

BRIDGEWATER ELEMENTARY

September 2016
Newsletter

Nancy Antoine,
Principal
507.664.3300

Attendance Line
507.664.3306

Dear Bridgewater Families-

Welcome to the 2016-2017 school year at Bridgewater Elementary! I am thrilled to begin my tenth year as the Bridgewater Principal and am excited to be back to school, with routines in place once again. There is no better sound than the laughter and chatter of children.

Goals

Our mission at Bridgewater is to be a respectful, successful, safe community of high-achieving learners. We want all students to make academic and social gains at their learning level. We also want all parents to know that you are welcome at your school, and your involvement is crucial for the success of your child. Most importantly, we are here to partner with you to serve your children and the families in the community.

Enrollment and New Staff

Our enrollment is steady this year. Currently, we have about 573 students with larger classes at kindergarten, second and fourth grade. We also have several new staff members that we would like to welcome: Tony Seidl is teaching second grade, Melissa Shepherd is teaching fourth grade, Alexi Thompson is a Special Education teacher, Claudia Perez is our Reading Corp teacher, Amy Randall is our Speech & Language Pathologist, Molly Ericksen is our School Psychologist, Jamie Moyer is teaching Special Education, Inger Hanson is our Instructional Coach, Lucy Archibald will be our nurse, Bonnie Johnson is our Special Education Office Specialist, Lucy Baquero Orja is our Fernbrook Therapist, and Adam Danielson is the Behavior Specialist. Kim Norton, Arlette Nelson, and Cindy Keogh have returned as cafeteria supervisors. We will continue to have student teachers join us throughout the year, training to become future educators.

Arrival

Most students come to school and leave from school on the buses. Students should not arrive before 7:50 a.m. Breakfast is served from 7:50-8:20, and students may arrive during that time to eat breakfast. Students not eating breakfast should not arrive before 8:00 a.m.; these students will go directly to the playground as there will be supervision beginning at 8:00 a.m. The first bell will ring at 8:20 a.m. at which time students will go to class. Please know that we do not have supervision before 8:00, but KidVentures is available for a fee. All times are one hour later on Wednesday morning.

Dismissal

At the end of the day, the teachers will pair up with one teacher walking the students to the bus, and the other teacher walking the riders/walkers to the front of the building. Please have your child walk home if you live within walking boundaries; we don't need additional cars in the line. For safety purposes, we ask parents to wait in your car in the pick-up lane, and your child will come out to your car. There are at least two adults out front ensuring that the students get into the correct car and they don't dash out into the parking lot compromising their safety. Please drive slowly and alertly in the parking lot as it is tight and there are many other vehicles picking up students; no amount of haste will compensate for the life of a child. If you must come in the building to meet your child, you are to wait in the commons area for your child, please don't go down the wing hallways. Please give the teachers space to bring out the students and get them to where they need to go. Again, this is for safety purposes. Students should be picked up no later than 3:30 p.m. If you have a problem with any of this information, please contact me.



Change of Plans

I know there are situations that arise occasionally during the day that cannot be helped; please be aware that we need a note for any change of plans for dismissal at the end of the day. We will not merely take the word of your child as to where they should go even though we would love to believe everything they say. If there is no note, your child will go with their usual plan. You are welcome to call the Bridgewater office if you have a last minute change; this call needs to be made before 2:30 p.m. to ensure that your child and child's teacher receive the message. An afternoon email to the teacher may not get to your child. Planning on your part is important as we have witnessed too many tears at the end of the day from students who don't know their plan or misunderstood the plan. A consistent routine for your child is extremely helpful to all concerned. Thank you in advance for your help with this!

Bus

Riding a different bus with friend is not allowed by the bus company due to the crowded buses. Riding the bus is a privilege and not a right; students are expected to follow the rules on the bus to make the ride safe for all students. Benjamin Bus provides a great service for families in the district and we support safety on the buses by keeping high behavior expectations for students.

I realize this is a lot of information, but safety and routines are imperative to run a school well for all students and families. Again, I am excited to have the students back and look forward to serving families over the school year. Please remember that you are your child's first teacher, and we need you as our partner to provide the highest level of education possible for your child. Your involvement and input are valued and welcomed. Please email or call if you have any questions or concerns. I also send out weekly email updates on Skylert, Friday Update. You will not receive these messages if you have elected to block Skylert. Paper copies will be provided for families without email.

Sincerely,
Nancy Antoine
Bridgewater Elementary Principal

Bridgewater Daily Schedule 2016-2017 School Year

8:20 a.m. - First Bell Rings
8:25 a.m. - Second Bell Rings - Class Begins
3:20 p.m. - Dismissal Bell for all students

- **Every Wednesday** - 1 hour Late Start, 9:20 first bell. Buses will run 1 hr. late in the morning.

One-Hour Late Start Wednesday Option:

For 2016-2017 school year Kid Ventures will provide programming during one-hour late start Wednesdays for parents/guardian, who register.

Attendance

The first bell rings at 8:20 a.m. Students should be sitting down and ready for instruction at 8:25 a.m. If your student will be absent or tardy, please call our attendance line at 664-3306. This line is answered 24 hours a day, so you may leave a message as soon as you

Bear Tracks...From your BW PTO/Booster Club

September Meeting

Booster Club will be kicking off the year with our first meeting on Tuesday, September 13th, from 6:30 – 7:30 p.m. in the Bridgewater Media Center. *Students are welcome to come and have fun with adult led STEAM activities during the meeting!*

Sportswear

We're excited to offer our new multi-color STEAM logo on lime t-shirts this fall as well as our traditional bear on navy hockey-style hoodies and navy t-shirts. Order forms were sent home with students on the first day and are due back by Monday, September 19th. Photos of the logos and garments can be found on the BBC facebook page and our website. Go BEARS!

Vision & Hearing Screenings

Volunteers are needed on Thursday, October 13th, to help with the vision and hearing screenings at Bridgewater. If you have a morning or afternoon to help please contact Shari Sneary at snearyfam@yahoo.com or call the Main Office at 507-664-3300. Thanks for your support!

Memory Books

Bridgewater still has a few Memory Books available from last year. If you are interested, they are \$8 and can be picked up in the main office. The additional inserts from last spring should be coming in soon.

Hat & Pajama Day: Friday, September 23th. \$1 to wear a hat or pajamas or \$2 to wear both! Proceeds benefit Bridgewater Booster Club programs and activities.

STEAM Week is Coming

Mark your calendars for the week of October 24th – 28th as a variety of exciting STEAM items are unveiled at BW! More details coming soon.

Questions about your Bridgewater Booster Club?

Check out our website: www.bbc.ourschoolpages.com and follow us on our 2 Facebook sites www.facebook.com/BWBoosterClub and www.facebook.com/BWBoosterthon. As always, feel free to reach out to any of the BBC Team contacts for more information.



Your BBC Team Contacts:

Shari Sneary (snearyfam@yahoo.com) cell: 952-303-1850
Angie Gonzales (gilgonzalesjr@msn.com) cell: 651-226-5024
Co-Secretaries: Dana Holden (DHolden@northfieldschools.org)



Orchestra Update....

Natalie Kruger

Welcome back to another school year! I can't wait to see all of my returning 5th grade students and start working on our exciting new music. Sign up forms were included in your Ready, Set, Go! Day information. Please return those to Mrs. Kruger by Thursday, September 8th. We will be using a new book this year in addition to our one from last year. The new book is called "Orchestra Expressions, Book 1," and you can find it at the music stores or online (blue and yellow book).

4th Graders: You have the opportunity to join orchestra this year! An informational letter was sent home with everyone in their Ready, Set, Go! Day packets. Interested students should return the form by Friday, September 9th. I will send another letter home with those students the following week and that second letter will include rental information, concert dates, etc. I am looking forward to working with you and helping you make music!



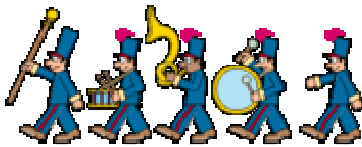
Band Update....

Stefanie Bothun

Hello from the band room!

Attention all 5th graders: are you interested in joining band? It is not too late! During the first week of school I will be talking with all 5th grade students about band and send home an informational letter with a sign-up sheet. If your child is interested in band or was already signed up from last year, please fill out the form and return to school by Friday, September 9.

All band lessons and morning rehearsals will begin the second week of school. Each student will be scheduled for a 20-minute lesson, one day a week sometime during the school day. There will also be a morning rehearsal for all band students on Tuesdays from 7:15 to the start of the school day. The first morning rehearsal for Bridgewater band students will be Tuesday, September 13 in the music room.



So if your child is interested in joining band during their 5th grade year, please look for the informational sheet and sign-up to be sent home with your child the first couple days of school. I look forward to a great year of band!

Physical Education....

Tony Mathison & Paul Bernhard
Health and Wellness Instructors

We are excited to get the year started and educating kids on the importance of being active and developing consistent habits when it comes to daily activity and proper eating habits. Our main goal each school year is to give kids the opportunity to try a variety of activities and reinforce skills learned, as well as getting out of their comfort zone and trying new skills, exercises, and activities as well!

Students need to have a pair of tennis shoes for class. The shoes DO NOT have to be a separate pair from what they wear to school. If you want to have an extra pair that is fine, but not required. Classes meet 4 days per week. Make sure you have proper clothing for outdoor activity. We will try to go outside as much as possible while the weather allows. Thank you for your attention to this.



5th grade students will train for and participate in the 7th Annual Bridgewater 5K Run on Tuesday, October 18th. This event has been a positive inspiration to many students who have accomplished a goal they thought was not possible. More information will come as we get close to the date.

Bridgewater Art Room News....

Kate Woodstrup

Dear Parent(s), Guardian(s), and Bridgewater Artists!,\

Welcome to another year in the wonderful world of Art! My name is Ms. Kate Woodstrup and I am entering my eighth year as the Art teacher at Bridgewater! Some of you might already know me, but I thought I would take this chance to introduce myself as well as tell you about the exciting new additions to the Art room and the year ahead. I am looking forward to teaching your young artist to enjoy, appreciate, and create wonderful works of art this year. We will be exploring many different artists, art from around the world, and styles from cave paintings to art today!

We have many exciting additions to the art room this year. We increased our number of ipads, fine tuned the pottery wheel program, and updated the Bridgewater Art room website. Our website is: <http://bridgewaterartroom.weebly.com/>

Artists are great scavengers and here at Bridgewater our artists are no different! We use all kinds of materials for our art projects. If you have any of these items below lying around your home un-used we would certainly put them to good use! If you have something else you

- Kleenex
- dish soap
- wipes
- sponges
- glue
- watercolors
- plastic storage bags (zip-lock style with sliding zippers)
- wood scraps (small bits)
- pencils
- aluminum foil (for sculpture)
- newspapers
- Styrofoam plates
- fabric scraps
- scrapbook paper and supplies
- craft or hobby materials

Thank you for whatever you might be able to send our way! We will need volunteers throughout the year to help install student artwork around town, in the hallways, media center, and in our art gallery. I would also greatly appreciate help preparing and hanging our annual art shows. If you would like to help during art class, please indicate the class you are available to help with. The art room is a place for everyone no matter where you are at in your artistic journey. Kinder and first grade always needs a few helping hands. I also could use help getting materials ready from home too if you can't make it in! Perhaps you have a special talent you would like to share (i.e., sewing, woodworking, world traveler)? Let me know – guest speakers and artists are always welcome!

<http://bridgewaterartroom.weebly.com/volunteers.html>

I hope you enjoy your student's artwork and please ask them questions about their work. (i.e. "Why did you choose those colors? What did you learn from this? What does it mean?") Please encourage your student to talk about his/her artwork. Thank you for your support! Together, we can make this a terrific experience! Never hesitate to call or email me if you have questions. Please stop by the art room and check the newsletter and website for updates on our exciting art endeavors!

Artistically yours,

Ms. Kate Woodstrup

Back to school! September at YOUR Library



**SUNDAY Hours resume
September 11 from
1 to 5 pm**

Friends & Foundation of the
Library Annual Meeting
Sunday, Sept. 18th 203 pm in the
library's meeting room.

Join the Northfield
UNITED WAY in
PULLING FOR BOOKER!
Bridge Square 5-6 pm
Sept. 22

Are you interested in
local history?
We will be hosting a panel
discussion featuring Bruce
Colwell, Susan Hvistendahl
and Earl Winemann.
7 pm Thurs. September 29th.

Mark your calendars!
Gather a team of 4 people for the
Friends & Foundation of the Li-
brary's

TRIVIA BEE!

Friday, October 28th at the
Grand. More info will be out in
early October!

**Northfield
Public Library**
210 Washington St.
507.645.6606
www.northfieldmn.info

HOURS
Monday—Thursday
9 am to 8 pm
Friday 9 am - 6 pm
Saturday 9 am - 5 pm
Sunday hours return
September 11.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
September is National Library Card sign up month! Do you have a card?				1	2	3
4	5 Labor Day The Library is closed.	6 10 am Infant Lapsit	7 10 am Toddler Rhyme Time	8 10 am Pre-school Story Time	9	10 Open Saturdays 9-5 
11 Now open SUNDAYS 1 to 5 pm	12	13 10 am Infant Lapsit	14 10 am Toddler Rhyme Time	15 10 am Pre-school Story Time	16 TAB meeting 5-6 pm	17 8-9 am Free Yoga In the Library with Bob Bruce!
Program details on back!						
18 FFOL Annual Meeting 2-3 pm 	19 6:30 pm Mystery Book Group Bunday Conf. Rm.	20 10 am Infant Lapsit 7 pm Contemp. Women's Authors Book Group Pye Conf. Rm.	21 10 am Toddler Rhyme Time	22 10 am Pre-school Story Time BRIDGE SQUARE "Pulling for Booker" event! 	23	24
25 open SUNDAYS 1 to 5 pm	26 Sci-Fi Book Group 7 pm Pye Conf. Rm	27 10 am Infant Lapsit	28 10 am Toddler Rhyme Time	29 10 am Pre-school Story Time 7 pm Local History writing and researching Panel Discussion 	30	

Northfield Public Schools Community Services....

Niki Kolb

Community Services September 2016 – Bridgewater Newsletter

Check out some great recreational and enrichment programs for youth this fall with Northfield Public Schools Community Services! For more information or to register visit www.northfieldschools.org (follow the Community Services link), call 507-664-3649, or stop by our office on the first floor of the Northfield Community Resource Center at 1651 Jefferson Parkway, Northfield. **Scholarships are available for all programs.**

Future Raiders Soccer Camp

\$44, grades k – 5, 5 - 6 p.m., W & F, Sept. 7 – 30, Spring Creek Park, **Class #: 1253-F16A**

Shorin-Ryu Karate

ages 8—adult \$59/Individual Registration; \$89/Family Registration, **Class #: 4166-F16B**
M & W, Sept. 7—Dec. 21 (no class Nov. 23, 28 & 30) 6:45-8 p.m. Longfellow Gym **and** Sa, Sept. 10—Dec. 17 10-11 a.m. Carleton College Cowling Gym

Tae Kwon Do for Kids

\$74, grades 2 – 12, times vary, T & Th, Sept. 8 – Oct. 18, Sibley Cafeteria (10/13 held at Longfellow Gym) **Class #: 4165-F16A** (Beginner) **Class #: 4165-F16B** (Advanced)

Gumdo— Youth Korean Sword

ages 12 and older, \$49 Sibley Cafeteria (Oct. 13 in Longfellow Gym)
T & Th, Sept. 8—Oct. 18 7:45-8:45 p.m. **Class #: 4108-F16B**
T & Th, Nov. 1-Dec. 15 (no class Nov.24 & Dec. 8) 7:45-8:45 p.m. **Class #: 4108-F16D**

Flag Football

\$39, grades 2 – 5, times vary, T & Th, Sept. 13 – Oct. 13, Sechler Fields, **Class #: 1060-F16A2** (grade 2), **Class #: 1060-F16B3** (grade 3), **Class #: 1060-F16C4** (grade 4), **Class #: 1060-F16D5** (grade 5)

Horseback Riding

\$139, ages 8 and older, 4 – 5 p.m., W, Sept. 14 – Oct. 19, Winterhaven Stables, **Class #: 1276-F16A**

Northfield Skating School

\$72 - \$129, all ages, times vary, Su, Oct. 2 – Nov. 20, Northfield Ice Arena

Boys and Girls Bowling

\$89/first session of participation; \$85/additional sessions, grades k – 12, 4 – 5:30 p.m., Th, Sept. 15 – Nov. 17 **Class #:1057-F16A** **or** F, Sept. 16 – Nov. 18 **Class #:1057-F16B**, Jesse James Lanes

Super Science Saturday Club for Girls

\$49, girls in grades 3 – 6, 10:45 a.m. – noon, Sa, Sept. 17 – Nov. 5 (skip Sept. 24, Oct. 15 & Oct. 22), **Class # :4372-F16A**

Youth Floor Hockey

\$25, grades K – 5, times vary, Sa, Sept. 24 – Oct. 15, Middle School Gym, **Class #: 1054-F16AK-2** (grades k – 2), **Class #: 1054-F16B3-5** (grades 3 – 5)

Watch Me Draw: Artsy Autumn Bugs!

\$75, grades K – 5, 3:25 – 4:25 p.m., M, Sept. 26 – Oct. 24, Classroom 103, **Class #: 4391-F16BA**

Home Alone Safety Workshop for Children

\$34, grades 3 - 7, 10:15 a.m. – 12:15 p.m., Sa, Oct. 15, NCRC YW108, **Class #: 4354-F16A**

Grandmasters of Chess: Fall Season

\$94, grades K – 5, 3:25 - 4:25 p.m. Th, Oct. 13 - Dec. 15 (skip Oct.20 & Nov. 24) Bridgewater Media Center, **Class #: 4340-F16BA**

LEGO® WeDo Robotics – Fall Session

\$74, grades 1 - 5, 3:25 – 4:25 p.m., Tu, Oct. 25 – Nov. 29, Bridgewater Media Center, **Class #: 4439-F16BA**

KidVentures (School-Age Care)

Looking for before or after school care? Consider KidVentures! KidVentures is located in all three elementary schools and runs from 6:30 AM until the start of school and after school until

6:00 PM. KidVentures provides a wide variety of enrichment and recreation opportunities that fosters social, emotional, physical, and academic development. For more information or to find enrollment forms, visit the website at: <http://northfieldschools.org/communityservices/venture/> or call 507-664-3750.

September 2016



Sun Mon Tue Wed Thu Fri Sat

		1	2	1	2	3
4	5 Labor Day (no school)	6 First Day of School	7	8	9	10
11	12 School Board Meeting (7:00 p.m., HS Media Center)	13 PTO/ BW Booster Club Meeting	14	15	16	17
18	19	20 Bus Safety Presentations	21	22	23 PTO Hat and Pajama Day	24
25	26 School Board Meeting (7:00 p.m., HS Media Center)	27	28	29	30 Picture Retake day	

Scheduled Events for September 2016

- September 5—Labor Day (no school)
- September 6—First Day of School
- September 12 —School Board Meeting (7:00 p.m., HS Media Center)
- September 13—PTO/BW Booster Club Meeting (6:30 p.m., Media Center)
- September 20—Bus Safety Presentations
- September 126—School Board Meeting (7:00 p.m., HS Media Center)
- September 23, 2016—PTO Hat and Pajama Day
- September 26—School Board Meeting (7:00 p.m., HS Media Center)
- September 30, 2016—Picture Retake day

Upcoming Events for 2016-2017

- October 6—Kindness Retreat (Fourth Grade)
- October 10 —School Board Meeting (7:00 p.m., HS Media Center)
- October 12—PTO Meeting (6:30 p.m., Media Center)
- October 13 —Hearing and Vision Screening
- October 18—5K-Run (Fifth Grade)
- October 20 & 21—Education MN (no school)
- October 24—School Board Meeting (7:00 p.m., HS Media Center)
- November 4—End of First Quarter
- November 7—Teacher Workday (no school)
- November 8—Beginning of Second Quarter
- November 7—Parent/Teacher Conferences (3:40-8:20 p.m.)
- November 14 —School Board Meeting (7:00 p.m., HS Media Center)
- November 10—Parent/Teacher Conferences (3:40-8:20 p.m.)
- November 10—Bakken Field Trip (Fourth Grade)

Welcome Back to School

DISTRICT OFFICE

2016-17 Annual Notifications

Main Office
507.663.0600

Matt Hillmann,
Superintendent of Schools
507.663.0629

Donita Delzer,
Admin. Assistant to the
Superintendent & School Board
507.663.0629

Buildings & Grounds
507.663.0610

Child Nutrition Services
507.663.0618

**Community Services Division &
Community Relations**
507.664.3649

Curriculum Office
507.663.0622

Finance Department
507.645.3440

Health Services
507.645.1205

Human Resources
507.663.0608

Payroll Office
507.663.0628

Special Services
507.645.3410

Technology Services
507.645.1260

Annual Notifications for the 2016-17 School Year

Student Citizenship Handbook Distributed

The 2016-17 Student Citizenship Handbook will be distributed to all secondary students on their iPad and the youngest elementary school-aged child in the family. The handbook includes information regarding expectations for student behavior. The handbook includes a comprehensive list of regulations for student behavior and consequences for misbehavior. Included in the handbook are the district's policies on Bullying, Hazing, Personal Possessions/Lockers, Technology Use, Harassment, Possession of Controlled Substances, Weapons, and Student Use and Parking of Motor Vehicles (including patrols, inspections and searches). Consequences are consistent, but vary depending on the severity of the offense, the student's grade level and previous violations. The handbook also includes a chart that outlines offenses that could possibly lead to expulsion. The rights and responsibilities detailed in the handbook apply to students in any school, on district property, at school bus stops and at school or district events. Consequences may also apply for misbehaviors that take place at other locations, but which directly affect school programs or activities. Parents are encouraged to read and review information in the handbook with their student(s) before finding a place to save it for the school year. School staff will also briefly review information in the handbook with students at the start of the school year. If your student's handbook is misplaced, you can pick up a copy at your student's school or find it online at www.northfieldschools.org under "About the District."

Northfield Public Schools in Compliance with AHERA

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires the district to notify parents annually concerning asbestos-containing building materials in the schools, and that the management plan for each building is available for their review. Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. The IEA (Institute for Environmental Assessment) completed this for Northfield Public Schools in 2013. For the 2016-17 school year, Northfield Public Schools does not have any asbestos removal projects planned. During the summer of 2017, Northfield Public Schools will continue with the abatement of mercury/asbestos- containing flooring at Sibley Elementary School. The number of rooms has yet to be determined. Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to the Director of Buildings & Grounds at 507.663.0610.

The following notice is published pursuant to Minnesota law, "Parents Right to Know Act."

Northfield Public Schools recognizes the importance of our students' and employees' health and well-being. Therefore, we are examining and reducing our use of pesticides and utilizing Integrated Pest Management techniques in our school buildings and on school grounds to minimize the possible long-term unknown health effects of pesticides. Northfield Public Schools will make available in the school district office, for parents and employees, the estimated schedule of application of pesticides classified by the United States Environmental Protection Agency as designated under the Federal Insecticide, Fungicide and Rodenticide Act. Parents may also request that the school district notify him/her prior to the application of such pesticides on a day different from the days specified in the notice. If a person would like to be notified prior to application, please provide an email address or a name and telephone number to the Buildings & Grounds Department at 507.663.0610.

Indoor Air Quality

Northfield Public Schools continues to improve an indoor air quality management plan for the district. The management plan is based on the Environmental Protection Agencies (EPA) "Tools for Schools." It addresses policies and procedures that will be used in the schools to address indoor air quality issues. The plan's goal is to provide indoor air quality that contributes to a favorable learning environment for students, productivity for teachers and staff, as well as an environment that is as healthy as possible. However, the intent of the plan is not to solve all indoor air quality concerns in a school, rather the intent is to provide a road map to assist in managing indoor air quality. The Indoor Air Quality Committee has joined the Health and Safety Committee to review and continually update the management plan. If you have any questions concerning indoor air quality, or would like to see the EPA Tools for Schools checklists, please contact the District Indoor Air Quality Coordinator at 507.663.0610.

Special Education Services Available at all Schools

Federal and state laws guide the school district in identifying, evaluating and serving students with disabilities. Northfield Public Schools serves students with disabilities from birth through age 21. A team of special educators, general educators and families work together to develop an Individualized Educational Plan (IEP) for students who meet the criteria for services. The IEP team considers the student's present level of performance, identifies educational needs and develops goals to meet those needs. The team determines the educational program that will serve the student in the least restrictive setting. Northfield Public Schools provides a continuum of services for students with disabilities. Most students receive special education in their neighborhood school. The district also has specialized, center-based programs for students who need more support. For more information on identifying, evaluating and providing service to students with disabilities, contact your child's school principal or Cheryl Hall, director of Special Services, at 507.645.3410.

District in Compliance with State-Required Background Checks

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and/or with Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota statute requires a school-hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools.

Data Privacy Practices

Pursuant to the requirements of state and federal law, the following constitutes Northfield Public Schools Annual Notification to parents and students regarding data privacy practices. Northfield schools maintain educational records on all students to help plan the student's educational program, communicate with parents/guardians, and comply with state regulations. Student records include information such as standardized achievement and ability test data, grades, attendance records, health/medical records and evaluation by professional staff.

Except in limited circumstances authorized by law, most information from student records will not be released to members of the public without the written permission of the student's parent or guardian, or of the student, if he or she is 18 or older. District policy guarantees parents/guardians (and students 18 and older) the right to examine the contents of their own student's records except those items that are, by state or federal law, made confidential. Parents/guardians (and students 18 and older) have the right to challenge the accuracy of these records and also the right to authorize or deny release of records requested by a third party. The district forwards educational records of students to other schools and school districts in which the student seeks or intends to enroll upon request of that school or school district. Parents are not notified prior to this transfer.

This review of the data privacy rights of students in the educational records maintained by Northfield Public Schools is intended only to be a summary of the district policy and applicable state and federal law. The policy can be found at <http://nfld.k12.mn.us/files/Board-Policy-515-Protection-and-Privacy-of-Pupil-Records-Approved-8.25.08-Updated-December-20132.pdf>. Questions should be addressed to: Dr. Matthew J. Hillmann, Superintendent, Northfield Public Schools, 1400 Division Street South, Northfield, MN 55057 or by calling 507.663.0629.

Notice of Designation of Directory Information

School districts are required by state and federal law to notify parents and students that certain information contained in a student's education record may be made public without prior written consent. Northfield Public Schools designates the following as "directory information" and may, in accordance with the Minnesota Data Practices Act, release the following directory information without permission unless the district has been notified that it should not be released.

- Student's name, address, telephone number
- Parent's name, address, telephone number
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance, grade level completed, enrollment status
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- Student's photograph(s), videotapes and other visual representations for school-approved publications, yearbooks, newspapers, public presentations and web pages.

A parent/guardian of a student or an eligible student (18 years of age or older) may object to the listed directory information being disclosed without the parent/guardian or eligible student's prior written consent except to school officials as provided under federal law. In order to make all directory information private, the parent/guardian or eligible student must submit a completed Denial of Release of Directory Information (Appendix C to Policy 515-Protection and Privacy of Pupil Records) to your student's building principal or the superintendent of schools. This designation will remain in effect for the current school year only. Federal and state laws require all school districts to provide military recruiters, upon request, with the name, address and telephone number of all 11th and 12th grade students within 60 days after the date of the request unless the parent or eligible student (students over 18 years old and not a dependent) requests that the information not be provided without written permission. If you do not want Northfield Public Schools to release your student's name, address and telephone number to a military recruiter, you must complete Appendix D (Denial of Release of Information to Military Recruiters) to Policy 515-Protection and Privacy of Pupil Records. Please note that if you previously submitted a Denial of Release of Directory Information (Appendix C), it alone will not be sufficient. The law requires that a specific denial of access to military recruiters be made. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete Appendix C and Appendix D.