics

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, summer school and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the principal at 320.839.6181.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with district policy.

Class Rank/Academic Standing

Students will be recognized for academic excellence and academic excellence at the end of the school year in Grades 4-6. The top two students, from each classroom, in Grades 4-6 will be recognized for Academic Excellence. Academic Excellence will be determined through GPA. Students who have a 3.8 GPA or higher will be recognized for Academic Achievement.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Extended School Year Opportunities

The school district provides extended school year opportunities for a student who qualifies through an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students receiving special education services, contact your child's case manager or Kristyanna Brandriet, Special Education Coordinator.

Field Trips

Field trips are a fantastic opportunity to enhance student learning. Students voluntarily participate and, if so, students who participate may be charged. Students participating in school activity trips must leave and return with the group. Any other type of arrangements for transportation must be made in written form with the teacher. All school trips will be chaperoned by a designated school employee. All overnight trips must be approved by the school administration and the Board of Education before any plans are made involving the student body. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. Cell phones are not allowed to be used on the bus to and from field trips as it is an extension of the school day.

Grades

Students' grades (K-6) will be reported four times during the year, at the end of every quarter. Preschool will report benchmarks three times per year. Report cards will be provided through print or email to parents/guardians. Additional information can be obtained by contacting your child's teacher and attending parent teacher conferences in November.

JKE GRADING SCALE

Grades 3-6	Grades K-2
96-100=A	96-100=4
95-93=A-	95-93=4-
92-91=B+	92-91=3+
90-88=B	90-88=3
87-85=B-	87-85=3-
84-83=C+	84-83=2+
82-80=C	82-80=2
79-77=C-	79-77=2-
76-75=D+	76-75=1+
74-72=D	74-72=1
71-70=D-	71-0=1-
69=F	

Homework

Homework assignments may be given by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Students who miss school for a period of time, may have homework to complete. Please work with your child's teacher to know the expectations of completion and timelines. If you prefer that your child completes outstanding work, in a small group with additional reteaching of the skill while at school, please contact your child's teacher to fill out the necessary paperwork. Outstanding work can affect student grades and content knowledge. Parents may be requested to have a meeting with the classroom teacher in which a plan can be made to help the student find success.

Innovator's Lab and Technology

The Ortonville School is excited to share our Lab with you. Children will have the opportunity to explore technology and engineering through hands-on learning opportunities. Students in grades K-6 also have 1:1 devices to further support their learning. Students in Grades 4-6 will have a device fee. Please contact the JKE Office for more information.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. A parent meeting will be offered to review data, recommendations and take all factors into consideration. The superintendent may be notified. The district has a variety of services to help students succeed in school.

Summer School

The school district does provide summer school learning opportunities. For more information, contact the principal or your child's teacher.

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

Student Records

The school has your records on file for a specified amount of time. If you would like to review these records, please contact the school district at 320.839.6181. [Policy 515]

W.I.N.

What I Need (WIN) is an opportunity for students to grow in areas of struggle. Time will be set aside for students to have concentrated time on math standards, social emotional skills, reading standards, ELL, special education goals or reteaching of concepts as determined by their teacher.

Part III: Rules and Discipline

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. Attendance Matters! For detailed information, see Policy 503. Please call the office to report a child's absence at 320.839.6181 or email attendance@ortonville.k12.mn.us.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology in school. Bullying is not tolerated. For detailed information, see the school district's "Bullying Prohibition" policy 514.

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the 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 the 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.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No use of alcohol, vapes, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.

- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement [Policy 707, 709, 711].

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Cell phones and smart watches should be on silent and kept in student lockers during school hours. Smart watches are permitted if not a distraction in class. Cell phones are not allowed to be used on the bus to and from field trips as it is an extension of the school day.

Discipline [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy #506. The JKE Discipline Matrix for Major and Minor Behaviors is available at the school. It is the student's/families responsibility to know the policies and procedures of the school. Administrator discretion may be used in all disciplinary incidents.

Dress and Appearance

Students are encouraged to be dressed appropriately for school and activities.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff.
- Clothing bearing a message that is lewd, vulgar, or obscene, not should it display products such as drugs, alcohol, vapes or tobacco.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property. No wheelies are allowed.

- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

****Potential changes to this language are being reviewed by MSBA.***

Please ensure your children are dressed appropriately for the weather conditions. Except in extreme conditions, students may go outside for recess, physical education, etc.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school district property before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. Vapes are not allowed.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. Prescription medication should be kept in the Nurse's Office.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy can be found at: www.ortonville.k12.mn.us.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy at www.ortonville.k12.mn.us.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at www.ortonville.k12.mn.us.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form available at registration or by requesting in the school office. [Policy 524]

Parking on School District Property

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact an Administrator if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. The district reserves the right to bill for vandalism.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students could include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal may, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school may/will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Administer discretion will be used. For a copy of the "School Weapons" policy, contact the school at 320.839.6181.

Part IV: Health and Safety

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to Administration or the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found at the school and is available on the district's website.

Child Abuse and Neglect

The Minnesota Mandatory Child Abuse Reporting Law requires school personnel to report if they know or have reason to believe a child is being or has been abused. Failure to report child abuse is a misdemeanor and punishable by law. All school personnel are required to report known or suspected cases of child abuse and/or neglect.

Cold Weather Safety

Students will not go outside for recess or class when the cold weather conditions reach zero degrees or below.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Each year, parents should review and update emergency contact information with the school. This can be done through JMC or by calling the school office at 320.839.6181.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student

experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the Nurse's Office, Trojan Gym and next to the High School Office. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained nurse.

Students who become sick at school should go to the Nurse's Office. The nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please call the school office at 320.839.6181 or email: attendance@ortonville.k12.mn.us.

Ortonville School is proud of its collaboration with Ortonville Area Health Services. Students and staff are able to schedule appointments with a provider by calling 320.839.6157 and request an appointment through Trojan Clinic, which is located in James Knoll Elementary.

The CDC recommends that students and staff with flu-like illness stay home until at least 24 hours after they no longer have a fever or signs of a fever. This should be determined without the use of fever-reducing medications. Students with covid should stay home for the time recommended.

Updated procedure: pink eye, head lice and strep throat

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school

personne, in the Nurse's Office. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP), field trips. Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

The Suicide and Crisis Life Line and Crisis Text Line number is 988. Ortonville Public Schools also works closely with the County Mobile Crisis Services Unit and the local Mental Health Task Force.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Supervisor Mitch Torgeson.

Practice Drills

The Ortonville Public School has developed a plan to implement in the event of emergency situations. Drills are held periodically to educate children on safe and effective procedures for things like fires, lockdown, tornados or evacuations.

Recess

JKE students have supervised recess everyday! The playground is an extension of the classroom and school rules are expected to be followed on the playground as well. Have fun!

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Safety Patrol

JKE sixth grade students serve as our school safety patrol. The student safety patrol's main responsibility is to assist students crossing designated intersections before and after school.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools for educational reasons. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the JKE Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the JKE Office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the classroom teacher before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. The Administration reserves the right to deny any visitor. No visitors will be permitted before vacation or during the last week of the semester unless a special circumstance arises.

Students are not allowed to bring visitors to school without prior permission from the principal. All visitors must follow all school policies, procedures and student handbook rules.

Weapons

The purpose of this policy is to ensure a safe school environment for students, staff and the public. Weapons are not permitted in the school district. Please refer to Policy 501 for additional information. Administrator discretion may be used.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and 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 >
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.

(Note: This form is only applicable for the 20__ to 20__ school year.)



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. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

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/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

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

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