



**School Age Care**



**School Year**



**Parent Handbook**



**2020-2021**

Enrollment in the program assumes an understanding that you will abide by the guidelines listed as follows.

## **Programs Expectation of Children**

The program expects that the children will:

- Have fun, be friendly, be safe, be honest and be respectful to staff and others.
- Be responsible for their actions.
- Participate fully in a large group care setting.
- Respect the school rules that guide them during the day and when at the program.
- Remain with the group and program staff at all times.
- Follow simple directions appropriate to child's age.
- Take care of materials and equipment properly and return them to their proper place when done, or before taking out new ones.
- Arrive at the program promptly according to the enrollment information.

## **Parent Expectations of the Program**

Parents may expect that:

- Their children are cared for in a safe, supportive, large group care environment.
- They may visit with the program supervisor about concerns related to their child or program.
- They will be told about any incidents involving their child.
- They will be informed promptly if their child does not arrive at the program site according to his/her enrollment information.
- They will be regularly informed by the staff about program activities.

## **Children's Expectations of the Program**

Children may expect:

- To have a safe, supportive and consistent environment.
- To use program equipment, materials and facilities on an equitable basis.
- To be treated respectfully.
- To receive guidance that is appropriate.
- To receive nurturing care from staff members who are actively involved with them.

## **Program Expectations of the Parents/Guardians/Custodians**

The program expects that parents will:

- Read parent handbook
- Pay fees on time as explained in the fees and payment procedures.
- Keep the child's records up-to-date as explained in the enrollment form.
- Pick up children on time as explained in the Attendance Procedures section.
- Forward changes of address and phone numbers to the SAC Site and SAC office.
- Follow the health and medication policies as explained in the Illness/Medication Procedures Section.
- Contact the site if their child will not be attending as scheduled.
- Pay attention to any communication from site staff regarding their child's behavior, and cooperate in efforts to bring about improvement to the situation.
- Inform staff about any special needs of their children, this includes allergies too.
- Communicate appropriately and respectfully to staff.
- Understand the function and schedule for our large group care environment and understand your child's ability to be successful in this environment.

## **PROGRAM**

SAC offers a variety of activities in both group and individual situations. **SAC is not designed to provide long term 1:1 care for students.**

Some of the activities include: arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, outdoor play, and special events.

Weather permitting children will spend time outdoors each day and/or will be allowed to use the gym for active play. "Free time" for the children to pursue their own interests in a safe, friendly environment will be provided.

**School-Age Care Office**

(Roosevelt Community School)

SAC

122 E McKinley St.

Owatonna, MN 55060

Phone: 444-7900

General Information, Registration, billing and customer service

*Betsy Wilker, Youth Programs and Enrollment*

*Coordinator .....444-7922*

*Debbie McDermott-Johnson, Director of Community*

*Education .....444-7901*

SAC is available Monday-Friday most weeks

**Program Hours:**

Before school...6:30 am to school start (\$20/week)

After school...after school to 5:30 pm (\$30/week)

Non-School Days and Summer 6:30 am-5:30 pm

School Year SAC only has full time contracts. This means that families are charged every day, unless listed below, whether their child comes or not.

**Days Closed-No Charge**

September 7	Labor Day
November 26 & 27	Thanksgiving & the day after
December 24-January 1	Winter Break
March 12-26	Spring Break
April 2	District Closed
May 31	Memorial Day

**Program Locations**

**Lincoln SAC**

747 Havana Road

Owatonna, MN 55060

**444-8122**

Please enter through flagpole doors-located in the old gym.

**\*\*Snow day care site\*\***



**McKinley SAC**

1050 22nd St NE

Owatonna, MN 55060

**444-8222**

Please enter through main doors-located in Learning Studio



**Washington SAC**

423 14th St NE

Owatonna, MN 55060

**444-8322**

Please enter through front door #1 by the flagpole-located in the old gym



**Wilson SAC**

325 Meadow Lane

Owatonna, MN 55060

**444-8422**

Please use the Meadow Lane door #1-located in the small gym

**Please note:** SAC sites will close at 5:15 pm for CE All-Staff Meetings.

Although our dates haven't been scheduled they are held in November, January, and March. Please stay tuned to News and Notes and notices at your SAC site.

The staff would like to take this opportunity to welcome you and your children to the SAC Program. This School District #761 program is designed to provide a safe and supervised environment for children in Kindergarten through grade 5.

This program is operated through Owatonna Community Education at the direction of the Director of Community Education, Youth Coordinator, and qualified staff. The SAC program is solely funded by care fees paid by participating families.

SAC offers a variety of activities to channel children’s energies into positive growing experiences. SAC will focus on the following goals for your child:

1. To develop new friendships and work together in cooperative group situations.
2. To gain respect for themselves, others and property.
3. To develop self-confidence.
4. To provide a safe, caring, trusting & relaxed environment conducive to fun, adventure, and enrichment
5. To provide trained caring & respectful staff who understand the importance of a stable setting that meets the developmental needs of children.

**ASSESSMENT DAYS**

SAC will be offered to families on Aug. 27, 31 and Sept. 1. Please register for these days in advance, a minimum number of children are needed in order for these days to program. Cost is \$25/day/child. These days will all be held at one of the elementary buildings. We will be open from 6:30 a.m. - 5:30 p.m.

**NON-SCHOOL FUN DAYS**

Programming will be provided on non-student days at one of the four public school SAC sites. Families will receive information on events for these days when school starts. Families must pre-register 10 days before the event. Occasionally children may have the opportunity to participate in local and out-of-town trips on Fun Days. Students attending these trips will be accompanied by SAC Staff and adhere to SAC program procedures.

Fun Day Programming runs 6:30 a.m. - 5:30 p.m.

October 15 and 16	Education MN Conference
November 6	No school K-12 (Staff development)
November 20	No school K-5 (Conferences)
November 25	No school K-5
January 18	No school K-12 (Martin Luther King Day)
January 19	No school K-12 (Teacher work day)
February 19	No school K-5 (Conferences)
March 19	No School K-12 (Teacher work day)

Fun Day fee is \$35/day/child. Registration after the deadline will be accepted upon availability. Families will be billed for scheduled care if Fun Day cancellations are not received at the SAC Office (444-7900) by the cancellation date and time, usually 7 days before the event. No refunds will be given after the cancellation date.

**COMMUNITY EDUCATION ENRICHMENT PROGRAMMING DAYS**

March 22-March 26 Spring Break (no refunds will be given) Open to General Public

## Enrollment Requirements

- ✓ Children entering Kindergarten – 5<sup>th</sup> grade in the Fall may enroll in our School Year Program
- ✓ All children need to be toilet trained and be able to perform bathroom functions on their own.
- ✓ Children need to be able to participate in a large group care setting.  
SAC is not designed to provide long term 1:1 care for students
- ✓ Families currently participating in the program may only register for the next session if their account is in good standing. For a child to start on the first day of the new session, all fees for the previous session must be paid in full.

As a Community Education Program in ISD #761, SAC will not deny or discriminate based on race, color, creed, religion or national origin in its enrollment policies.

## Processing Enrollment:

A minimum of three business days are needed to process enrollments

- ✓ Submit completed enrollment form online
- ✓ Pay non-refundable registration fee **\$25/family** (credit card is needed for online registering).  
\*\*\*\*\*SAC no longer accepts child care assistance\*\*\*\*\*
- ✓ A preliminary confirmation email will be sent out after the contract is initially accepted. Please follow the link in the email to answer a few additional questions. If questions are not answered by June 1, families will be unaccepted from SAC and moved to the bottom of the waitlist.
- ✓ When questions are complete, families will receive another email confirming their enrollment into our SAC program. This email will include a payment schedule and official Welcome.
- ✓ If your child or children have any allergies that require Benadryl, Epi-pen, inhaler or medication, the following forms need to be filled out, every year, and returned to Roosevelt Community School, before the child will be allowed to attend SAC.
  - ✧ Care plan (steps to take if episode occurs)
  - ✧ Medication Request and Physician Authorization signed by physician (one for Benadryl, one for Epi-Pen, etc)
  - ✧ Medication must be supplied to our SAC site, due to confidentiality and safety the health office is unable to share epi-pens with SAC.

These forms need to be turned in every year by Sept. 1 or your child will be unable to start SAC.

**\*\*The health office and the school do not share any allergy or other information with SAC\*\***

SAC reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about the student.

Space is limited. Families are enrolled on a first-come, first-serve basis.

**Enrollment is contingent on additional questions being answered. However, a child will still be unable to start SAC if medical forms or medications are needed and not supplied. We understand that this may be an inconvenience for some families but it is for the safety of the child.**

## **SIGN IN/SIGN OUT**

For your child's safety, the parent/adult who brings the child to SAC in the morning or who picks the child up in the afternoon must be included as emergency contacts on your family profile. They will be required to initial and record time on the sign-in/out sheets or sign the ipad. All children must be signed in/out by an adult or sibling, age 13 & over to morning SAC and from afternoon SAC. The ipad is not for children to use.

Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children, please alert staff to your presence.

## **EMERGENCY CONTACTS**

In addition to parents, please list at least three people with local phone numbers on the emergency form who can pick your child up from SAC in case of an emergency. Unfortunately people who are out-of-town are too far away to help in emergency situations. It is important that families keep the staff and SAC office informed about changes for emergency contacts which can be updated in your online profile. Children will not be released to individuals not authorized to pick-up.

## **PARENT ARRIVING UNDER THE INFLUENCE**

SAC staff members, as school district employees, are mandated reporters of child endangerment concerns. If a parent arrives at SAC to pick up their child(ren) and a staff member has a reason to believe that the parent is under the influence of alcohol or drugs, certain steps will be taken.

## **SCHOOL YEAR SAC SITE**

If your child will be absent from SAC, please call the SAC Site. There is a 24 hour answering machine at each site.

Lincoln: 444-8122      McKinley: 444-8222      Washington: 444-8322      Wilson: 444-8422

If a child does not show up at site as expected, staff will follow up by calling home, work, and contact numbers on file.

**If we do have to make a phone call, families will be charged a \$5 no call fee.**

**PLEASE NOTE: The school office DOES NOT notify the SAC site when a child goes home from school early. SAC staff do not receive an attendance log from the beginning of the day.**

**Families still need to call SAC.**

## **PROCEDURE FOR LATE PARENT PICK UP**

SAC closes promptly at 5:30 p.m. according to the clock at the site. A late fee of **\$1.00** per minute will be assessed beginning at 5:31 p.m. Three late pick-ups could result in termination of the contract. Should a child remain at SAC after the closing time, the staff will attempt to call parents and any persons listed on your authorized pick up list.

**Should no one be available or able to come for the child, and if the parent has not arrived by 6:00 p.m., the Owatonna Police Department will be called.** The child will then be turned over to their custody.

## **PARTICIPATION IN ACTIVITIES OUTSIDE SAC**

Occasionally children leave during their SAC day to participate in various activities (i.e. choir, student council, helping a teacher, or other enrichment classes) after school. For children's safety, children are required to sign-in with SAC staff prior to attending activities after school.

## **VISITORS AND OBSERVATIONS**

Parents and community members who are screened by the coordinator in advance are welcome to observe the program. For liability and supervision purposes, it is not possible for non-enrolled children who visit the program to take part in activities.

# PAYMENT AND FINANCIAL PROCEDURES

## PAYMENTS:

Families contracting for school year care will receive a payment schedule with their second and final confirmation email. **All payments cover care for the upcoming two-week period.**

Families who have not paid their care fee by the due date or arranged for a late payment will not be extended child care. Children will not be expected at SAC until payment is satisfied. **SAC reserves the right to discontinue or limit service due to non-payment.**

SAC is fully supported by care fees paid by families. To ensure that program costs involved in securing payments are minimized, the payment schedule will be closely adhered to this school year. **SAC no longer accepts child care assistance**

**SAC will not issue refunds for those families who choose to pay ahead.**

**SAC will not issue refunds for student dismissal from the program, either through an earned leave of absence or contract termination resulting from unresolved student behaviors.**

The SAC program understands that situations will occur in family budget plans that prevent prompt payment and staff is committed to working with families who are proactive in communicating their need for accommodation. Questions concerning payment schedules can be addressed to Betsy Wilker, Program Coordinator (444-7922) or Deb McDermott-Johnson, Director of Community Education (444-7901).

## HOW TO PAY

- **CASH, CHECK OR MONEY ORDER** (payable to SAC)
- **SIGN-UP FOR AUTOMATIC PAYMENT DEDUCTIONS**
- **PAY DIRECTLY ONLINE**

<https://owatonna.ce.eleyo.com/> then click “Sign in” to pay online.

Mail payments to: SAC  
122 E McKinley St OR Drop payment off at your SAC site  
Owatonna, MN 55060

Families who have not paid their care fee by the due date or made arrangements for a late payment will not be extended child care. Children will not be expected at SAC until payment is satisfied.

**SAC reserves the right to discontinue or limit service due to non-payment.**

**\*\*Year-end tax statements are sent out by request only, provided your account is current to date.**

## PAYMENT BY CHECK

When you provide a check as payment, you authorize Owatonna Public Schools either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. For inquiries, please call (507) 444-7900. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

## RETURNED CHECK

Checks returned for non-sufficient funds, plus all applicable bank-processing fees will be collected through established Owatonna Public Schools, ISD #761 procedures. A service fee of \$30 or the amount allowable under state law will be imposed on all returned checks. Additional civil penalties may be imposed if the check is not paid within 30-days of dishonor. (M.S.A. 604.113) In the event that your draft or EFT is returned unpaid, your account may be debited electronically for the original amount of the draft or EFT and an item fee of thirty dollars (\$30.00).

## PAYMENTS SUBMITTED FOR COLLECTION

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

Please check your text message from the school district; listen to KRFO/KAT KOUNTRY, KOWZ, KDHL, or KAAL radio; watch KSTP 5, KARE 11, KMSP Fox 9, WCCO 4, or KEYC 12; or call your SAC site for a voicemail update.

Location: Lincoln School (444-8122)

## New Hours: 7:00 a.m. - 4:30 p.m.

If a full district closure is announced after SAC opens,

**SAC will close 2 hours from the announced closure time.\*\***

If District 761 announces a late school start:

**There will be no morning SAC.**

If District 761 announces an early school closing:

**There will be no afternoon SAC.**

If District 761 does not close early but cancels all after school and evening activities:

**The SAC sites will open but close at 4:30 p.m.**

If District 761 announces a 2 hour late start, then before 6am calls school is cancelled:

**SAC programs a snow day at Lincoln Elementary.**

If ISD District 761 announces “school is cancelled today for students”:

**SAC programs snow day at Lincoln Elementary**

Children will be expected on site and **families will be billed the extra \$15 SNOW DAY service fee unless a cancellation is received by 7:30 a.m. to 444-8122, PLEASE LEAVE A VOICEMAIL MESSAGE.**

If ISD District 761 announces “the district is closed”:

**SAC does not open**

### HELPFUL INFORMATION

**\$15 (in addition to regular daily care fee)**

Children must bring a sack lunch-no canned or bottled pop, please.

**If you answer “yes” to the snow day questions during online registration you have signed up for snow days.** Please call 444-8122 to cancel, to avoid snow day charge.

Voicemails left at other sites or on staff emails, or personal cell phones will not be accepted.

**Ways to stay informed:** Once SAC finds out about any delays or closures SAC will send out a text through our software to make families aware and supervisors will put a message on the SAC site if you aren't sure if there is a snow day or not. Please make sure: Phone numbers are listed as “cell” not work, home, or other as these choices will not populate to receive text messages. Also make sure the box is checked “can receive SMS. Also only the persons who are attached to the account will get messages. If you are married please make sure your spouse is also listed on the account.

*Snow  
Day*



# ILLNESS/MEDICATION PROCEDURES

**MEDICATION** Although SAC may not dispense medication for your child daily, there may come a time when we need to dispense medication (i.e. field trips, summer, Fun Days). Please become familiar with the following guidelines.

1. **Prescription medications** require a "**Medication Request and Authorization**" form that is completed and signed by both the parent *and* physician. Staff cannot dispense medication without the *Medication Request and Authorization* form on file or without a doctor's signature.
2. Prescription medication must come to school in the **original prescription container** appropriately labeled for the student by pharmacy or physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, etc. will not be administered.
3. **Non-prescription / over the counter medications** follow the same requirements as prescription medications if the parents want them administered in school. A "*Medication Request and Authorization*" form needs to be completed by the parents and physician. Medication must be in the original container, which clearly identifies the medication.
4. **Medications are generally not to be carried by the student.** If an exception is to be made (i.e. bronchial inhalers, bee sting kits), there must be a "*Medication Request and Authorization*" form on file with the school district and SAC site. Medication should be brought to school by the parent or guardian and left with the appropriate school representative, except as noted in a written agreement between the school district and the parent.
5. **The SAC staff must be notified immediately of any change** in the student's medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician.
6. Planning for students who require medication on **field trips** must be done prior to the day of the field trip. It is the parent's responsibility to inform the staff of medication needs in advance of the field trip.

## INSURANCE

The program carries school district liability insurance. Families are encouraged to provide their own health/accident insurance coverage.

## ILLNESS/HEALTH PRACTICES

Owatonna Public Schools (including SAC) have the following practice regarding ill children:

1. Children who are ill must not be brought to SAC. This includes children with the following symptoms: fever, diarrhea, an undiagnosed rash, inflamed eyes, severe cold or sore throat.
  2. A child is sent home if displaying signs of physical illness and/or has a temperature of 100°F or higher.
  3. A child should be "fever-free" for at least 24 hours before returning to school (SAC).
  4. When taking antibiotics, a child must be on the medication for at least 24 hours before returning to school (SAC).
  5. If a child has been vomiting during the night, he/she should not attend school (SAC) the following day.
- If a child becomes ill at SAC, staff will have the child rest apart from the other children, and contact you to pick up your child. If you cannot be reached, the staff will contact the emergency back-up people listed on your child's emergency form.

If your child comes down with a communicable disease such as chicken pox, head lice, pink eye or strep throat, **CONTACT SAC IMMEDIATELY**. When a communicable disease is reported, a note will be posted to inform other parents of exposure.

## ACCIDENTS

If your child has a minor injury (i.e. scrapes, minor bumps & bruises), you will be notified when you pick up your child.

If a serious injury should occur which might need medical attention (e.g. deep cut, sprains, and chipped tooth), the staff will call you immediately so medical attention can be sought.

In an emergency, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team responding to the emergency to decide what actions will be taken. You will be responsible for medical charges.

**"Medication Request and Authorization"** forms are available at the SAC site, the main office at each school, and most local doctor's offices.

## PROCESS FOR PROMOTING SUCCESS IN ALL CHILDREN

SAC views *discipline* as an opportunity to teach children social skills needed to function successfully in daily life. SAC staff encourages appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. When working with children, SAC staff remains proactive, guiding children in making appropriate choices and redirecting them as needed.

## PARENTS AS PARTNERS

To be more effective in working with children, SAC staff team up with parents to work on issues together. Ongoing communication between home, school and SAC promotes success for children. When staff understand children's needs, they can respond appropriately to those needs.

## PROMOTING SAFETY AND SELF-ESTEEM FOR ALL STUDENTS:

In order to maintain a safe and nurturing environment for all children, SAC will not tolerate any inappropriate behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Children deserve a positive environment that helps them feel secure, fosters their self-esteem, and provides opportunity to develop new skills.

### INCIDENT NOTICE

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will make every effort to remediate the problem. If their efforts don't bring success, a behavior Incident Notice will be issued and signed by the staff and parent/guardian.

An "**Incident Notice**" is issued when behavior is:

*Unwanted/offensive* -- intended to hurt others physically,

emotionally, or intended to damage property

*Repeated* -- intervention doesn't work, and ...

*Disrupts the site* -- impacting the well-being of other children and/or staff.

***First Notice*** -- Warning to alert parents about behavior issues in SAC

***Second Notice*** -- A meeting with parent, child, and SAC staff will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in SAC.

***Third Notice*** -- Five-day "behavior leave of absence" from SAC. The child may return to SAC as long as he/she follows appropriate program guidelines. **\*No refunds of fees will be issued on days when children are on a "behavior leave of absence".**

***Fourth Notice*** -- Child care services are discontinued until the end of the school year. **Refunds will not be given.**

***\*The SAC Guidance procedures are intended to maintain a positive environment where children and staff can feel safe, respected and accepted.***

***\*To promote success for your child in SAC, please review Parent/Child/Program Expectations with your child before your child joins the program.***

### IMMEDIATE SUSPENSION

For the safety and benefit of all children in the program, SAC reserves the right to *immediately suspend* any child who:

- **Causes or attempts to cause physical injury to self or others**
- **Causes or attempts to cause destruction of property**
- **Leaves the designated SAC area with the intent to run away or hide from staff.**

Parent(s) will be notified IMMEDIATELY to come pick up their child. A meeting will be scheduled between parent(s), child, and SAC staff to discuss the child's behavior and the consequence of the behavior. The child may return to SAC after a five day leave of absence providing the child continues to follow SAC guidelines. **\*No refunds of fees will be issued on days when children are on a "behavior leave of absence".**

### UNABLE TO CONTINUE SERVICE

SAC strives to meet the needs of all children enrolled; however, occasionally our program is not in the best interest of a child. Reasons for SAC to discontinue service includes, but is not limited to:

- Abusive language and/or threatening behavior toward staff or other children by child or parent.
- Three or more late pick-ups during the summer.
- Failure to pay for services or set up payment plan within 14 days of receiving a billing statement. Notice of discontinuation of childcare services due to non-payment may be put into effect immediately.
- Child is unable or unwilling to follow staff direction or program behavior guidelines (i.e. wandering/running out of SAC area, destruction of property, physically, verbally, or emotionally hurting others, consistently acting out against staff).
- Child's behavior that can do harm to students, staff, or self (i.e. throwing objects, striking out with intent to harm, exploding temper that has the potential of causing physical injury

## ACTIVE WEAR

Children should dress casually and appropriately for the activities of the day. Children will be taken outside daily, except when it rains or wind-chill is below 0°F. Please send your child with appropriate shoes, hats, mittens, scarves, boots, snow pants and coats. If not able to go outside, children will have time in the gym.

Below is our SAC Weather Rule: Children should be coming with appropriate outdoor wear everyday.

↓40°F Kids need to wear a coat, hat, gloves etc.

40-49°F Kids need to wear a coat

50-59°F Kids need to wear long sleeves

60°F + Kids can wear short sleeves

## STAFF

SAC staff has experience in planning, implementing and supervising appropriate activities for school age children. All staff members are involved in on-going in-service training.

## ITEMS FROM HOME

Donations of items from home that may be used for art projects or creative play would be appreciated. Some of the items that could be used at SAC are:

Yarn or string - (art projects)

Paper-scratch paper

Buttons - (puppets, collages)

Small wood scraps - (sculptures)

Children's books - (appropriate age level)

Board games - especially appreciated by children

If you would like to donate other usable items, contact the staff (pants, shorts, sweatshirts, snow pants etc.)

## TRANSPORTATION

Transportation to the SAC sites from private schools can be arranged through the Owatonna Bus Company during the school year. There is no charge if your child already rides the bus to school. Field trip transportation will be by school bus.

## SNACKS

SAC will provide a snack each afternoon. Families must notify staff if there is a food allergy. **The health office does not notify SAC of allergies.** Notification of any allergies is the parent's responsibility. *Families may participate in supplying a snack if they wish – it must be commercially prepared and in its original package.*

## CHILDREN'S PERSONAL PROPERTY

To protect your child's valuables; toys, iPods, cell phones and other personal property are **prohibited** at the SAC site.

## EMERGENCY CLOSING

If Owatonna Public Schools are closed due to inclement weather or a utility emergency, SAC will also be closed. KRFO (1390 AM) and KOWZ (100.9 FM) will carry announcements of closing.

## LOCAL FIELD TRIPS

Children may take advantage of local opportunities for fun and enrichment. Typical trips might include the public library or walk to a community park. Shorter trips will be walking, other times transportation will be by bus. Sometimes these trips are optional; care will be provided at the site for children who choose not to participate in the trip. On most occasions, trips will be taken by the entire group.

**BULLYING PROHIBITION POLICY 514** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE POLICY 414**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**STUDENT SEX  
NONDISCRIMINATION  
POLICY 522**

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.

**STUDENT DISABILITY  
NONDISCRIMINATION  
POLICY 521**

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

**HAZING PROHIBITION  
POLICY 526** The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**HARASSMENT AND  
VIOLENCE POLICY 413**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence. The school district prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. 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 Director of Community Education (444-7901) or to the school district’s Human Rights Officer(s) (444-8602)

**These are a summary of the School Board Policies. The full policy can be viewed in the office of Roosevelt Community School, and online at [www.owatonna.k12.mn.us](http://www.owatonna.k12.mn.us)**