

OWATONNA PUBLIC SCHOOLS

PRESCHOOL HANDBOOK



Welcome!

The Owatonna Public Preschools staff would like to take this opportunity to welcome you and your children to our preschool programs. The Owatonna School District #761 program is designed to provide a safe and supervised environment for children ages 3 – 5 years old.

Owatonna Early Childhood Handbook

The Early Childhood handbook has been written in collaboration with Owatonna Public Preschool programs to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must become familiar with and abide by the expectations and rules outlined in this handbook.

Specific Announcements and Updates

For specific announcements, updates and procedures from your preschool, please review our website, isd761.or/preschool and review additional communication from the school by way of email, school newsletters, social media pages and Class Dojo.

Additional ways you can stay informed throughout the school year include:

- Read district newsletters sent via email
- Follow community education district on Facebook, Twitter and Instagram
- Attend or watch school board meetings
- Visit the district website: www.isd761.org



@Owatonna761

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Our Mission

Inspiring Excellence. Every Learner. Every Day.

Early Childhood Directory

[Website](#)

Director: Kaci Rendahl
krendahl@isd761.org

Superintendent Dr. Tamara Champa
District Office: 507-444-8600

Owatonna Education Center
338 East Main St, Owatonna, MN 55060

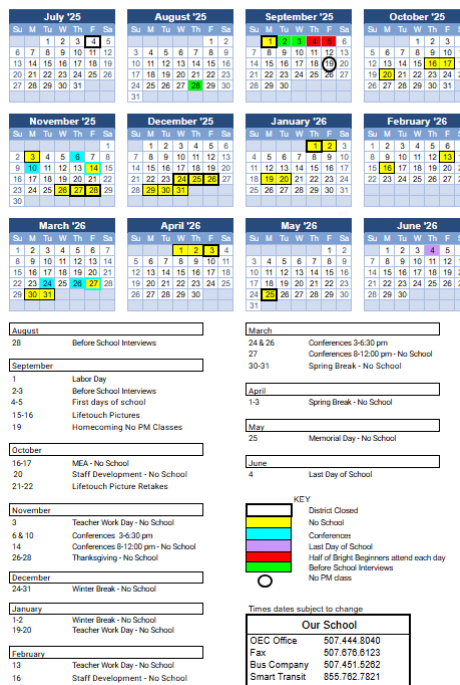
Main Office 507-444-8040
Attendance Line 507-444-8040
Fax 507-686-6123

PRESCHOOL STAFF E-MAIL COMMUNICATION

All staff have email addresses, and can be found under the [District Staff Directory](#).

Program Calendar

Owatonna Early Childhood Preschool 25-26



A copy of the calendar can be found on the OPS website.

Owatonna Public Schools has two preschool offerings available. These include Little Learners for children that are 3 years of age, and Bright Beginnings for children that are 4 years of age. Most classrooms are co-taught by two licensed teachers (Early Childhood and Early Childhood Special Education) to meet all student needs. All classrooms have 2-3 adults. We provide a safe and welcoming environment where children can build their independence, relationships, and the foundational skills to get ready for Kindergarten.

Little Learners - 3 years

Time	Days
8:15-10:45 am	Monday, Wednesday, Friday
8:15-10:45 am	Tuesday, Thursday
12:15-2:45 pm	Monday, Wednesday, Friday
12:15-2:45 pm	Tuesday, Thursday

***All preschool classes will take place at the Owatonna Education Center for the 2025-26 school year.**

Little Learners

- Serves children who are at least 3 years old by Sept. 1, 2025.
- Read, Play, Learn model.
- Themes and lessons are built with the foundation of the Minnesota Early Childhood Indicators of Progress and the COR advantage assessment tool.
- Social Skills - Conscious Discipline and Second Step curriculum.
- Dramatic play, writing, reading, art, building, and sensory centers in all classrooms.

Bright Beginnings - 4 years

Time	Days
8:15 - 10:45 am	Monday - Friday
12:15 - 2:45 pm	Monday - Friday

***All preschool classes will take place at the Owatonna Education Center for the 2025-26 school year.**

Bright Beginnings

- Serves children who are at least 4 years old by Sept. 1, 2025
- Fountas & Pinnell- literacy skills that set the foundation for reading.
- Everyday Math
- Social Skills - Conscious Discipline and Second Step curriculum.
- Dramatic play, writing, reading, art, building, and sensory centers in all classrooms
- COR Advantage assessment tool.

Tuition

Tuition is based on a sliding fee scale.

Payments may be made with cash, check, debit or credit cards.

2025-2026 Monthly Tuition Schedule

Find your family size in the first column on the left. Follow the line to the right. Stop when you find the income column that reflects your total income (from **line 9 of 1040 federal form**) for 2024. For reduced tuition, your income needs to be confirmed with the 1040 tax form or the tuition is automatically subject to the higher rate.

Little Learners Tuition - 3 by Sept. 1, 2025

Family size	Scholarship Income Eligible - Tuition Free	Reduced Fee 1	Reduced Fee 2	Pay in Full
2	<\$44,006	\$44,007 - \$62,731	\$62,732-\$79,584	\$79,585+
3	<\$54,360	\$54,361 - \$77,492	\$77,493- \$98,310	\$98,311+
4	<\$64,714	\$64,715 - \$92,252	\$92,253- \$117,036	\$117,037+
5	<\$75,068	\$75,069 - \$107,012	\$107,013 - \$135,761	\$135,762+
6	<\$85,423	\$85,424 - \$121,773	\$121,774 - \$154,487	\$154,488+
7	<\$87,365	\$87,366 - \$124,541	\$124,542 - \$157,999	\$158,000+
8	<\$89,306	\$89,307 - \$127,308	\$127,309 - \$161,509	\$161,510+
	<\$91,247	\$91,248 - \$130,076	\$130,077 - \$165,021	\$165,022+
Monthly Tuition 2 Day Class	\$0	\$40	\$60	\$80
Monthly Tuition 3 Day Class	\$0	\$60	\$90	\$120

Bright Beginnings Tuition - 4 by Sept. 1, 2025

Family size	VPK or Scholarship Income Eligible - Tuition Free	Reduced Fee 1	Reduced Fee 2	Pay in Full
2	<\$44,006	\$44,007 - \$62,731	\$62,732-\$79,584	\$79,585+
3	<\$54,360	\$54,361 - \$77,492	\$77,493- \$98,310	\$98,311+
4	<\$64,714	\$64,715 - \$92,252	\$92,253- \$117,036	\$117,037+
5	<\$75,068	\$75,069 - \$107,012	\$107,013 - \$135,761	\$135,762+
6	<\$85,423	\$85,424 - \$121,773	\$121,774 - \$154,487	\$154,488+
7	<\$87,365	\$87,366 - \$124,541	\$124,542 - \$157,999	\$158,000+
8	<\$89,306	\$89,307 - \$127,308	\$127,309 - \$161,509	\$161,510+
	<\$91,247	\$91,248 - \$130,076	\$130,077 - \$165,021	\$165,022+
Monthly Tuition:	\$0	\$100	\$150	\$200

Late Payments

Families will be mailed, or sent an email statement for payments not received by the due date. This statement will notify you of the past due balance and request a communication from you about your intentions to remain in the program.

Payment Collections

Checks returned for non-sufficient funds, plus all applicable bank-processing fees will be collected through established Owatonna Public Schools, ISD #761 procedures.

When you provide a check as payment, you authorize Owatonna Public Schools either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

In the event that any unpaid tuition is placed for collections with Advantage Collection Professionals, Inc., and/or placed with an attorney to obtain judgment or otherwise satisfy payment of your tuition account, a fee of 40% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly by Owatonna Community Education and Owatonna Public Schools, ISD #761 to collect amounts owed under this agreement such as court costs, sheriff's fee, and interest, late fees, etc.

Early Childhood Scholarships

Our preschool program provides Pathway II Early Learning scholarships to families who qualify which allows your child to attend preschool for free. These funds are awarded through the Minnesota Department of Education. Families are eligible based on income, if the child is in foster care, or if the family has experienced homelessness. Please reach out to our program for an application or any questions that you may have.

Early Childhood Special Education

Owatonna Public Schools offers a wide-range of [Special Education Programs and Services](#). Each student with a disability receives educational programs and support based on their individual needs. Programs and services are provided to students and their families beginning at birth through the age of 21 or completion of a secondary education program. In the early childhood years (birth - age 6) some students may qualify for services based on the eligibility criteria of Developmental Delay.

Special Education team members provide direct and indirect services to students in the areas of academic, emotional/behavioral, fine and gross motor, social skills, functional skills, adaptive skills, vision, deaf/hard of hearing, and speech / language therapy.

Early Intervention: Children ages birth through age 2 may qualify for services and be eligible to develop an Individual Family Service Plan. A team member works with parents and caregivers to develop priorities and goals that focus on building developmental skills throughout daily routines.

Early Childhood Special Education: Children ages 3 through 5 receive services in preschool environments. This occurs through a variety of service models. Some children have staff that visit them in their community preschool or childcare center. We have several Little Learners and Bright Beginnings classrooms that are co-taught by a general education and special education teacher. They team together to ensure student needs are focused on through all classroom routines. Other students take part in a smaller center based classroom of up to 8 children that all have Individualized Education Plans (IEPs). Each student receives instruction and specialized services according to their unique needs outlined on the IEP.

Early Childhood Screening

Early Childhood Screening is a quick check of how your child is growing, developing, and learning. All children in the State of Minnesota are required to participate in early childhood screening, free of charge. Screening appointments are designed to connect children with further educational or health resources that may be needed. Once your child is enrolled in our preschool program, they are required to complete screening within 90 days. An appointment takes about 1 hour and includes hearing and vision checks as well as developmental games with one of our EC teachers. These developmental activities change based on the age of the child. Having your child screened at age 3 is preferred, but a child may be screened between the ages of 3 and the start of kindergarten.

How do I sign up? To schedule your child's appointment, visit owatonna.ce.eleyo.com or call Roosevelt School at 507-444-7900.

School Attendance

When a child is absent from school, please call the attendance line to inform the office prior to the start of school or contact the teacher on Dojo. This keeps us current on the childhood illnesses which are affecting our students. If we are not called prior to school regarding your child's absence, the school will contact you. This is an important safety measure to protect our students. Owatonna Education Center 507-444-8040.

Behavior Guidance

Owatonna Public Preschools' staff encourage appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. Our schools use a comprehensive approach that empowers staff & students with skills to create a safe, connected, problem-solving community. Students are taught developmentally appropriate expected behaviors and have an opportunity to learn from their mistakes. When working with children, staff's primary goal is to teach the expected behaviors and provide redirection as needed through natural and logical consequences.

Owatonna Public Preschools will utilize a social skills curriculum including common language between classrooms regarding expected behaviors and self-regulation strategies. Staff will facilitate problem solving and conflict resolution strategies between children. Ongoing communication between home and school is essential to promote success for children. Preschool staff will collaborate with parents to address any behavior issues together. A positive behavior support plan might be created with caregivers to help support the child within the classroom, if needed.

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.

Bullying

Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. ([Policy 514](#))

Communication and Family Partnerships

Owatonna Public Schools is committed to creating strong student and family relationships and fostering a positive first experience. We respect that you are your child's first and most important teacher. We provide families with multiple ways to participate in early learning experiences with their child. During the course of the school year, you will receive activity suggestions from your child's teacher either sent home or posted to Class Dojo. These include reading logs and learning experiences that fit your child's needs. In addition there are opportunities to attend field trips and class celebrations.

BEFORE SCHOOL PRESCHOOL INTERVIEWS

All students and parents in our Little Learners, Bright Beginnings, and ECSE preschool classrooms will have an opportunity for an interview time.

Before school interviews allow teachers to meet individually with families before the start of the school year. All families will sign up for an individual 20-minute interview time on either Thursday, August 28th, Tuesday, September 2nd or Wednesday, September 3rd. Look for an email to be sent the week of August 11 with your child's teacher's name and a link to sign up online for an interview time.

FAMILY/TEACHER CONFERENCES

Conferences are a great opportunity for families to meet with the teacher. We strive for 100% attendance at our conferences. Conferences are held in the fall and spring of each year. You will be reminded of the conferences in advance and given a link to sign up online. In addition to the scheduled conferences, if you have any concerns that you wish to discuss, please contact your child's teacher anytime throughout the year.

BACKPACKS

Please send a backpack to school with your child each day. This will be used to send home projects, special notices, etc. Please check your child's bag every day and take out the papers and artwork that are being sent home. Please label your child's belongings with their name including backpack, coat, boots, etc.

CLASSDOJO APP

This is a free app that can be added to your cell phone or tablet. Teachers will use this to communicate important information with families. They post pictures and send messages about what is happening in the classroom & preschool wide events. Class codes will be provided by your child's classroom teacher.

Additional District Wide communication opportunities

- Attend or watch school board meetings
- Visit the district website: www.isd761.org

Field Trips

Field trips provide authentic learning experiences for students. Separate permission forms will be sent home for all preschool field trips. Chaperones will need to have a background check prior to the scheduled trip to attend. ([Policy 404](#))

Breakfast & Snacks

ALLERGIES - SPECIAL DIETARY NEEDS

If your child has specific dietary needs or allergies please be sure to communicate this with their teacher and district nurse as necessary.

WELLNESS

The school district promotes wellness through food and nutrition services as well as with physical activity. ([Policy 533](#))

Harassment, Violence & Nondiscrimination

Owatonna Public Schools is committed to providing equal educational opportunities for all students and staff and does not discriminate on the basis of sex, including pregnancy, sexual orientation and gender identity or expression, in its programs and activities, as required by Title IX and MN Human Rights Act (MHRA). (Policy This includes prohibiting sexual harassment, sexual assault, gender-based violence, and unequal access to extracurricular activities. Any concerns related to Title IX should be reported to Chris Picha, Director of Human Resources & Title IX Coordinator at 507-444-8602 or cpicha@isd761.org

All policies, including [Policy 522 - Title IX Sex Nondiscrimination](#) - can be found on the school district website: www.isd761.org/our-district/school-board/policies.

Health Services

To enable the school to give your child proper health care, the district nurse welcomes any health communications or questions related to the health of your child.

SHOULD MY CHILD STAY HOME?

Here are some guidelines to help you make that decision:

- If a child has a fever of 100 or more, the child should stay home for 24 hours after the temperature returns to normal without fever reducing medicine.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash and you do not know the cause, check with your family physician before sending the child to school.
- You must report to your child's teacher within 24 hours, exclusive of weekends and holidays, if your child is diagnosed as having a contagious, reportable disease, head lice, scabies, impetigo, ringworm, pink eye, COVID or chicken pox. Early childhood Preschool follows the school district's health service protocols for contagious diseases. You are welcome to ask for information on these protocols at any time.
- If a child becomes sick during the school day, we will call the parent to come pick up the child. If the parent cannot be reached, we will call the persons (in the order listed) in Infinite Campus.
- In case of an **emergency** or **injury** at school which requires professional medical attention, parents will be notified immediately. If a parent cannot be reached, we will call the persons (in the order listed) in Infinite Campus. If necessary, we will immediately dial **9-1-1** and proceed with medical/dental help. Every effort will be made to contact the parents as soon as possible.

MEDICATION

Medications are given with doctor's orders AND parent signature ONLY. All medications are to be brought to school and picked up by an adult to avoid problems and insure safety. Medications must come in their original container. We will not administer medications that come in alternate containers. ([Policy 516](#)) The **school and preschool staff must be notified immediately of any change** in the student's medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician.

IMMUNIZATIONS

In order for a student to enroll or remain enrolled in any school in Minnesota, the parent or guardian must provide a statement to the school showing that the student is either:

- Completely immunized by receiving all immunizations required by law, or
- Received the primary schedule of immunizations required by law and is up to date in completing a schedule of the remaining required immunizations, or
- Legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician, a documented history of the varicella disease, or a notarized statement of [conscientious exemption](#).

Students enrolling the first day of school must provide the required immunization documentation prior to the first day of school. Students have until October 1 of each school year to be in compliance. Students transferring into the Owatonna Public School District after the first day of school have a maximum of 30 days to provide immunization documentation and be in compliance. ([Policy 530](#))

Toilet Learning

Independence in toileting training is highly encouraged but we understand that children come to this skill at different rates. Staff will assist in the bathroom as needed and parents should communicate with their child's teacher if there is a need for support with this developing skill. Families please supply extra pull-ups/wipe supplies. Each student should have a spare set of clothing stored in a gallon size plastic bag labeled with their name for emergencies.

Please note – if your child is not yet toilet trained and attending preschool they are encouraged to come to school in a pull up rather than a diaper. Students will have a scheduled bathroom break during the day and will attempt to use the potty at that time. By having your child in a pull-up we can promote more independence in the bathroom during our bathroom breaks.

Media Opt-Out

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. [Media Opt-Out Form](#)

Parental Custody

The custodial parent is responsible for providing the following to the school:

- A copy of the signed and certified court order, awarding custody.
- Court order revisions/updates that affect custody, visitation, or record-access rights.

Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under [MN Statute 120A.22, Subd. 1\(a\)](#). ISD 761 is not required to hold a separate conference for each parent. In cases where parents are separated, divorced, or never married, it is recommended that the school have documentation of custody and visitation rights.

It is the parent/guardian's responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his or her child/ren.

If there is no legal restriction, and upon request, the school will do the following:

- Send duplicate correspondence to non-custodial parents.
- Arrange for review of school records by non-custodial parents.
- Keep non-custodial parents apprised of major school events.

Early Childhood Advisory Council

The purpose of the Early Childhood Advisory Council is to provide support and advocacy for early learning, parent education, and community collaborations to support children's learning and development. The advisory council assists in developing, monitoring, planning, and supporting early childhood programs through a needs assessment, community outreach, community and resource networking, volunteer recruitment, advocacy, fundraising, and community event planning targeting families with young children. Please reach out if you would like to be a member of this council.

Records and Your Rights

PROTECTION AND PRIVACY OF EDUCATION RECORDS

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

The superintendent of schools has overall responsibility for student records and delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain district personnel. See Also [Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)

STUDENT DATA

Public Data Directory information may be disclosed in the form of class lists or other lists.

The following student information is public: a) name; b) school of attendance; c) dates of attendance; d) grades completed; e) degrees and awards received; f) participation in officially recognized activities/sports; g) height and weight of members of athletic teams; and h) photograph (including most videos).

Names of students in each class and classroom photographs are designated as limited directory data and allow parents and guardians to have access to that information without designating it as public information.

If you, as a parent, do not want directory information used for school functions, please submit this request in writing to the principal of the elementary building. [Directory Information and Pupil Records](#)

Risk Management

BUILDING ACCESS AND SECURITY

For the safety of students and staff, all exterior doors are locked during the school day, except for the main entrance. Upon entering the main doors, all visitors will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our schools without our knowledge. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, the greeter will print a name sticker that identifies the visitor, date and the purpose of his/her visit.

A child will be released only to his/her parents or individuals authorized on the student's emergency card; identification may be requested. It is a misdemeanor for any person to enter or be found in an elementary, middle, or secondary school building unless he or she:

- is enrolled or a parent/guardian of an enrolled student in the school;
- is a school district employee;
- received permission/invitation from a school official to be in the building;
- is attending a school event, class, or meeting to which he or she has been invited;
- reported his or her presence in the school in the manner required for school visitors.

WEAPONS

To ensure a safe school environment for students, staff and the public, no student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, or member of the public who violates this policy. ([Policy 501](#))

SEVERE WEATHER & EMERGENCIES

Generally, you can expect that school will be held, even in severe weather. If you disagree with the district's decision to hold school on a day you believe the weather is hazardous, you may keep your child home. Please call your school's absence line to report the absence. The absence will be excused.

SCHOOL CANCELLATIONS

District administrators consider the combined effects of snow, ice and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports and consulting with transportation vendors.

EARLY RELEASE

If a storm worsens during the school day, a decision to close school early will be made as soon as possible. Schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.

Tornado warning or other severe weather: Buses will not be loaded, and students will remain at school.

COMMUNICATION ON SCHOOL CANCELLATIONS AND EARLY RELEASE

If school is canceled or dismissed early, the following communication will go out:

- Telephone/Email: Through the district automated messaging system; a call and/or email provided to your child's school for contact information will be used.
- District Website: Emergency information will be posted on the district's website.
- District Social Media Pages: Emergency information will be posted on the district's Facebook page: @Owatonna761
- Radio/TV: Information will be submitted to major radio and TV stations as "Owatonna Public Schools."

SCHOOL EMERGENCY PLAN

- Please review your family plan for when school is canceled and/or dismissed early with your children.

PROGRAMS, ACTIVITIES AND EVENTS

When school closes, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also canceled.

STUDENT EMERGENCY CONTACT INFORMATION AT SCHOOL

Students will be released only to parents, guardians and authorized individuals listed on the student emergency information in Infinite campus. Please keep this information current.

PHONE CALLS DURING EMERGENCIES

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: (507) 444-8600.

COMPREHENSIVE EMERGENCY PLAN

Owatonna Public Schools has a [Crisis Management Policy](#) and individual School Crisis Plans which have been created in consultation with local law enforcement, emergency management and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies. ([Policy](#))

Transportation

Parent Drop Off and Pick-up

Children may arrive 5 minutes before class starts.

Cars line up in the alley along the side of the building. Staff will greet children at their cars and bring them inside. At the end of class time, staff will bring children back out to their car. More detailed information will come from your child's teacher.

Please pick up your child promptly after class. Adults picking up children must be listed on the emergency form or have been previously communicated to your child's teacher.

BUS EXPECTATIONS

The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student. ([Policy 707](#))

STUDENT RESPONSIBILITY

Each student is responsible for practicing safe and courteous bus ridership. The safety of all children is of primary importance and must be protected. The same behavior expected of children at school is expected at the bus stop and on the bus. Children are expected to:

On the bus...

- Stay seated and facing forward until the bus comes to a complete stop.
- Talk quietly and use respectful language.
- Respect the bus, bus driver, other riders and their property.
- Keep the bus clean.
- Help the driver remain focused on the road by not causing a distraction.

Riding the bus is a privilege. Consequences for inappropriate behavior demonstrated on the bus may include a warning, loss of privileges, bus suspension or termination of service. Please remember the bus is a continuation of the school day.

Little Learners does have a transportation option this year. We will be partnering with SMART transit to provide rides either to or from Owatonna Education Center.. This is based on an application process and based on route availability.

Bright Beginnings is working with Owatonna Bus Company to provide transportation to and from school. Applications can be acquired from the Owatonna Bus Company. It may take up to 10 working days to add a child to the established route once the school year has begun.

JUST A REMINDER THAT ANY CHANGES IN YOUR CHILD'S TRANSPORTATION ARRANGEMENTS MUST BE REPORTED 24 HOURS IN ADVANCE TO YOUR CHILD'S TEACHER BY THE PARENT.

Release of Children During School Hours

If it is necessary to take your child out of school during school hours, you must come to the office to pick up your child. The child will then be called to the office and dismissed from there. When possible, please notify the teacher by sending a note in the morning or contacting them through Class Dojo. No student may be dismissed directly to the authorized adult from the classroom. Any missed time away from school will add up for absences.

Volunteers & Background Checks

Parents and community members are always encouraged to apply as an employee or volunteer at their child's school and/or with the Owatonna Public Schools. Volunteers provide a valuable service to students and staff.

- **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](#)*)

Curriculum

The curriculum used in the preschool programs focuses on the whole child. Lesson plans are designed to promote growth in all areas of a child's development through a variety of small and large group activities.

The following curriculums are used at Little Learners:

- Read, Play and Learn! – Play Based Curriculum – main focus on literacy skills
- Everyday Math – Preschool Math Curriculum
- Second Step – Social Emotional learning

The following curriculums are used at Bright Beginnings:

- Fountas and Pinnell Classroom --Preschool Literacy Curriculum
- Visual phonics - learning letter sounds
- Everyday Math – Preschool Math Curriculum
- Second Step – Social Emotional learning

Community Education

Our preschool and Early Childhood Family Education (ECFE) programs are offered through Community Education.

In partnership with our diverse community, [Owatonna Community Education](#) aims to meet the needs of individuals and families through lifelong learning, service and leadership development. Owatonna Community Ed welcomes you and encourages you to explore their website to see the variety of programs they have to offer the community. They strive to provide an opportunity for continuing education that is suitable for all ages. Community Ed offers many enrichment opportunities for students in a wide variety of areas. Watch for their flyers in the mail. For more information go to their [website](#) or call 444-7900.

Interpreters and Success Coaches

Success Coach Purpose:

To serve as a liaison between multilingual families/students and school sites to help develop and sustain a trusting and supportive relationship that will benefit students, families, and the district.

1. Develop relationships and work cooperatively with all staff on a team basis.
2. Provide assistance to new families and students as they enroll in school.
3. Collaborate with community resources to provide appropriate services for students and families.
4. Acts an advocate for students and families to provide an equal learning opportunity; helps students to be successful in the learning environment.
5. Translate and communicate school documents.
6. Interpret during meetings and testing.
7. Facilitate communication between students, parents, and school staff to ensure student achievement.
8. Serve as a bridge between the schools and families and advocate for educational equity for all students and families.
9. Work with principals to develop a positive building climate that leads to educational equity and student achievement for all students.
10. Work collaboratively with teachers and support staff to assist in access to core curriculum.
11. Work with building teams to assist in educational equity for all students.
12. Establish and develop strong community relationships (resource agencies, religious, social services) to cultivate the possibilities to engage in and to provide our students and families with community resources.

ISD No. 761 Foundation

The Owatonna Independent School District No. 761 Foundation is a 501(c)(3) tax exempt organization providing for individuals, community groups and businesses to make contributions to give students and staff additional opportunities and programs not usually funded with tax dollars. Designated gifts are reviewed by the foundation board to ensure that they meet their stated objectives.

Foundation funds will enhance existing district programs and encourage the development of innovative programs as determined by district educators and the school board. Some of the areas currently benefiting from ISD No. 761 Foundation contributions include: agriculture, industrial technology, math programs/scholarships, geography, athletics, music, professional teacher training, and student scholarships.

The ISD No. 761 Foundation is a separate legal entity from the Owatonna School District. For more information visit www.761foundation.com.

District 761 School Board

The District 761 Board of Education generally meets the 2nd and 4th Monday of each month. Please visit the [School Board website](#) for the location, upcoming agendas and meeting minutes.

School board members are elected during the November General Election on even years. Members are elected for a four-year term with either three or four members elected. All board members are elected at-large.

2025 School Board Members

Mark Sebring- Chair	Ron Kubicek- Director
Lori Weisenburger- Vice Chair	Elizabeth Hedlund- Director
Jolayne Mohs- Treasurer	Andrea Van Gelder - Director
Timothy Jensen - Director	

2025 Student Representatives

Ayoub Farah
TBD

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