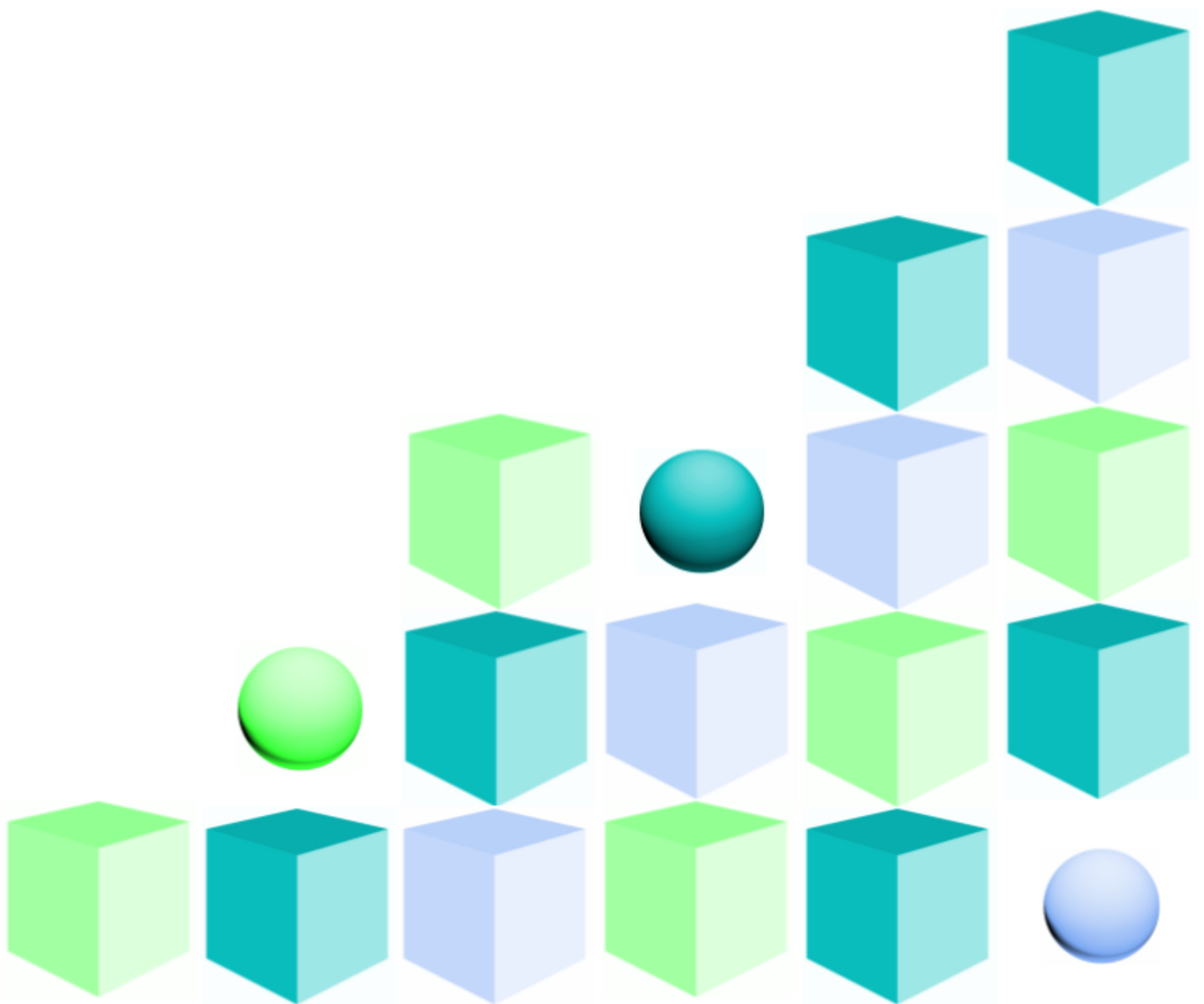


2021 Summer

# School Age Care Handbook



The staff would like to take this opportunity to welcome you and your children to the Summer SAC Program. This Community Education program is designed to provide a safe and supervised environment for children that have completed Kindergarten through grade 5 by the opening day of summer programming.

School Age Care is operated through Owatonna Public Schools Community Education Program.

SAC offers a variety of activities to channel children’s energies into positive growing experiences. Research shows that quality school-age care programs keep kids safe and help working families, and improve overall child achievement and attendance during their school years.

Daily programming is based on the needs and interests of the children. Children have opportunities to provide input into what types of projects and activities are available and the physical make-up of their environment. Allowing children to participate this way follows best practice, helps to develop independence while fostering community, and keeps them engaged and interested in what is happening in their environment.

Caring and trained staff members provide fun, consistent, and nurturing environments. Access to caring adults who provide support to children is a key component to the child’s ability to grow their skills successfully. Whether it is through conversation, shared learning experiences or resolving a behavior concern, our goal is to ensure the success of children in our program by establishing positive relationships, providing educational and recreational activities and offering opportunities for kids to share ideas and feel valued.

**We welcome you and your family and look forward to serving your summer school age care needs!**

**Registration Fee:** \$25/family

**Contract Care Fee Options:** All options include lunch & snacks

**Full-time:** \$155/week/child

**Part-time:** \$35/day/child

**Number of part-time contracts will be limited to 20**

Part-time contracts need to be an established weekly schedule, ex M/T/W/TH, M/W/F, T/TH, etc.

Part-time contract calendar must be turned in by June 1 or when contract is submitted, whichever is later.

**RIVER SPRINGS WATER PARK-Included in Summer SAC fee**

We will plan on going to the waterpark on Thursday afternoons June 17-August 12, weather permitting

SAC is available  
Monday-Friday most weeks.  
Hours 6:30 a.m. -5:30 p.m

**SCHOOL-AGE CARE OFFICE**

(Roosevelt Community School)

SAC

122 E McKinley St

Owatonna, MN 55060

Phone: 444-7900      Absence line: 444-7936

General information, registration, billing and customer service

**CONTACTS**

Betsy Wilker, Youth Programs and Enrollment

Coordinator.....444-7922

Sean Hughes, OMS Activities Coordinator.....444-7900

Debbie McDermott-Johnson, Director of Community

Education .....444-7901

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

## 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.



## 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 daily incidents involving their child.
- They will be regularly informed by the staff about program activities.



## PROGRAM

SAC offers a variety of activities in both group and individual situations. Some of the activities we specialize in include: creative arts and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, everyday math fun, digital skill building, outdoor play, and special events.

Children are provided "choice time" each day to pursue their own special interests. Parents are encouraged to alert staff to the special interests in their child's life. Weather permitting children will spend a great deal of time outdoors each day.

SAC will follow all CDC/MDH/MDE guidelines and inform parents of any changes that may occur.

## DAILY GROUPING

Grade groupings being targeted this summer include K-5. While there may need to be some flexibility with these groupings due to the number of children enrolling and planned activities, our goal is to provide a quality care experience where children can be successful and enjoy their time while waiting for parents to complete the work day.

## Programs Expectations 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.
- To wear a mask everyday while inside the building.



## 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.

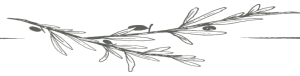
## ENROLLMENT REQUIREMENTS

- ✓ Children entering first-sixth grade in the Fall may enroll in our Summer 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.

### **Summer 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 (credit card is needed for online registering)

All Families \$25

T-shirt fee \$5/child

\*\*\*\*\*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 May 15, families will be unaccepted from Summer 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 Summer SAC site.

These forms need to be turned in every year by June 1 or your child will be unable to start SAC. If you participated in school year SAC, these forms may already be on file, please call Betsy 444-7922 to confirm.

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 medication 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.**



## SNACKS

Children will be provided two snacks daily, one in the morning and one in the afternoon.

**Please inform staff of any allergies or special dietary needs. A dietary statement must be on file with nutrition services in order to provide alternate meal/snack.**

Any snacks brought by children or staff to share for special occasions must be purchased from a commercial supplier-no

home baked goods please!



## T-SHIRTS

A SAC t-shirt (worn over the child's regular clothing) is required on all off-site activities. This includes all field trip events. Pennies will be worn for swimming as well.

## SIGN IN/SIGN OUT

For your child's safety, the parent/adult who brings the child to SAC must sign your child in every morning and every afternoon, must be included as emergency contacts on your family profile. Staff will be signing children in/out. Drop off/ pick up people must still escort their child part way into the building.

**SAC kids should not be using the iPad.** It is for adults to sign in and out. (Failure to comply may result in termination of contract).

Please tell staff your name at pick up. We have a lot of adults coming to pick up SAC kids and it is hard to remember all faces.

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.

Summer SAC does not allow children to walk to or from site for liability reasons. All children must be accompanied and signed in/out by an adult or sibling, age 13 & over to and from the SAC site.



## 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.

## AUTHORIZATIONS

When registering your child for SAC, please name all persons authorized to pick-up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial adult from taking a child, a copy of the court order must be on file.

Please inform the staff in advance, preferably in writing, if someone other than a parent or guardian is to pick up your child.

A picture ID will be requested when someone other than a parent or guardian picks up a child.

## LUNCHESES

Lunches are included in the daily care fee. A monthly menu will be posted at the site. **Due to food safety issues, we will be serving lunch from 11:30-12:00.** We will hold lunch until just shortly after noon. If your child is off site during lunchtime and returning for the afternoon, please see that your child has been fed lunch prior to returning. If your child does not care for the menu for the day, please send a bag lunch for them.

## 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 into their custody.

## 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.

## PARTICIPATION IN ACTIVITIES OUTSIDE SAC

Occasionally children leave during their SAC day to participate in various activities (i.e. swimming lessons, scouts, music lessons) families are responsible for transportation to and from their child's additional activities. Children are to be signed in/out of SAC site by the parent or designee each time. If your child is registered for enrichment camps at Roosevelt, please let staff know so we can get them to their class.

## ABSENCE

If your child will be absent from SAC, **please call 444-7936 no later than 8:45 a.m.** for lunch counts.

# PAYMENT AND FINANCIAL PROCEDURES

## PAYMENTS

Families contracting for summer 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.**

Summer 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 summer.

**SAC does not accept 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 Summer 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).

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## PAYMENT SCHEDULE (per child)

<u>Due Date</u>	<u>Care Dates</u>	<u>Full-Time</u>
June 1	June 7-18	\$310
June 14	June 21-July 2	\$310
June 28	July 6-16	\$279
	(no care July 5)	
July 12	July 19-30	\$310
July 26	Aug. 2-13	\$310
August 9	Aug 16-20	\$155

## HOW TO PAY

- **FAMILIES MUST HAVE AN AUTO DEBIT SET UP ON THEIR ACCOUNT**
- **IF AUTO DEBIT IS NOT VALID FAMILIES ARE RESPONSIBLE FOR MAKING PAYMENT WITH CASH, CHECK OR MONEY ORDER. FAMILIES CAN ALSO PAY ONLINE DIRECTLY.**

## 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.



## 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 or 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 and 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. If your child goes to the doctor, take this form with you in the event your child needs medication of any type.

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 summer. **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.*

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).

## IMMEDIATE SUSPENSION

## GENERAL INFORMATION



## SUMMER WEAR

Children should dress casually and appropriately for the activities of the day. Should wear or have tennis shoes and socks available throughout the day. On field trip days, children must wear socks and tennis shoes, as we will be doing a lot of walking and climbing, this includes our weekly trip to the library.

## OUTDOOR GUIDELINES

Children will go outside frequently. Children are encouraged to drink water regularly. They should bring a prefilled water in a spill-proof container, clearly identified with their name. We will try to go outside everyday, even for just a little bit. On the excessively, hot days, we will limit our time spent outdoors. Days that the heat index is over 100°F we will spend time outside in increments of about 10-15 minutes at a time.

## SUNSCREEN/INSECT REPELLENT

Sunscreen /insect repellent should be **applied daily prior** to your child's arrival at the SAC site. Please teach your child the importance of proper application. All SAC families must provide their own sunscreen/insect repellent, labeled with child's first & last name. SAC staff will remind and supervise your child's self-application of the sunscreen/insect repellent throughout the day. **Staff members are not able to physically apply sunscreen/insect repellent to children.** Staff will network with parents if a concern emerges with self-application.

## LOCAL FIELD TRIPS

Children may take advantage of local opportunities for fun and enrichment. Typical trips might include: water park, public library, community parks or business tours. Shorter trips will be walking, other times transportation will be by bus. Usually local trips are taken by the entire site. On occasion, trips may be specific to an age group. Families will be asked to give permission for their child to attend these local field trips by signing a blanket off-site permission included in the registration. The Summer SAC staff will provide a weekly posting of trips that your child may be taking.

## 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

## 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  
Board games - especially appreciated by children  
If you would like to donate other usable items, contact the staff.

## CHILDREN'S PERSONAL PROPERTY

To protect your child's valuables; toys, iPods, cell phones and other personal property are **prohibited** at the Summer SAC site. Summer SAC is not responsible for lost or damaged property.

## SNACKS

SAC will provide a snack each morning and afternoon. Families must notify staff if there is a food allergy. **No alternative snacks will be provided unless an allergy form is on file for this year.** 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.*

## EMERGENCY CLOSING

If Owatonna Public Schools are closed due to inclement weather or a utility emergency, SAC will also be closed. Updates will be sent out via text message and updated on Owatonna Community Education's Facebook Page.

## COVID INFORMATION

Summer SAC follows all CDC, MDH and Governor mandates. All children attending Summer SAC must wear a face mask, wearing a mask is not optional. Families need to provide a mask for their children to attend Summer SAC. We have a very limited supply should a mask break, get dirty, or is lost. Students will need to be wearing a mask upon arrival. It is always a good idea to send an extra mask just in case.

**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)**