



OWATONNA HIGH SCHOOL STUDENT HANDBOOK

1455 EIGHTEENTH STREET SOUTHEAST

OWATONNA, MN 55060

TELEPHONE (507) 444-8800

7:30 AM - 4:00 PM

ADMINISTRATION

PRINCIPAL	MR. KORY KATH
ASSISTANT PRINCIPAL	MS. HOLLIE JESKA
ASSISTANT PRINCIPAL	MR. PHILIP WIKEN
DEAN OF STUDENTS	MR. BRENT HAWKINS
ACTIVITIES DIRECTOR	MR. MARC ACHTERKIRCH

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Owatonna School District #761 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Owatonna School District Title IX Coordinator: Chris Picha cpicha@isd761.org or (507)444-8602

OWATONNA HIGH SCHOOL CALENDAR 2025-2026

Sept. 2.....	First Day of School Grades 9-12
Sept. 19	Homecoming
Oct. 16-17.....	No School/MEA
Oct. 20.....	No School/Staff Development
Oct. 31.....	End of the First Quarter
Nov. 3.....	No School/Staff Development
Nov. 26.....	No School
Nov. 27-28.....	Thanksgiving Break/District Closed
Dec. 24 - Jan. 2.....	Winter Break/No School
Jan. 16.....	End of Second Quarter
Jan. 19-20.....	No School/Staff Development/MLK Day
Feb. 16.....	No School/Staff Development
Mar. 26.....	End of Third Quarter
Mar. 27.....	No School, Teacher Work Day
Mar. 30-April 3.....	Spring Break/No School
Apr. 3.....	No School/District Closed
May 20.....	Scholarship and Awards Night
May 25.....	Memorial Day/School District Closed
Jun. 2.....	Last Day for Seniors
Jun. 4.....	End of Fourth Quarter/Last Student Day
Jun. 5.....	Graduation

OWATONNA HIGH SCHOOL FACULTY

Administration

Principal	Mr. Kory Kath
Assistant Principal	Ms. Hollie Jeska
Assistant Principal	Mr. Philip Wiken
Activities Director	Mr. Marc Achterkirch
Dean of Students	Mr. Brent Hawkins
School Resource Officer	Mr. Derrik Quinlan

Agriculture

Ms. Jamie Gray
Ms. Elizabeth Tinaglia

Athletics

Ms. Nancy Benson

Art

Ms. Katherine Brown
Mr. Scott Seykora
Mr. Robert Winterfeld

Business Education

Mr. Tate Cummins
Mr. Travis Paulsen
Mr. Brad Scharber

EAs

Ms. Megan Lejchar
Mr. Brandon Noble
Ms. Diane Watts

English as a Second Language

Ms. Karen Martinez-Tinajero
Ms. Kaela Appicelli
Ms. Jen Schwab
Ms. Mackenzie Paulson

Family & Consumer Science

Ms. Lisbeth Magdaleno-Garcia
Ms. Michaela Tibbetts
Ms. Erica Wilson

Health Services

Ms. Kesley Buchardt
Ms. Christa Kain

Industrial Tech

Mr. Mitch Dinse
Mr. Daniel Forcelle

Language Arts

Ms. Samantha Ashton
Mr. Erik Eitrheim
Ms. Lauren Gendron
Mr. Dan Leer
Ms. Mackenzie Paulson
Ms. Kristina Rohman
Ms. Polly Shives
Ms. Gail Tratz
Mr. Michael Weber
Mr. Jeremy Wood

Mathematics

Ms. Marcia Anderson

Ms. Kristen Andrix
Mr. Steve Benson
Mr. James Dahlgren
Ms. Liza Drever
Mr. Tyler Keller
Ms. Mara Oien
Ms. Emily Schroeder
Mr. Kevin Stelter
Mr. Daniel Saehler

Music

Ms. Paula Asmus
Mr. Peter Guenther
Ms. Sandra Justice

Office

Ms. Joni Churchill
Ms. Shannon DeWitz
Ms. Jacqueline Grunklee
Ms. Megan Rosenau
Ms. Dawn Tuchtenhagen

PARAs

Ms. Addison Bomsta
Mr. Erik Cunningham
Ms. Amanda Doring
Ms. Susan Eschenback
Ms. Nichelle Fuller
Ms. Ann Krampitz
Ms. Jessica Kusick
Ms. Lexi Mendenhall
Mr. Cole Orlowski
Ms. Deb Sanford
Ms. Lee Stennes
Ms. Deb Terpstra
Mr. Jon Weisbord
Ms. Stacy Wencil
Mr. Jon Weisbord
Ms. Dana Wesley
Ms. Hannah Wolters

Physical Education & Health

Mr. William Blechschmidt
Mr. Jerry Eggermont
Ms. Heather Elfering
Mr. Ryan Guenther
Ms. Michaela Kruger
Mr. Paul Martinson

Reach

Mr. Matt Skala
Ms. Katie Wanous

Science

Ms. Sara Brickley
Mr. Stewart Brody

Mr. J McClelland
Mr. Seth Muir
Mr. Dam Nguyen
Ms. Kim Penning
Ms. Halley Ritcher
Mr. Greg Sullivan
Mr. Jeff Williams
Ms. Becky Wood

Social Studies

Mr. Todd Andrix
Mr. Patrick Churchill
Mr. Mitchell Geislinger
Ms. Laura Lendt
Mr. Ryan Powers
Mr. Aleksandr Prafke
Mr. Joel Tornel
Mr. John Weide
Mr. Adam Woitalla

Special Services

Ms. Kim Baker
Ms. Jody Boisen
Ms. Jessica Brekke
Ms. Ayleen Bubak
Ms. Rhynda Dulas
Ms. Elizabeth Fink
Ms. Olivia Haglund
Ms. Sydney Kasper
Ms. Tara Lammers
Ms. Megan Marler
Ms. Marilyn Olson
Ms. Lori Peglow
Ms. Alexis Seiffert
Mr. Josh Torkelson

Student Services

Mr. Brian Coleman
Ms. Sara Craig
Ms. Casie DeVos
Ms. Melissa Koch
Ms. Amy Lageson
Ms. Tami Langlois
Ms. Joli Mancilman
Ms. Margo McKay
Ms. Nancy Williams

Success Coaches

Ms. Rosana Fior Seguro
Ms. Qamar Hersi

World Language

Ms. Michelle Ingvaldson
Mr. Jonathan Miron
Ms. Nikki Snyder-Roberts
Ms. Micah Trautman

MISSION

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

VISION

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

CORE VALUES

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

OWATONNA PUBLIC SCHOOLS STRATEGIC DIRECTIONS



**21st
CENTURY
LEARNERS**



**SAFE
AND
CARING
COMMUNITY**



EQUITY



**HIGH
QUALITY
TEACHING
AND
LEARNING**

WELCOME!

We are excited you are a student at Owatonna High School where our mission is to **Inspire Excellence: Every Learner, Every Day!**

Our staff is focused on ensuring that our school is a safe and welcoming community for you to learn and grow. We are guided by a tradition of excellence that inspires students to reach their full potential and supports you in growing as an active member of our school community.

This school handbook is designed to provide you with policies and guidelines that are needed to create a positive learning environment for *ALL* at Owatonna High School. This information has been carefully prepared and presented so it will help you understand your role in making this an excellent place to learn and connect with students and staff.

OWATONNA HIGH SCHOOL CODE OF CONDUCT

Every student and employee of the Owatonna High School is entitled to learn and work in a safe school environment. The recommended guidelines below are designed to be fair, firm and consistent for all students. These guidelines apply to students in school, on school property, in school vehicles and at school events.

In addition to the consequences listed below, Owatonna High School staff may respond to student misbehavior in a variety of other methods that include: parent conferences, restitution, court or law enforcement personnel, fines, and chemical evaluation. Please note the consequences for violations of the OHS behavioral policy listed below are up to the discretion of OHS administration and may include, but are not limited to the consequences listed below.

Intervention/Diversion may be used as an educational alternative to assist students in gaining knowledge or skills to help remedy student violations.

In-School Suspension (ISS) may take place from the remainder of one period, to as much as five days for one infraction of school rules.

Out of School Suspension may take place, out of school for up to ten days and even longer if expulsion or exclusion is imminent.

Expulsion or Exclusion may be used in severe disciplinary instances. Permanent removal from school up to one calendar year.

ABUSIVE LANGUAGE AND BEHAVIORS – The use of abusive language or displaying inappropriate behaviors (such as spitting or inappropriate gestures), arousing alarm, anger or resentment in others through the use of verbal language, written note, text, picture or gesture (including spitting) that is disrespectful, discriminatory, abusive, obscene or profane toward school staff, faculty, or with fellow students is prohibited.

ACCESSORY TO A CRIME - Any student found to have promoted or instigated a crime, or a student who has failed to report a crime that jeopardizes the safety of students or staff may receive school consequences. Expulsion will be considered in more serious situations.

ALCOHOL, DRUGS, AND OTHER CHEMICALS/VAPING CHEMICALS/CANNABINOIDS (or Chemicals Believed to be a Drug) - In compliance with state law, smoking, drinking, the use or possession of controlled substances including prescription medications, alcohol and tobacco, and/or the possession of drug paraphernalia is not allowed anywhere in the building, school grounds, or on school-sponsored trips. Testing for use may include evaluating physical symptoms, smelling of a student's breath and/or the use of a "breathalyzer" by either law enforcement officials

or school personnel. In addition, school personnel may enlist the aid of law enforcement officials and "drug-sniffing" dogs to detect the presence and possible use of illegal drugs and/or paraphernalia, both within the school and on school grounds, including parking lots. All smoking, alcohol and drug incidents will also be subject to MSHSL rules and regulations. Selling or distributing, or intending to sell or distribute alcohol, drugs or other chemicals where sale or distribution is prohibited by Minnesota or federal law.

[418 - Drug-Free Workplace/Drug-Free School / 419 - Tobacco-Free Environment](#)

ARSON - Any student found lighting a fire in the school with the intention to commit damage to the school structure will be referred for expulsion and turned over to law enforcement officials.

ASSAULT, PHYSICAL – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

[529 – Staff Notification of Violent Behavior by Students](#)

ASSAULT, VERBAL – Verbal or written confrontation with another person which is threatening or intended to cause fear or bodily harm or death.

BODILY HARM, INFLICTING – committing an act which although unintentional, inflicts great bodily harm upon another person.

BURGLARY – Entering a building without consent and with intent to commit a crime or entering a building without consent and committing a crime.

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

[514 - Bullying Prohibition Policy](#)

CELL PHONES AND PERSONAL DEVICES – It is a privilege and not a right to have a cell phone or personal device in a classroom. When the bell rings, cell phones, personal electronic devices, and earbuds must be placed in a backpack or locker during the class period. A student refusing to follow these guidelines will be subjected to classroom and/or school consequences that may include, but not be limited to, removal of a cell phone from a student during the school day.

If a student chooses to bring a personal device to school, teachers have the right to take a phone or personal device and keep them until the end of the class period. Refusal to hand over a personal device is insubordination and may result in an office referral or additional consequence by the teacher or office. Continued insubordination may also result in a prolonged period of student's personal devices not allowed in school.

Note: **Cell phones are not allowed to be used in restrooms or locker rooms at any time.**

Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.

[Policy 524](#)

CHEATING/PLAGIARISM - Students found to have plagiarized or cheated, and turned work in as their own, may receive a reduction in grade for that assignment up to a "fail" or be required to redo the assignment. Consequences for these actions are at the discretion of the teacher and course

syllabus. The student may lose credit for the course upon the consideration of the teacher and an administrator.

CLASS DISRUPTIONS - Students may be removed from class, either on a temporary or on a permanent basis, due to ongoing class misbehavior, disrespect, or willful insubordination. Several such removals may result in disciplinary measures and/or alternate placement.

DAMAGE TO PROPERTY - Damage to staff or student property, either on or off school grounds or as an offshoot of school activities (e.g. athletic events, Homecoming, Snow Week, Prom, Graduation) may result in disciplinary action and the involvement of law enforcement authorities. Minnesota statute states that parents of students involved in these kinds of activities are liable up to \$1,000 for any damage sustained.

DISORDERLY CONDUCT/FIGHTING ON SCHOOL GROUNDS - Students involved in disorderly conduct including fighting on school grounds will be subject to any number of possible disciplinary responses including: in-school and/or out-of-school suspension from classes for the remainder of the day and possibly up to 5 or more days, depending upon the circumstances and severity of the precipitating incident.

Disorderly Conduct: includes words or actions that will, or will tend to, alarm, anger, disturb others, or provoke an assault or breach of peace resulting in fighting, brawling, disrupting a class, engaging in offensive, obscene, abusive language or actions leading to the arousal, alarm, anger or resentment in others as well as promoting or instigating or failing to report a situation that jeopardizes the safety of students and/or staff constitutes disorderly conduct.

In such instances, law enforcement officials will be contacted, and disorderly conduct and/or assault charges could be filed. Reoccurrence of fighting can result in increased suspension time or expulsion.

Disputes: Students who find themselves in an argument or dispute with another student are encouraged to contact their school counselor to arrange for mediation before a fight occurs. They are ready and prepared to help you solve your minor problem before it becomes a MAJOR problem!

Fights resulting in bodily injury that requires medical attention will be recommended to the school board for review.

DRESS – We take pride in the appearance of our students and their opportunity for self-expression. Your dress reflects personal choice, and we look to support your choice within guidelines outlined below.

- All students must be modestly attired. Students will be expected to dress in respectful attire that is appropriate for an educational setting. The definition of what is appropriate will be determined by school personnel and administration.

The following types of clothing are examples that are not considered school appropriate and should not be worn during the school day:

- Any jewelry, accessory or clothing that could be used as a weapon is prohibited. This may include, but not limited to: rings, chains, bracelets, spiked accessories, etc.
- Clothing that advertises cigarettes, beer, liquor, drugs or contains inappropriate language, pictures or symbols are not to be worn, this includes any clothing that *suggests* or uses *innuendo* for the advertisement of cigarettes, beer, liquor, drugs or inappropriate language, pictures or symbols.

- Hats, hoods, and sunglasses can be worn in the building during school hours. Students may be required to remove them upon entering classroom learning environments (this includes Study Hall). Head coverings are acceptable for religious or medical purposes only.
- Students are expected to wear proper clothing that adequately covers the body.
- No undergarments are to be visible.
- Tube or strapless tops should not be worn.
- Standards for attire and grooming while participating in elective co-curricular programs may involve additional requirements of students as they represent our school and community.
- Shoes must be worn at all times.
- No Blankets allowed during the school day.

Students in violation of this policy will be expected to adjust their attire. This may include a phone call to a parent to bring appropriate clothing, or the school will provide an alternative. If there is repetitive violation of dress code, further action will be taken. The school will reserve the right to change the dress code at any time. Failure to adhere to staff directives and/or repeated offenders may be subject to disciplinary action.

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](#))

EXPLOSIVES, POSSESSION AND/OR USE – Possessing or using any compound or mixture, the primary or common purpose of which is to function, with substantially instantaneous release of gas and heat.

FIRE ALARMS – Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm.

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

FIREWORKS, POSSESSION AND/OR USE – Any substance or combination of substances or article prepared for the purpose of producing a visible, audible, or odoriferous effect by combustion, explosion, deflation or detonation. This includes matches and lighters.

GANGS AND GANG ACTIVITY - No student on school property or at any school activity:

- Will wear, possess, display or distribute any clothing, jewelry, emblem, badge, symbol, sign or anything else which may give evidence of membership in or affiliation with any gang or any group deemed by school authorities to be a gang.
- Will commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang or any group deemed by school authorities to be a gang.
- Shall use any speech or commit any act or omission in furthering the interests of any gang including, but not limited to: soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any illegal act or

violation of school district policies or inciting another person to act with physical violence or threats towards another person. Failure to comply with these rules will result in suspension and possibly expulsion.

HARASSMENT (Including by not limited to Sexual, Racial & Religious Harassment) -

Owatonna High School is committed to having a positive learning and working environment for students and employees. We define harassment as any physical or verbal conduct, including the use of electronic devices, which has the purpose of creating, or substantially or unreasonably interferes with an individual's work or academic performance, and creates an intimidating, hostile or offensive working or academic environment. Our policy prohibits all forms of harassment including, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability. Harassment and violence may include but is not limited to the following:

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

This includes any harassment at the hand of an individual student or a group of students and includes but is not limited to electronic communications and/or social media.

Any person who believes he or she has been the victim of harassment or violence or any person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to the building principal or to the school district's Human Rights Officer(s):

Director of Human Resources, (507) 444-8602

Director of Instructional Services, (507) 444-8603

This is a summary of the School Board Harassment and Violence Policy 413. The full policy can be reviewed in the office of any school district building.

[413 - Harassment and Violence](#)

[423 - Employee-Student Relationships](#)

SEX NONDISCRIMINATION

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations should discuss them with the Title IX coordinator, Director of Human Resources ((507) 444-8602).

[522 - Title IX Sex Nondiscrimination](#)

STUDENT DISABILITY NONDISCRIMINATION

In accordance with Section 504 of the Rehabilitation Act of 1973, I.S.D. #761 does not discriminate on the basis of disability. District programs and activities will be made accessible to all individuals with disabilities. The district's 504 Resource Guide is available in all buildings offices. The Director of Special Services is the Section 504 Coordinator and can be reached at (507) 444-8604.

[102 - Equal Educational Opportunity](#)

HAZING - In order to maintain a safe learning environment for all students, any student or group of students committing an act against another student or coercing another student into committing an act that creates a substantial risk of harm to another person in order for the student to be initiated into or affiliated with a student organization, will be subject to disciplinary action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

[526 – Hazing Prohibition](#)

INSUBORDINATION – Willful refusal to follow a direction given by a staff member or to identify self when requested. Insubordination could lead to disciplinary action.

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

PEST MANAGEMENT

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

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

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

[PROTECTION AND PRIVACY OF PUPIL RECORDS \(Student Privacy\)](#)

[Policy 515](#)

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

RECORDS OR IDENTIFICATION FALSIFICATION – Falsifying signatures or data or refusing to give proper identification or giving false information when requested to do so by a staff member is prohibited.

RESTRICTIVE PROCEDURES - Owatonna Public Schools Promotes positive approaches to behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of the 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.

ROBBERY OR EXTORTION – Obtaining property from another person where his or her consent was induced by uses of force, threats of force or under false pretenses.

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

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

SELF-DEFENSE - is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as an aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter shall not be considered self-defense. Interactions prior to the encounter shall also be considered.

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

SEXUAL CONDUCT; PUBLIC DISPLAYS OF AFFECTION (PDA) – Engaging in displays of affection that are sexual in nature and are inappropriate acts for the school setting are prohibited.

SOCIAL MEDIA GUIDELINES

1. Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of personal social media or online communications, both within the OHS community and beyond.

Students who participate in social media or online communications must remember that their posts reflect on the entire Owatonna High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, **students are expected to abide by the following:**

- To protect the privacy of OHS students and faculty, students may not, under any circumstances, create digital video recordings and/or pictures of OHS community members either on campus or at off-campus OHS events for online publication or distribution.
- Students shall not use social media sites to publish disparaging or harassing remarks about OHS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by these guidelines, as with other policies at OHS, may result in disciplinary action as described in the Student Handbook, or as determined by Owatonna High School Administration.

2. Student use of school sponsored social media

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Owatonna High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in OHS-sponsored sites.

For the privacy of users and their families, please assume that all postings to OHS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to OHS-sponsored sites as outlined above, users give OHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. OHS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

OHS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate comment guidelines, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate these guidelines. Any submissions that fail to follow guidelines in any way or are otherwise irrelevant will be removed.

In posting material on OHS-sponsored sites, you agree **not to do the following**:

- Post material that OHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of OHS or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by OHS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the OHS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

OHS reserves the right to do any or all of the following:

- Ban future posts from people who violate these guidelines. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate these guidelines.

By posting a comment or material of any kind on an OHS-sponsored site, the user hereby agrees to the guidelines set forth above.

SPORTSMANSHIP - The Big 9 Conference Schools join together in requesting that all people attending games follow a code of ethical sportsmanship while supporting their team. This would include appreciation for the rules of the contest and respect for officials and opponents. The Big 9 Conference is proud of its achievements and performance. Excellence in sportsmanship is a major component in the long-lasting tradition we hope to achieve. To that end we need your support.

SPORTSMANSHIP.... OFFENSIVE BEHAVIOR

Offensive behavior such as teasing, name-calling put downs, inappropriate language, coercive behavior, or other mean-spirited behavior towards fans or participants is prohibited. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect towards participants or other fans is unacceptable.

SPORTSMANSHIP...ABUSIVE, VERBAL

The use of language that is obscene, threatening, intimidating, or that degrades other people and participants is prohibited. Verbal abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

First Offense	Second Offense	Third Offense
• Verbal Warning to suspension from attending event • Discretionary depending on level of behavior	• Removal from event • Suspension from attending OHS activities for 7-14 calendar days	• Removal from event • Full year suspension from attending OHS activities and suspension from athletics/activities participation

SPORTSMANSHIP...INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify self when requested.

First Offense	Second Offense	Third Offense
• 1-day suspension from school • Suspension from attending OHS activities for 7-14 calendar days	• 1-day suspension from school • Suspension from attending OHS activities for 1 full month	• 3-day suspension from school • Full year suspension from attending OHS activities and suspension from athletics/activities participation

SPORTSMANSHIP...ENDANGERING SELF OR OTHERS

Any action that could harm one's self or others, whether it is intended or not, is prohibited.

First Offense • Removal from event and possible school suspension • 7-14 calendar days suspension from attending OHS activities	Second Offense • 1-day suspension from school • Removal from event. • Suspension from attending OHS activities for 1 full month	Third Offense • 3-day suspension from school • Full year suspension from attending OHS activities and suspension from athletics/activities participation
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NOTE: Disciplinary measures listed above could be more severe and will be determined by administration if needed.

SPORTSMANSHIP...PLEASE ALSO NOTE THAT MSHSL RULES PROHIBIT THE FOLLOWING

- 1) Use of air-horns, whistles, cowbells, firecrackers, etc.
- 2) Use of banners, signs or flags
- 3) Throwing objects
- 4) Being on the premises of the scheduled contest while under the influence of chemicals, including alcohol.
- 5) Unauthorized entry into any scheduled contest
- 6) Inappropriate dress and/or behavior
- 7) Spectator demonstrations on the playing field, courts, etc.

***Note:** Students may be asked to submit a PBT test at any time. Offenses could carry over from game to game. Administrative discretion applies in all cases.*

STUDENT MEDICATION
[policy 516](#)

TERRORISTIC THREATS – Students who make threatening statements or terroristic threats will be subject to suspension or possible expulsion procedures.

THEFT AND POSSESSION OF STOLEN PROPERTY - Any student found to be guilty of theft or the possession of stolen property, either of school or personal property, may be turned over to law enforcement authorities and charges pressed.

THREATS (Verbal or Physical) - Threats of violence toward students or staff will not be tolerated. All reported threats will be subject to investigation by school personnel.

TOBACCO AND VAPING – OHS is a tobacco free site; students cannot use or be in possession of cigarettes, chew tobacco or electronic cigarettes, vaping devices or vaping fluids on school grounds. Failure to comply will result in a referral to law enforcement, a chemical dependency counseling/assessment, or additional school consequences.
[419 - Tobacco-Free Environment](#)

TRESPASSING – Being present in any district facility, portion of a district facility or a district vehicle when it is closed to the public without authorization is prohibited.

TRUANCY – The absence of a student from school or class without valid approval or authorization of the school. Truancies may involve county intervention.

VANDALISM AND PROPERTY DAMAGE - Our school buildings and equipment are purchased by the taxpayers for educational purposes. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and

subsequent expulsion may be necessary. If someone should happen to damage something by accident, please report it to a teacher or the office immediately.

WEAPONS, EXPLOSIVES, POSSESSION OF AMMUNITION AND DANGEROUS OBJECTS -

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon, real or replica, projectiles designed to be a weapon or projectiles designed to be used in a weapon or an item designed to cause pain or injury on school grounds or on buses at any time. This rule applies to firearms, any explosives including firecrackers, any knife or dangerous object of no reasonable use to the pupil at school. This policy also pertains to any person associated with the individual at the time they are observed with a weapon, explosive or dangerous object. Violation of this policy will result in suspension and possible expulsion.

[501 – School Weapons Policy](#)

Failing to report or promoting/instigating any of the above situations could be subject to school disciplinary action.

***Note:** The Owatonna High School discipline policy was reviewed as part of the process of putting the handbook together. Any questions regarding this policy may be directed to the high school principal.*

[506 - Student Discipline](#)

GENERAL POLICIES AND PROCEDURES:

ATTENDANCE RESPONSIBILITIES

General Guidelines for Attendance

[503 – Student Attendance](#)

- Owatonna High School expects students and their parent(s)/guardians to take responsibility for knowing and following the Attendance Policy.
- All students, regardless of age, must have absences excused by the parent(s)/guardian
- Students enrolled in an alternative program should leave campus immediately following their last class.
- Owatonna High School is an open campus; however, students may not leave school in a motorized vehicle during lunch or any other time of the day without pre-approved permission from a parent.
- Upon 15 consecutive days of absences, a student will be dropped and must re-enroll.

Student Attendance Responsibilities

- Attend all classes on a daily basis.
- Monitor the total number of absences in each course. Report any errors to the teacher of the course.
- Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a quarter, the student will inform the teacher to be out of the class for any subsequent school-authorized activities.
- Students should continue attendance to a class even if he/she anticipates changing or dropping that class. Until the class is officially dropped and processed – including the issue of a new schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
- Report, when ill, to the Health Office.
- Follow all check-in and check-out procedures.
- Contact teacher(s) to arrange make-up work.

Parent(s)/Guardian Attendance Responsibilities

- Ensure your student is attending school each and every day.
- Monitor the total number of absences in each course. Report any errors to the teacher and/or attendance secretary.

- Call the Attendance Office (507) 444-8805 to report the date, time, and reason for the student's absence. Absences that remain unverified for more than 24 hours will be considered as unexcused or truant.
- All students, regardless of age, must have an absence excused by a parent/guardian
- Schedule appointments before or after school whenever possible.
- Schedule family vacations during official school breaks and summer vacation.
- Work cooperatively with the school and the student to resolve any attendance problems that may arise.
- Contact the Owatonna High School Health Services Office (507-444-8806) for assistance when your student has or will have a long-term or chronic health condition(s) that may result in frequent absences from school.

ABSENCE PROCEDURES – Call (507) 444-8805

- When a student will be absent from school, the parent or guardian is asked to call the high school attendance office between 7:00 and 9:00 am. The attendance phone line number is (507) 444-8805. If a phone call is received, a written note is not necessary from the parents.
- Any student who has been absent for any part of the day is required to report to the high school office when he/she returns to school to acquire an admit pass, which will be shown to all teachers when entering the classroom.
- When a student has been in school for any part of the day, and intends to be absent from school later, the school must be notified by written permission or by telephone call from the parent prior to the time the student is scheduled to leave. The student must acquire a Permit to Leave the Building (blue pass) or calendar invite from the high school attendance office prior to leaving the school building.
- When a student has become ill during the school day, he/she must receive permission to go home from the school nurse or attendance secretary. Students who become ill and leave school without permission will be marked truant.
- Attendance on Days of School Activities: Students are reminded that except for doctor and dental appointments and school-approved activities, attendance for the last two periods of the day is required on the day of a game or a performance. Violations of this rule will be referred to the principal's and activities director's office.
- Parents/students will be informed of absences through accessing the online Infinite Campus Parent/Student Portal. Notification of unverified absences (absences that were not pre-excused through phone or written message) will be sent via an automated telephone call and email to the parent/household designated contact number and email address.

Guidelines and Categories for Excused Absences

- Illness (10 full or partial days)
- College visits (Juniors - 1 day, Seniors - 2 days)
- Driver's Permit Test
- Driver's license examination
- Family Emergency
- Pre-arranged excused absences for student participation in non-school competition and performance activities.
- Family vacations with a **pre-arranged** absence form completed prior.
- State/Regional competitions when Owatonna is competing, is an excused absence. Student spectators are required to attend said event and must follow all attendance policy guidelines. Attendance may be taken at the event to ensure students are there.

*NOTE: When a student reaches 5 ill days, the families will receive a letter of concern informing them that if their student misses more than 10 ill days the absences will be required to be excused by a doctor or the school nurse. If a doctor or school nurse excuse is required, but not provided,

the absence will be considered unexcused. If your student has reached 5 personal absences, any additional personal days will be unexcused.

Pre-Arranged Absence Procedures

To pre-arrange an absence, students and parents shall complete the Pre-Arranged Absence Request form and submit to the Attendance Secretary. This form may be obtained from the OHS website or from the main office. A completed Pre-Arranged Absence form is not required, but it is recommended for an absence more than 2 days. Please submit the Pre-Arranged Absence form at least 2 days prior to the departure.

Guidelines and Categories for Unexcused Absences

- Any absence not cleared within 24 hours of occurrence.
- Work at home.
- Work at a business except under a school-sponsored work release program.
- Missed bus.
- Overslept.
- Arrival to class after 10 minutes during 1st hour and 5 minutes the rest of the day.
- Other non-school authorized excuses.
- Taking care of a sibling or family member.
- Notes or phone calls without a reason for absence.
- In addition, when a student is unexcused from a specific class more than 12 times, the student may be dropped from that class. The student will receive a withdrawal/fail on their transcript and may be placed in a study hall or modified day.

Guidelines and Categories for School Authorized Absences

These absences need to be excused at the time of the absence. These absences will not count toward the maximum number of absences.

- Ceremonies in which the student is being honored or presented with an award (i.e. Rotary)
- Chronic illness **verified by a doctor**
- Court-ordered appearances (documentation required)
- Field trips
- Illness in student's immediate family (documentation required by medical personnel)
- Interscholastic meets and events
- Musical sectionals
- Student government and related activities
- Suspension
- Verified meeting conducted with school personnel

General Guidelines for Tardiness

- Students are expected to be in their assigned areas at designated times. Students who arrive to block classes within ten minutes of the first block and five minutes for all additional classes will be considered tardy.
- Students arriving without a legitimate and confirmed excuse after the ten minute (1st block) and five minute deadlines for all other block and period courses respectively will be coded as unexcused.
- Any unapproved time out of the classroom throughout the class period resulting in up to five minutes or a student leaving within 5 minutes of the end of a period will be marked tardy. Any student missing more than five minutes during the class period or leaving more than five minutes early will be marked unexcused.
- Teachers will follow classroom procedures for students that are tardy. Excessive tardies may result in an office referral.

Guidelines for Make-Up Work Due to Excused and Student Authorized Absences

- The student is responsible for requesting make-up work.
- Upon the student's return to school, a maximum of two days is allowed for make-up work. Additional days for make-up work are at the discretion of each teacher.
- Previously announced projects and/or assessments must be turned in or taken on the day of the student's return to school. If extenuating circumstances exist, the teacher may grant additional make-up time.
- An administrative conference will be held with students who exhibit a pattern of excused absences on assessment days.

Guidelines for Truancy

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

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

Required Reporting

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

Consequences: Truancy Ladder

Occurrence	SCHOOL ACTION	COUNTY ACTION
3-6	• Parent-administration communication • Continual truancy notification	Appearance with Steele County Truancy Mediation Session (TMS) and/or referral to truancy court.
7-8	• Habitual Truancy referral to Owatonna Law Enforcement • Referral to OHS Student Assistance Team • Loss of eligibility for school social events – dance, prom, etc.	• Referral to Human Services • Referral for Educational Stability • Child in Need of Protective Services (CHIPS) petition.
10+	• Notice of Truancy • Administration/Student Meeting • Attendance Improvement Plan Contracts • Potential Drop From Courses	• Referral to Human Services • Court Summons • Child in Need of Protective Services (CHIPS) petition.

Steele County Truancy Mediation Session (TMS)

Owatonna High School participates with the Steele County Truancy Mediation Session (TMS). Students who are under the age of 17 and are continually truant (3 truancies) will be scheduled to meet with the Steele County Truancy Mediation Session (TMS) after committing the 4th truancy. Students who reach the 7th truancy – Habitual Truancy – are referred to law enforcement.

ACADEMIC LETTERING

OHS will recognize student academic achievement for lettering. The purpose is to reward students for academic excellence. The following criteria are guidelines to receive an academic letter:

- Letters shall be awarded based on cumulative weighted GPA for all completed courses
- After three consecutive semesters in 9th and 10th grades to students with a GPA of 3.80.
Letter may be earned after either the first or second semester in 10th grade.
- After first semester in 11th grade to students with a cumulative GPA of 3.7
- After second semester in 11th grade and after first semester in 12th grade to students with a cumulative GPA of 3.6
- Students must abide by the Minnesota State High School League rules and those of Owatonna Independent School District #761. Any violations of rules will disqualify the student from lettering in that time period.

ALTERNATE STUDY HALL REQUESTS

Seniors who have been assigned to a 1st or 4th hour study hall, who are on target for graduation and have earned a cumulative GPA greater than 3.0 may request Alternate Study Hall. Any senior withdrawing from an academic course due to excessive absences, behavior and/or course failure will be assigned to a regular study hall and are NOT eligible for the alternate study hall release program. ** Students' schedules cannot be rearranged in order to schedule a 1st or 4th period study hall.

Students should begin this process by meeting with their counselor to review their academic status and to ensure that the student has met the conditions necessary to qualify. A form will be provided to qualified students who will complete the form, obtain signatures, and return to their counselor for processing. Students must continue to attend study hall until they are notified that all processing has been completed.

BUILDING HOURS

No student is to be allowed into the school prior to 8:00am unless under the direct supervision of a staff member. Students remaining in the building after 3:00pm are also to be under the direct supervision of a staff member. Students entering the building from 8:00am to 8:20am and from 2:50pm to 3:10pm shall enter through the main doors. Between 8:20am and 2:50pm, all students and visitors must enter the building through the main doors. Visitors must register in the main office.

BUSING

Transportation is provided for students through the Owatonna Bus Company. Please call (507) 451-5262 for information concerning routes, pick-up times or other concerns. Only those students outside of the two-mile perimeter of Owatonna High School are provided free transportation to school. Any students within the two-mile perimeter may purchase transportation to school for a nominal fee. Please contact the district office for up-to-date costs.

CHANGE OF ADDRESS

Please inform the office immediately of any change in your address, telephone number, or any other contact information that is stored in the student summary information.

COMPASS ADVISEMENT PERIOD

Advisement periods are scheduled periodically throughout the school year to accommodate students' needs in the areas of academics, career/college planning, registration, and general communications. An advisor is assigned to each student during a student's high school career. During an Advisement period, students will report to their advisors' classrooms.

COUNSELING OFFICE

Guidance counselors are on staff to help you discuss personal concerns, academic progress, or career and college readiness planning. Students wishing to see their counselor need to sign up in advance with the guidance office secretary, stating whom you wish to see and during what time. A pass will be issued to you when a meeting time is scheduled.

COURSE LOADS

Students in grades 9-12 must carry a minimum of seven (7) credits each year.

CRISIS RESPONSE

District 761 and OHS have established a Crisis Response Team. In the event of a death/crisis affecting OHS, the Crisis Response Team and staff will follow a specified plan to work through the crisis. In the event of a crisis, please contact the OHS office at (507) 444-8800.

DELIVERIES

We do not accept deliveries of flowers, gifts, balloons, and/or food for students. This includes food delivered through outside delivery services. The purpose is to ensure the security of the school and minimize disruptions to the student day.

E-LEARNING DAYS

In the event that we have to cancel school due to inclement weather, Owatonna Public Schools may call an 'E-Learning Day' instead of simply canceling school. The Minnesota Department of Education approved the use of e-learning days for up to five days in one school year. The e-learning day will be announced using the same communication methods we currently use for school cancellations (phone, website, radio and TV stations).

[602 - E-Learning Plan](#) [E-Learning Plan](#)

ELEVATOR USAGE

The school has elevators available to students with physical handicaps. The elevator is to be used only by staff members and students who have permission from authorized personnel. Students using the elevator without permission will be referred to a principal.

ELIGIBILITY – ATHLETICS & ACTIVITIES

For any academic school year, students must have accumulated the following number of credits towards graduation by the end of the semester in order to be eligible to participate in a MSHSL sponsored activity. Students who do not meet these minimum requirements cannot join a team.

<u>Grade</u>	<u>End of 1st Semester</u>	<u>End of Year</u>
9 th	3	7
10 th	10	14
11 th	17	21
12	24	28

Students must be considered full time students to be eligible for athletics and activities in Owatonna. Students meeting the credits above will be eligible to practice and compete on a 9-12 team. Eligibility will include, but not limited to, passing classes required for graduation.

Probationary status:

Students who are not within 2 credits of each benchmark are not eligible to participate in any activity. – Students who are within 2 credits from each benchmark, but below the mark, are on probation and will be deemed ineligible if they are failing any coursework. – Any student, regardless

of credits earned, must be passing required coursework for graduation. Those failing will be on probation or deemed ineligible until courses are at a passing level.

Students who have been found to have used drugs, tobacco products, alcohol or have been found to be guilty of sexual, racial or religious harassment/violence will be declared ineligible to participate in Minnesota State High School League activities for a time to be determined by that organization. Minnesota State High School League rules will be followed in all areas determining student eligibility, both in Category I (football, volleyball, basketball, etc.) and in Category II activities (speech, One-Act-Play, music, etc.).

INTERNATIONAL EXCHANGE STUDENTS (OUT-GOING)

Students choosing to become exchange students are responsible to:

- Contact their counselor one month in advance concerning their plans and educational needs.
- Contact their teachers one month in advance of leaving, making arrangements and completing all work prior to departure.

EXCHANGE STUDENTS (INCOMING)

All International Exchange students who are eligible to have senior status must meet with a designated counselor to review the student's transcript, must have completed three years of high school and complete the following requirements:

- Complete a total of seven credits consisting of at least:
 - a. Political Science & Economics
 - b. Two credits in English, including American Literature and composition
 - c. One course in American History
 - d. One upper level math class
 - e. One upper level science class

Any change in meeting these requirements must be approved by an administrator.

International Exchange students are not eligible for a high school diploma but will receive a certificate of attendance at the end of their time with us.

EMERGENCY DRILLS

FIRE DRILL

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

TORNADO PROTECTION

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

1. School personnel will announce the need to seek protection over the "all call" to all staff.
2. When the announcement has been made, all students will accompany their teachers to their designated areas for protection.
3. Remain calm in these areas and wait for further information.
YOU WILL NOT BE ALLOWED TO LEAVE THE AREA UNTIL YOU ARE GIVEN PERMISSION TO DO SO.

FINAL AND INCOMPLETE GRADES

Students have two weeks after the quarter and/or semester to get incompletes updated. After the two week period, incompletes will be turned into posted grades and will not be able to be changed.

GRADE POINT SYSTEM

The following grade point system determines quarterly and cumulative grade point average (GPA).

Mark	Regular Value	Weighted Value
A	4.00	4.400
A-	3.67	4.037
B+	3.33	3.663
B	3.00	3.300
B-	2.67	2.937
C+	2.33	2.563
C	2.00	2.200
C-	1.67	1.837
D+	1.33	1.463
D	1.00	1.100
D-	0.67	0.737
F	0.00	0.000
I	0.00	0.000
W/F	0.00	0.000

COMPUTING GPA (GRADE POINT AVERAGE)

Note: The following formula computes quarterly and cumulative GPA:
The numerical value assigned to each grade
The credit value for each course
Sum of (grade for each course X its course weight)
Sum of the course weights

GRADING SCALE

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

OHS Grading Scale	
<i>Percentages</i>	
A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
F	59-0

GRADUATION COMMENCEMENT

Commencement is a public ceremony recognizing students who have completed the requirements for an Owatonna High School diploma.

In order to participate in the commencement ceremony, students must:

1. Carry a minimum of 7 credits for the senior year in which a student is to graduate. This includes PSEO classes. A student who drops OHS and/or PSEO courses during a semester may not be eligible to walk at graduation if they do not carry 7 credits.
2. Qualify as a student in good standing. This means that the student will:
 - complete all assigned detention time
 - pay all fees
 - not be serving any in or out of school suspension or exclusion during the scheduled event.
 - **not have a record of repeated behavioral violations. Such a record may result in loss of commencement participation as determined by school administration.**
 - Students cannot be below truancy standards.
 - Senior “pranks” or “skip days” may result in loss of various privileges, including the participation in the Commencement Program.

Home-schooled students must complete at least half or more of their educational program at Owatonna High School (or other accredited high school program) in order to receive an Owatonna diploma. They will receive credit for classes taken, but no grades other than “pass” or “fail”. This will allow for credit transfer and graduation but will not for any determination of grade point average or academic recognition.

GRADUATION REQUIREMENTS

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

Courses	Credits	Fine Arts (see list in guide)	1.0
English	4.5	Required Credits	16.5
Social Studies	4.0	Elective Credits	11.5
Math	3.0	Total	28.0
Science	3.0		
Physical Education	.5		
Health	.5		

***Incoming class of 2028 & beyond will be required to have 3.5 Social Studies & .5 Personal Finance in their total of 25 credits.**

Students graduating from OHS must have completed the identified required courses and accumulated 28-32+ credits, successfully completed necessary standardized assessments. Any student who does not meet the criteria will not receive a diploma.

A new student must complete a semester (4 credits) at OHS before a class rank is established.

GRADUATING WITH HONORS

Honor students will be recognized at an honors recognition program and at commencement. This comprises the top 15% of the class.

- High Distinction: The top 5% of the graduating class or those who attain a 3.95 weighted GPA.
- Distinction: The next 10% of the graduating class or those who attain a 3.60 – 3.94 weighted GPA. Note: Foreign Exchange students will not be included in class rank or the honors recognition program for seniors.

HEALTH SERVICES

The Health Office is located near the main entrance next to administration offices. A Licensed Practical Nurse (LPN) is present during the school day. A district wide licensed school nurse is available on call during the school day.

1. Students **must** bring a pass from their classroom teacher to gain admittance to the Health Office.
2. Students wishing to go home due to illness must make parental contact from the Health Office after being evaluated by a nurse. The nurse in contact with the parent will explain any related concerns (i.e.: need for medical care, frequency of health office visits, routine missing of certain classes, etc.). The parent will make the decision whether the student is permitted to go home. Medical follow-up will be encouraged for reoccurring complaints. Homework requests are made with individual teachers. However, these requests should be made only after a student is absent more than one day. Requests for homework must be made prior to 11:00am, and it may be picked up from 3:30pm-4:00pm in the main office.
3. General criteria to consider for calling a parent:
 - An injury or illness requiring medical attention
 - An oral temperature greater than 100 degrees. Signs/symptoms of a possible communicable disease (unknown rash, chicken pox, etc.)
 - Other illness signs or symptoms upon discretion.
4. Students needing medication during school hours must make arrangements through the Health Office. In order to administer prescription medications, the Health Office must have a written physician's order and written permission from the parent. Over the counter medications such as Tylenol, Motrin, etc.require only written parent permission. All medications are kept by the health office in a secure, locked area.

MEDICATIONS:

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

- All prescriptions must be turned in to either the school nurse or the principal's secretary.
 - Prescriptions must remain in their original containers.
 - A parent permission form and in some cases, a doctor's permission form, must be turned into the high school office.
 - Any changes in the prescriptions must be called in to the high school immediately.
 - Students in possession of over the counter prescriptions could be subject to school disciplinary action.
5. Parents are asked to update the Health Office about student health conditions that could impact the function of their child at school. Other school staff will be notified as needed.
 6. Health records are kept on each student and are available for certified staff and parents when needed.
 7. A student's vision and hearing will be screened upon the request of the student, teacher, or parent.
 8. Please alert the school to changes in parent phone numbers (for home or work) for ease in parent contact when students are ill or during emergency situations.
 9. Exceptions to the above may be made in emergency situations.
 10. All students must comply with Minnesota immunization laws. Students transferring to the Owatonna Public School District must provide immunization information and be in compliance within 30 days of school entrance.

HONOR ROLL

Grade point averages will be published one time each year. They will be included on our semester honor roll as follows:

“**A**” - 3.670 - 4.00

“**B**” - 3.00 - 3.669

HONORING DECEASED STUDENTS

Students that have passed away will be recognized with their graduating class with the following upon parent request:

- Name in the commencement program
- A moment of silence
- Honorary diploma presented to the family proceeding commencement
- Commencement chair during the ceremony in the front row with a photo and tassel

INDEPENDENT STUDIES

Senior students at Owatonna High School have the opportunity to extend their knowledge through an independent study. Courses must be designed by a student and a cooperating teacher with a commitment to rigor and standard course requirements outlined in the Independent Study application.

The following guidelines are to be followed:

1. Independent Studies are open to seniors only.
2. A maximum of 1 credit can be achieved through Independent Study.
3. Students begin the process for an independent study by scheduling a meeting with their counselor. The counselor will review the student's academic status and will provide an application to the student if all conditions indicated on the application have been met by the student.
4. No Independent Study may be presented for a course that is offered during the current school year at Owatonna High School.
5. After receiving an application from their counselor, the student and the cooperating instructor must complete and return the Application for Independent Study to their counselor within 2 days of the start of 1st quarter and 1 week prior to the start of 2nd, 3rd and 4th quarters.
6. All Applications for Independent Study must be signed by the cooperating teacher and include all documentation needed to fully describe what the student will know and do as a result of the independent study.
7. Completed applications are returned to their counselor. The application is then reviewed and approved by a principal. Approved applications will be submitted to the counselor for processing.
8. Cooperating teachers are responsible for all assessments, grade reporting and posting, and daily attendance for the respective student.
9. All attendance policies apply to Independent Study courses.

INTERNET USAGE GUIDELINES

The Owatonna School District believes that computer/Internet technology is an important instructional resource. The purpose of this policy is to communicate the district's computer and Internet usage guidelines.

[524 - Electronic Technologies Acceptable Use Policy](#)

The following uses of the School District's Internet system and Internet resources or accounts are considered unacceptable:

1. Users will not use our Internet system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors

- Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - Information or materials that could cause damage or danger of disruption to the educational process;
 - Materials that use language or images that advocate illegal or dangerous acts or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the School District system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the School District system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the School District system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the School District system software, hardware or wiring or take any action to violate the School District's security system, and will not use the School District system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the School District system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the School District system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 7. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the School District system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the School District system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the School District system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement.

Our school will enforce computer and Internet usage that includes the following:

1. The student will follow all rules regarding computer use.
2. The student will only use school-approved, licensed software on school computers.
3. The student may not bring personal software to school.
4. The student will use computer technology and the Internet for school-approved purposes only.
5. The student is to respect current school policies and behavior standards.
6. The student will be polite and use appropriate language in the lab.
7. The student will abide by current copyright laws and statutes.

8. The student will accurately represent himself/herself and may not reveal his/her personal address or telephone number, or that of another student.
9. The student may not use files or accounts belonging to another user.
10. The student may not vandalize, harm, or destroy equipment, data of another user, Internet services, or networks connected to the Internet.
11. The student may not violate security systems that protect computers, file servers and networks.
12. The student may not use any online chat groups or news groups on the Internet.
13. **Inappropriate use of the Internet may result in the student potentially losing access to any computer in the district. Inappropriate use will be determined by the ISD 761 computer usage policy and/or the administration.**

LIAISON OFFICER

The OHS Liaison Officer is available to assist students with personal safety and/or legal issues. They can be reached in the office or you may leave a message in their mailbox.

LOCKERS

Students will be issued lockers **by request**. Lockers are the property of the Owatonna School District. **Locker searches will be conducted as necessary.** Locker inspections will be held at various times during the school year. The personal possessions within a locker may be searched if we have reason to believe there are items in the locker that may be in violation of the law and/or school rules.

[502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person](#)

The following are rules for locker usage:

1. **Do not share your locker with another student.** No changes are to be made without permission from the office. **Locker combinations are to remain private.**
2. All lockers must be kept clean, neat and presentable.
3. Students are to adhere to the harassment policy in regard to any offensive materials put in a locker.
4. If the locker is damaged or the lock does not work, please report the information to the office.
5. A fee will be assessed for damage done to a locker or the loss of the lock.

LOST AND FOUND

Articles found in the school building or on school grounds should be turned in at the receptionist's desk in the office. If you have lost an item, check in the office at the receptionist's desk to see if it has been turned in. Items not claimed at the end of each grading period will be donated to a local charity.

LUNCH EXPECTATIONS

Students must use the cafeteria for lunch. **Food and beverages are not allowed beyond the designated areas. Food Deliveries by parents are accepted during the student's designated lunch time. No outside food deliveries will be accepted.**

MEDIA OPT-OUT FORM

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

To restrict the District and those acting under its permission the ability to feature your student, please use this [Media Opt-Out Form](#). If the District does not receive this form, your student will be included in materials for public promotion. A separate signature form is required for each child in

school. Please sign and return this form to your child's school. Should you choose to opt-out, a new form will have to be completed each school year.

MESSAGES FOR STUDENTS

Only in cases of emergency, with parent authorization, will a message be delivered to a student.

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

MSHSL Category I & II Activities Penalties

CATEGORY I ACTIVITIES:

Those league sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments:

Athletic activities: as listed in 501.00.

CATEGORY II ACTIVITIES:

Those league sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments:

FINE ARTS ACTIVITIES:

- Speech activities, including One-Act Play, Mock Trial, etc. when a school schedules no interscholastic contests and participates only in the league sponsored tournament series.
- *Extra-curricular music ensembles:* (Carolers, Dinner Ensemble, Jazz Band, Pep Band, Marching Band, Men's Chorus, et al.) In addition to the penalties listed below, students involved in extra-curricular music ensembles are ineligible to participate in extra activities such as honor groups, Big 9 select, and All-State.
- Penalties for violations involving mood-altering chemicals and sexual harassment/violence will be the same for both Category I and Category II Activities. If a student chooses to participate in both Category I and Category II Activities, the penalty for any violation of the MSHSL rule will be applied in **each** category.
- Penalties for MSHSL violations are cumulative throughout a student's high school career beginning with the first MSHSL eligibility form that is signed in either category I or II activity. (Note: If a student signs a MSHSL eligibility form in a Category II Activity, has a rule violation, and later signs a first form in Category I Activity, the penalty for a first violation would be applied in category II only. If a subsequent second violation occurs, the penalty for a second violation would be applied in each Category I and II Activity). [This should also read if the reverse were true. If form signed in category I, has rule violation, then signs first form in Category II, violation applied to category I only with subsequent violations served in both categories]
- Any OHS co-curricular activity which offers a letter award but does not fall under MSHSL sponsorship will be treated as a Category II Activity.

MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times or turned in to the office for safe-keeping. Please remember to write down the serial numbers of all electronic devices in case of theft. If a theft occurs, please fill out a theft report, acquired from our Police Liaison Officer. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.**

NONDISCRIMINATION POLICY

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). 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.

TITLE IX/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). 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.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator

Chris Picha
Director of Human Resources
Owatonna Public Schools
333 East School Street
Owatonna, MN 55060
Telephone Number: 507-444-8602

Section 504 Coordinator

Shari Mensink
Director of Special Services
Owatonna Public Schools
333 East School Street
Owatonna, MN 55060
Telephone Number: 507-444-8604

Visit the school district website (isd761.org/nondiscrimination) for more information.

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

NUTRITION SERVICES

Beginning in the 2023/2024 school year, all students can enjoy a free breakfast and lunch meal provided through the Minnesota Free School Meals Program! All school sites participate in the School Breakfast Program and National School Lunch Program. For a complete lunch meal, students must take three or more full servings from the five different food groups, and one of the servings must be a fruit or vegetable. One carton of milk is included with each breakfast and lunch meal. Students purchasing a carton of milk with their cold lunch from home or a second milk with their meal will be charged \$.55 per carton. To purchase any additional a la carte food or beverages, students must have prepaid money in their meal account. Visit our webpage at isd761.org for more information on payments, application for meal benefits, menus, pricing, special dietary needs, etc. Call (507) 444-8616 with questions. ([Policy 534](#)) We look forward to serving your children!

OWATONNA ALTERNATIVE LEARNING CENTER

The ALC is a school for students who are in need of an education different from a traditional high school setting. All students attending an ALC must meet at least one of the Graduation Incentives Criteria for students not currently on track for graduation. Students should make an appointment through their OHS counselor for a referral to help determine if this would be the right program for them.

Referrals may be filed for the following reasons:

1. The student is behind in credits one or more years
2. Issues surrounding pregnancy
3. If initiated by the high school principal
4. A senior is in jeopardy of not graduating with his/her class

PARENT-TEACHER-STUDENT CONFERENCES

Parent-teacher-student conferences are scheduled two times during the school year. Additional conferences will be scheduled whenever a parent or teacher feels that it is necessary. Please call or email the teacher(s) involved to arrange for a conference.

PARKING LOTS

An individual or group may be denied permission to park on school property if that individual or group does not comply with school rules and policies or if it is not in the best interests of the staff and students of our school as determined by school personnel. Students and visitors are to park their vehicles in locations as assigned. When an unauthorized vehicle is parked on school property or is parked in a non-authorized manner, the school reserves the right to move the vehicle, require the driver of the vehicle to move it, or place a lock up device upon the vehicle. The school district will charge to have the lock up device removed at the student's or owner's expense.

1st Offense = \$25.00

2nd Offense = \$35.00

3rd Offense – The vehicle will be towed at the owner's expense.

The Board of Education has taken action to limit the amount of student driving during school hours. A student is not to drive or sit in a motorized vehicle during school hours. Students could receive school consequences. Driving exceptions may be granted by the principal's office.

All campus student parking is available to all students based on availability with a valid parking permit.

PARKING LOT RULES

1. Students are to park in designated student spaces only. Those who choose to park in the Fire Lane (the first 20 feet directly east of the sidewalk) will be ticketed and/or towed at the owner's expense.
2. Vehicles are not to be entered into or upon once they are parked in the school student parking lot, until the end of the school day.
3. Students are not to be in any parking lots during the school day without permission from school personnel.
4. Students using school parking lots for their vehicles are subject to searches by school personnel.

PLEDGE OF ALLEGIANCE

Minnesota Statute 121A.11 mandates that all students are expected to recite the Pledge of Allegiance on a weekly basis unless they have a personal reason to do otherwise. Students will respect another person's right to make that choice.

[531 – The Pledge of Allegiance](#)

PROJECT PASS

Students assigned to Study Hall may elect to complete a project pass assignment in lieu of attending study hall. Project Pass assignments fall into two categories: students may seek a teacher for whom they can serve as a teaching assistant or they may contact the main office to assist secretaries with a variety of tasks. Project pass contracts are non-academic in nature and students cannot earn credit for completing a project pass.

- Applications for project pass are available in the career center
- Applications must be completed along with teacher signatures
- submitted one week prior to the start of the new quarter during which the project pass will be served.
- Attendance is mandatory for project pass students and they must remain in the building.
- Students who are unable to fulfill the responsibilities of the project pass contract may be referred back to study hall by the cooperating teacher, secretary, or administrator.
- During a teacher's prep/tutorial time.

PROM, SNOW WEEK AND HOMECOMING RULES AND EXPECTATIONS

NOTE: Prom refers to grand march and dance. Homecoming and Snow Week refers to the dance and activities.

Students must have fulfilled all student obligations in order to participate in Homecoming, Snow Week, Prom, and Commencement. This includes:

- complete all assigned detention time
- pay all fees
- not be serving any in or out of school suspension or exclusion during the scheduled event.
- **not have a record of repeated behavioral violations. Such a record may result in loss of participation as determined by school administration.**
- not have more than 4 unexcused absences at school for homecoming
- not have more than 7 unexcused absences at school for snow week
- not have more than 7 unexcused absences at school for prom

Students must understand that going to homecoming, snow week, and/or prom is a privilege and that their primary responsibility is to maximize their academic opportunities while at OHS.

Guidelines for prom, homecoming and snow week include, but are not limited to:

1. All school rules and regulations, including no tobacco use, will apply to prom, snow and homecoming. This includes Prom guests regardless of their age.
2. Any drug or alcohol use will result in removal from the prom and homecoming and appropriate disciplinary action, according to district disciplinary policy. Offenders will be referred to law enforcement.
3. Behavior and attire must be consistent with student handbook policies.
4. No 9th or 10th grade students will be permitted to attend Prom.
5. 9th-12th grade students are allowed to attend the homecoming dance.
6. No guests age 21 years or older will be permitted to attend prom or homecoming.
7. All detention hours must be made up prior to participation in prom or homecoming.
8. Once you enter the event, you will not be allowed to return to your car. Make sure to bring all personal items with you before leaving your car.
9. All beverages, including water, will be supplied. No personal beverage containers will be allowed to be brought into prom or homecoming or it will be confiscated. Limos and purses are subject to search, even if in a private lot.
10. Guests from other high schools will be required to complete a permission form, signed by their principal prior to the event.

PSEO (POST SECONDARY EDUCATION OPTIONS) STUDENTS

Students choosing to attend a post-secondary institution during their junior or senior years in high school need to contact their counselor prior to registration for the next school year. Students considering post-secondary educational options need to be aware of the following requirements:

1. 4 semester college credits = 1 OHS credit. Students are only allowed to take up to 16 college credits per semester. Any coursework taken above and beyond the 16 credit total is the responsibility of the student/parent in regard to tuition.
2. Criteria for qualifying for PSEO: Juniors top 1/3 of their class. Seniors must be top 1/2 of their class.
3. Seniors will not be granted diplomas until final grades are received at the high school.
4. PSEO grades are not weighted on the high school transcript.
5. As soon as the student has a class schedule for PSEO classes, they must meet with their OHS counselor to bring their PSEO schedule and adjust their OHS schedule. This must take place prior to semester classes beginning at OHS.
6. Students are responsible for the application process, all communications between OHS and the post-secondary school and completion of all courses to meet OHS requirements (including failing or dropping a class).
7. Seniors will not be granted diplomas until final grades are received at the high school.
8. If there is an overlap between class dates at the college and OHS, OHS class attendance will take priority. Snow day class cancellations, and vacations may be different between both institutions. Students are required to attend classes when scheduled.
9. PSEO students (part time or full time) are expected to check their high school email on a regular basis.

ROLLERBLADES/SKATEBOARDS

The use of rollerblades and skateboards on school grounds and in the building is prohibited. Offenders may be ticketed by law enforcement authorities.

SAFETY & INJURIES

All students working in shops or areas where safety policies have been established must adhere to those procedures. If students are aware of an unsafe or potentially dangerous situation, they should notify the classroom teacher and/or the high school office immediately.

All students involved in an accident on school property or during a school-sponsored activity are asked to notify the nearest school staff member and complete a school accident form, which can be obtained from the principal's office.

SCHEDULE CHANGE POLICY

Once a student completes registration for the next school year, there will be little or no opportunity to change schedules. Teacher class schedules, the hiring of teachers, and the ordering of textbooks and supplies are all determined by the initial course selection and registration of our students. For these reasons, all non-substantive requests for schedule changes such as: changing hours, "I prefer to take it next year", "I want to have a class with my friend", etc., will not be considered. We are aware that occasionally circumstances change between the time of registration and the beginning of class that necessitate changing a schedule. The following reasons may qualify as a necessary schedule change:

Medical or physical restrictions (medical documentation required)

- EXAMPLE: Student has a broken bone which prevents full participation in Phy. Ed
- Computer error
- EXAMPLE: Student is scheduled in Composition before American Literature
- Academic misplacement

- **EXAMPLE:** Student is scheduled for Spanish 2, but has not yet passed Spanish 1

A student may change their schedule to add a class for any of the above reasons before the quarter begins. **Schedules will not be changed once a quarter has started and it is the responsibility of the student to have ALL schedule changes taken care of prior to the beginning of each quarter.** In order for any of the above reasons to be considered for schedule changes, the student must send an email to their counselor requesting this change with parents approval.

Procedure:

- Student obtains schedule change form from the counseling office.
- Student fills out the schedule change form and has a parent sign it.
- Student return their schedule change form to the counseling office.
- Student follow the original schedule until they receive a new schedule.
- Counselor will set up a meeting with the student if the counselor has questions about the change the student is requesting.

SCHOOL AUTHORITY OFF SCHOOL GROUNDS

According to Minnesota Statute, students involved in unlawful activity outside of school may be subject to school discipline ranging from a warning to suspension to expulsion if that activity is related to a school program or event.

SCHOOL EMERGENCIES

Any school emergencies such as a fire, or a bomb threat, that require students to leave the school building for more than a reasonably short time period will result in the students being directed to a safe location until parents are called or until we are informed by radio that the building is safe to re-enter. Any days missed will be made up later in the school year. Upon leaving the school building, students are responsible for checking in with their classroom teacher at a location designated by that teacher.

SCHOOL ROOFS

According to Minnesota Statute, it is a gross misdemeanor to be on the roof of a school. Please stay off our roof. Not only will we call the police but also both the city and the school district will take disciplinary action.

SCHOOL-SPONSORED DANCES & EVENTS

School dances are for OHS enrolled students only except for Homecoming and Prom at which students may have pre-registered guests. **Students and guests must show a photo I.D. to gain entrance into the dance.** Students will check-in their coats at the entrance of the dance. **Once students leave the dance, they may not return.**

SCHOOL-WIDE ANNOUNCEMENTS

All announcements need to be written and pre-approved by an administrator. Students wishing to post signage in the building must submit the signage to administration for approval.

SCHOOL-WIDE EVACUATION

The evacuation of OHS will be conducted when the safety of students and staff is in jeopardy. Students and staff will be assigned to one of the two evacuation sites.

SEARCH AND SEIZURE

If school officials have reason to believe that an illegal act or violation of the school rules is about to be or has been committed, they have the authority to search the student or his/her personal property, or any school district property the student uses. This includes book bags, backpacks, and purses. Bag checks may take place prior and during school hours. Officials may seize any item,

which is prohibited by school regulations or state law. All items seized shall be given to the proper authorities or will be returned to the rightful owner.

[502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person](#)

STATE TOURNAMENT PROCEDURES

The following policy shall cover granting of an excused absence from school to attend a state high school sponsored tournament.

When an Owatonna team or athletes are competing:

- Students will be dismissed 2 1/2 hours prior to the time when OHS will have a team or an athlete competing.
- Students will be encouraged to use fan bus transportation if available.
- When an Owatonna team or athletes are not competing: Only varsity athletes and cheerleaders will be given excused absences to attend the state tournament in the sport they participate.
- Dismissal will take place 2 1/2 hours prior to the first contest of the tournament if the contest begins at or before 3:30pm.
- A parental permission notice must be presented to the administration at least one full day in advance. The student and his/her parents assume the responsibility for transportation, lodging, food, and conduct at these contests.

STUDENT OBLIGATIONS

Students must have fulfilled all student obligations in order to participate in Homecoming, Snow Days, Prom, and Commencement. This includes:

- complete all assigned detention time
- pay all fees
- not be serving any in or out of school suspension or exclusion during the scheduled event.
- **not have a record of repeated behavioral violations. Such a record may result in loss of participation as determined by school administration.**
- not have more than 4 unexcused absences at school for homecoming
- not have more than 7 unexcused absences at school for snow days or prom

Students must understand that going to homecoming and/or prom is a privilege and that their primary responsibility is to maximize their academic opportunities while at OHS.

Students with obligations (fines, overdue library books, classroom books, dues, detention, etc.) are to take care of these obligations in the main office. **At the discretion of school administration, students may not be able to attend school functions which will include, but not be limited to: school dances, prom, and walking at graduation if they have outstanding obligations.**

STUDENT RECORDS / DATA PRIVACY

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to the Federal Family Education and Privacy Rights Act. The school district may presume that either parent of the student has the authority to inspect and review the educational records of the student unless the school district has been provided with evidence that there is a legally binding instrument, state law or court order governing such matters such as divorce, separation of custody, which provides to the contrary. Parents/guardians may also request to amend the record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal.

Owatonna Public Schools has adopted a student records policy as required by state and federal laws. The policy requires that certain information be classified as "Directory Information" and be

available to the public unless parents/guardians or students eighteen years of age or older request in writing that such information not be released. *

Directory information includes:

- Student's Name
- Student Photograph
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Grade Level
- Awards Received
- Most Recent Educational Institution Attended

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

SUBSTITUTE TEACHERS

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship of respect and good manners with a substitute teacher will be dealt with accordingly. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Owatonna High School.

TENNESSEN WARNING

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

TESTING OUT OF COURSES

In accordance with the guidelines of the Minnesota Department of Education, Owatonna High School offers a process for high school students to test out of some courses in order to enroll in a higher-level course within the subject area.

A student who demonstrates proficiency will receive an indication on their transcript and will be registered for the subsequent class for the coming school year. This indicates the student tested out of the class but did not receive credit for the class. Students will still need the full number of credits within the content area to graduate from Owatonna High School.

If the student has not earned an overall test score of 90% or higher on the test, no indication will be made on the transcript and the student will be registered for a corresponding course for the coming school year.

Students may take an accelerated test consisting of multiple choice, T/F, numeric response, matching, etc questions. The purpose of a test-out program at Owatonna High School is to provide students the opportunity to demonstrate their readiness for a more advanced class. In order to be successful, the student must score 90% or higher on the test. Students must initiate their desire to test with their counselor and further testing information will be provided by the instructors within the department offering the course.

Test dates and times are directed by the teacher and will only be offered to the student once within the current school year. Courses available for accelerated testing are: Spanish 1, 2, 3; French 1, 2, 3; Intermediate Algebra; Geometry; Algebra 2.

There will not be an opportunity to retest during the current school year if the student is not satisfied with the exam grade.

STATE TESTING OPT OUT FORM - MCA

[Assessments Parent Guardian Participation Guide Refusal Form - English](#)

[Assessments Parent Guardian Participation Guide Refusal Form - Somali](#)

[Assessments Parent Guardian Participation Guide Refusal Form - Spanish](#)

TRANSFER STUDENTS

The number of credits required for graduation by students transferring in from other accredited high schools will be determined by an Owatonna High School Principal or his/her designee. The number of credits earned by students transferring in from home school programs or from other non-accredited programs will be determined by one of the high school principals.

Owatonna High School will accept transferred credits from all accredited high school programs, high school level work completed at the junior high or middle school level, and/or any college-level work. These credits may be completed within the normal classroom setting or online.

TRANSPORTATION TO SCHOOL-SPONSORED ACTIVITIES

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

TRANSCRIPTS

Student transcripts are permanent records that reflect a student's academic performance while in attendance at OHS. If a student wants to repeat a class **to improve the grade**, permission must be approved by an administrator before that student enrolls in the class. The student will receive credit only once for that course. A student may get a copy of their official transcript by contacting the guidance counselor's secretary.

VIDEO/CELL PHONE RECORDINGS NEED APPROVAL

Any photos, video or sound productions made by cell phones or video equipment of any kind, of staff or students on OHS school grounds must have the direct written approval of a principal. Failure to do so could result in disciplinary measures.

VIOLATIONS OF MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

Any athlete who misses any part of a season due to suspension for a violation of the MSHSL Code of Conduct or the MSHSL bylaws involving mood-altering chemicals or sexual/racial/religious harassment or violence will not be given letters, captainships, all-conference nominations, or other local awards during that sport's season. Also, practice for an athlete during a suspension period will be at the discretion of the head coach.

Any athlete who has been named a captain of a sport team and subsequently violates the MSHSL Student Code of Conduct or the Chemical/Harassment Bylaws, either in or out of season, will lose the captainship for any category I (sport) activity.

VISITORS

Owatonna High School is a "workplace" and as such will make all student visitors welcome after school hours with a principal's permission or in the case of prospective students, as arranged by a principal or counselor. Any unauthorized visitors arriving before, during, or after regular school hours will be asked to leave. All authorized guests/visitors to the school must report to the main office to register with photo ID and receive a visitor's pass. Registered visitors must be escorted to their intended location by a staff member.

Parents are not entitled to visit classrooms "at will". Parents may make prior arrangements (at least 24 hours) for this with either the high school principal or the school district's curriculum director.

*All visitors must provide identification.

WITHDRAW FROM CLASS

Students may seek to withdraw from a class to which they have been assigned. Students must begin this process by first meeting with their counselor to review their academic status. Students who have been given approval to withdraw by their counselor must complete a Withdraw Form Class Request form, obtain a parent signature and teacher signature and return the form to their counselor for processing. All withdraw requests made within the first 10 days of a class meeting will result in a Withdraw recorded on the student's transcript. The withdraw mark (W) will have no effect on the student GPA and class rank calculation. All withdraw requests made after the 10-class meeting will result in a Withdraw Fail mark on their transcript. The withdrawal/fail mark (WF) will count as a 0.0 and be included in the GPA and class rank calculations.

WITHDRAW FROM SCHOOL

If you are planning to withdraw from Owatonna High School, please obtain a "withdrawal" form from the Counselor's Office. Your classroom teachers, Media Specialist and Principal's Office must sign it after you have returned all school properties. Submit this signed sheet to the Counselor's Office and upon receipt of an official request and all obligations/bills are paid, your records will be sent. MSHSL eligibility will end upon withdrawal.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

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

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alte ACCESS, the student would not have the opportunity to exit their English le 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.

Explore the
Statewide
Testing Page
for more
Information

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

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

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

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading

☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics

☐ ACCESS/WIDA Alternate ACCESS

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

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