



Area Learning Center

Student Handbook

2018-2019

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC Office)

612-695-2139 (talk and/or text attendance line)

FAX: 507-645-1250

northfieldschools.org

Director: Daryl Kehler

dkebler@northfieldschools.org

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OUR VISION

We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

OUR MISSION

The mission of the Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

BELIEFS

Public Education

We believe that public education is the foundation of our democratic republic.

Learning

We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a life-long, multi-faceted process that involves more than academics.

Shared Responsibility

We believe that education is the collective responsibility of our students, families, schools and communities.

Learning Environment

We believe that everyone in our schools has a right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.

Decision-Making

We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.

Diversity

We believe that all learners have a right to equitable access to educational opportunities.

STRATEGIES

Priorities

Ongoing

- Prioritize recruiting and retaining diverse staff.
- Robust core subject instruction.

Quality Education

We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Climate

We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Curricular Outcomes

We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

Stewardship

We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Communication/Partnerships

We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Diversity

We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factor

Near-Term

- Building and fostering relationships – commitment to social/emotional health for all.
- Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.
- Spaces that are modern, innovative, creative and flexible.
- Equitable opportunities and support for all career and college paths.

2018-2019 NORTHFIELD AREA LEARNING CENTER
TEACHING STAFF / ADMINISTRATION

Administration/Assistants

Longfellow Building Administrator: Mary Grace Hanson

ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Administrative Assistant (Attendance): Sherri Goehring

Promise Fellow: TBD

The Key staff: Kate McDonnell

Guidance Staff

CD Counselor: Sarah Shippy

Nurse

Elizabeth Bade

Custodian

Mark Harder

Northfield Police Liaison

Bart Weise

Special Education

Steve Sandberg

Psychologist

Marcy Korynta

Social Worker

Shelley Hansen

Mathematics

Rachel Rolling

Social Studies

Micah Schultz

Language Arts

Renee Burnham

Science

Eric Swan McDonald

Work Experience

Cheryl Mathison

Physical Education

Mary Harrity-Davidson

Art

Chris Riazzi

Karna Hauck

GRADUATION REQUIREMENTS

Current freshmen, sophomores, juniors and seniors must earn 23 credits. Sixteen credits must be earned in the following areas: English 4 credits, Social Studies 3.5 credits, Math 3 credits, Science 3 credits, Physical Education 1 credit, Art 1 credit and Health .5 credit. The remaining 7 credits can be earned in elective courses.

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE	612-695-2139 (talk and text available)
Director's office to contact teachers	645-1201
Nurse's Office	645-1205

HONOR ROLL

A = 4.000	B- = 2.667	D+ = 1.333
A- = 3.667	C+ = 2.333	D = 1.000
B+ = 3.333	C = 2.000	D- = .667
B = 3.000	C- = 1.667	F = 0

"A" Honor Roll = 3.6 - 4.0 g.p.a. "B" Honor Roll = 2.6 - 3.59 g.p.a.

ELIGIBILITY

124D.68 GRADUATION INCENTIVES PROGRAM

Subd. 2. **Eligible pupils.** A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section [124D.69](#);
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or is an English learner; or
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

REGISTRATION

Once a student meets the eligibility requirements, s/he must meet with the Director for registration. The following will be completed: transcript or credit report, a Continual Learning Plan, and a discussion of the Center's philosophy and policies. Parent permission is necessary for a student who is enrolled in high school and under eighteen years of age. A mandatory intake meeting must be held with student, parent/guardian and Director. A team meeting is required if a student is receiving Special Education services. The team must agree that the ALC will best meet the student's educational needs. Individuals involved should include but may not be limited to: principal and/or counselor, ALC Director, case manager, regular education teachers, parents and student. Parents are encouraged to be present at the meeting.

TRIAL PERIOD

Students initially entering the Area Learning Center will be admitted for a 30 day trial period. If, during the 30 days, it is determined by Program staff that the Area Learning Center does not meet the educational needs of the student. A meeting can be scheduled at the end of the thirty (30) days to review continuance in the program.

CONTINUAL LEARNING PLAN REVIEW

Students may meet periodically with staff to review their Continual Learning Plan (i.e. grades earned, goals attained, changes in individual needs, etc.) A teacher will be assigned to each student when entering the ALC. The teacher will meet with the student throughout the year to discuss credit completion, attendance, and other concerns/issues. Parents may review the CLP at Parent/Teacher Conferences.

PROGRAMS AVAILABLE

- Full-time Days; Independent Study (night program and day program); Concurrent (part time ALC and part time regular High School or PSEO); Dual (Learners from any school who attend after 2:30pm)

Program	Overview	Days	Time
Seat based Program	Provides a positive, safe and structured learning environment with block-scheduling	Monday - Friday	8:10 am - 2:40 pm
Independent Study Night Class	For students who are in need of credit recovery and can complete coursework with minimal teacher direction	10 class meetings per session Mondays & Thursdays	3:30 – 5:30 pm
Independent Study	For students who are unable to attend regularly <u>and</u> are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Hybrid Independent Study	A combination of IS and Seat based, credit can be obtained by attending part time classes.	Tue and Thur	4th period
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time	varies	varies

INDEPENDENT STUDY EXPECTATIONS

Independent Study is designed for students who are serious about making-up missed credits needed for high school graduation. The expectations set are designed to help support the student with achieving their goal(s).

INDEPENDENT STUDY ATTENDANCE

Sessions will be held on Mondays and Thursdays from 3:30 – 5:30 pm at the Northfield Area Learning Center. Students must attend at least 18 hours to receive the full .5 credit. The amount of credits you will receive depends on the number of hours you log and the amount of work completed.

Attendance is taken when you sign in each evening. You must sign in at the time you arrive in order to be credited for the hours you attend.

If you are unable to attend class for any reason, please call the ALC Office at **(507) 645-1201**.

SESSIONS

Session #1 2/4, 2/7, 2/11, 2/14, 2/21, 2/25, 2/28, 3/4, 3/7, 3/11

Session #2 4/8, 4/11, 4/15, 4/18, 4/22, 4/25, 4/29, 5/2, 5/6, 5/9

INDEPENDENT CREDITS/POINTS

One semester credit (.50) is achieved by: **92 hours.** (18 hours of classroom and 74 hours of homework)

You will be graded on the quality of your work and the ability to work to your grade level.

If the teacher assesses the work as unacceptable, it will be returned to you with notes for improvement. Points are awarded for “C” quality and above.

FREQUENTLY ASKED QUESTIONS – INDEPENDENT STUDY PROGRAM

What is Independent Study?

Independent Study is designed for students who are self-motivated and able to stay on task in the classroom. You need to be able to work well on your own, both in class and at home. You will need the ability to conduct research, read, write papers, and complete assignments in a timely manner.

Licensed teachers will be available to guide your learning process, help you find resources, discuss topics related to your course work, and answer your questions as needed. However, the bulk of work will be done on your own.

What Independent Study Isn't

Independent Study is not a tutoring program. Teachers are available to assist you, but will not be teaching a class. It is not a place to hang out and visit with your friends. This program is for those students who are serious about learning.

How long will it take me to complete a credit?

The length of time it will take you to complete a credit will depend on the student's abilities and work habits.

* One quarter credit (.25) is equivalent to 46 hours: 9 hours classroom/37 hours homework.

* One semester credit (.50) is equivalent to 92 hours: 18 hours classroom/74 hours homework.

Do I have to attend class?

YES. Attendance is mandatory for this program.

What if I cannot attend a class?

If you are ill or know that you will be missing class, it is your responsibility to call the Area Learning Center at **(507) 645-1201** and report your absence.

How do I know the credits I need to work on?

Before starting Independent Study, you will need to meet with your high school guidance counselor and discuss the credits needed. Finding out the courses and credits you need will be your responsibility.

How and where do I turn in my homework?

In class, there is an assignment bin and an assignment log.

Assignment Log: Document the information before turning in your work

Assignment Bin: Make sure work has your name on it. Place all work in this bin.

All of your assignments will be kept on file until the credit is complete.

DAILY SCHEDULES

MONDAY ADVISOR SCHEDULE

Block 1	8:10 – 9:35
Block 2	9:40 – 10:50
Advisor	10:50-11:10
Block 3A	11:15-12:05
Lunch	12:05 -- 12:35
Block 3B	12:35 -- 1:05
Block 4	1:10 -- 1:55
Block 5	2:00 -- 2:40

WEDNESDAY LATE START SCHEDULE

Block 1	9:10 – 10:15
Block 2	10:20 – 11:25
Block 3	11:30 – 12:35
Lunch	12:35 – 1:05
Block 4	1:05 – 1:50
Block 5	1:55 – 2:40

TUESDAY, THURSDAY, FRIDAY

Block 1	8:10 – 9:35
Block 2	9:40 – 11:05
Block 3A	11:10-12:05
Lunch	12:05 -- 12:35
Block 3B	12:35 -- 1:05
Block 4	1:10 -- 1:55
Block 5	2:00 -- 2:40

IN THE EVENT OF A **DISTRICT WIDE 2 HOUR LATE**

START THE SCHEDULE WILL BE AS FOLLOWS:

Block 1	10:10 – 10:55
Block 2	11:00 – 11:45
Block 3	11:50 – 12:35
Lunch	12:35 – 1:05
Block 4	1:05 – 1:50
Block 5	1:55 – 2:40

ATTENDANCE INFORMATION

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians, and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The parent/guardian provides a reason for absence or tardiness and *the school determines whether a student absence/tardiness is excused or unexcused.*

Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational benefits for each individual student.

ABSENCE PROCEDURE

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. If the student arrives after 8:10 and before 2:40, they should check in/out with the attendance office located in the computer lab. The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused.

If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/guardians are encouraged to apply for an online access number to view their student attendance. See website for more information to Family Access. All students who become ill during the school day are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parent/guardians prior to leaving the building. Failure to properly check out will cause the student to be unexcused.

ANY STUDENT WHO LEAVES THE BUILDING FOR ANY REASON WITHOUT CHECKING OUT IS CONSIDERED UNEXCUSED. IF A STUDENT LEAVES THE SCHOOL AND RETURNS, THEY WILL BE SEARCHED AND/OR MAY BE SENT HOME. Checking out means contact between parent/guardian and the school official before the student leaves the building.

ABSENCES/EXCESSIVE TARDIES

Students who miss a class period 4 times in a grading period will be given **NO CREDIT (NC)** for that class. This is on a class by class basis. This may mean they will be moved into Independent Study to try and earn some credit, or they may be removed from the absented out class(s) for the rest of the grading period.

Four (4) tardies will be equivalent to one (1) class absence. This will also be a on a class by class basis.

At 15 consecutive absences, student is dropped and must re-enroll at the beginning of next grading period. Student may attend credit recovery program/Independent Study, if they choose to do so.

GRADING PERIODS

<u>Grading Period #1:</u>	SEPTEMBER 4, 2018-OCTOBER 2, 2018 (21 DAYS)
<u>Grading Period #2:</u>	OCTOBER 3, 2018-NOVEMBER 2, 2018 (21 DAYS)
<u>Grading Period #3:</u>	NOVEMBER 6, 2018-DECEMBER 11, 2018 (23 DAYS)
<u>Grading Period #4:</u>	DECEMBER 12, 2018-JANUARY 24, 2019 (22 DAYS)
<u>Grading Period #5:</u>	JANUARY 28, 2019-FEBRUARY 22, 2019 (19 DAYS)
<u>Grading Period #6:</u>	FEBRUARY 25, 2019-MARCH 22, 2019 (20 DAYS)
<u>Grading Period #7:</u>	APRIL 2, 2019-MAY 3, 2019 (24 DAYS)
<u>Grading Period #8:</u>	MAY 6, 2019-JUNE 7, 2019 (24 DAYS; 18 DAYS FOR GRADUATING SENIORS)

INCENTIVES FOR PERFECT ATTENDANCE

Any student who completes 15 consecutive days with perfect attendance and is passing all classes with a “C” or above may choose a free day off or additional incentives to be used within that grading period or the following. Students can have no more than 3 tardies per class to earn perfect attendance. If a student has earned more than one free day off pass, they cannot be used on successive school days.

ABSENCE APPEAL

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Director. The student/parents are responsible for filing an appeal by contacting the Director at 645-1201. The Director will hear the facts of the situation before deciding whether to waive a certain number of the fifteen (15) absences or to enforce no credit earned.

ATTENDANCE AND CO-CURRICULAR ACTIVITIES

Students at the Area Learning Center are eligible to participate in all co-curricular activities offered at Northfield High School. However, ALC students must meet the same eligibility standards that Northfield High School students must meet in order to participate in an activity:

In order to practice, rehearse, compete or perform in an NHS co-curricular activity, the student must be in attendance that day for a minimum of 3 consecutive hours. Pre-arranged excused absences (at least 24 hour advance) will be considered an exception to this policy.

EXCUSED / UNEXCUSED ABSENCES

Excused absences not counted towards No Credits (NC):

- School sponsored activities or events
- Medical/Therapy appointment that cannot be made outside of the school day (note required)
- College visits (limit 2)
- Death of immediate family member (Parent, Grandparent, Sibling)
- Court dates (note required)
- Administrator discretion

Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

Unexcused absences include, but are not limited to, oversleeping and car trouble.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from school who is under the age of 18 will be required to have a meeting with the Director and parents/guardian to review the student's educational options.

ACCESSIBILITY

The main doors located on the west side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building.

The ALC is located on the second level. Students are not allowed on the first level, unless approved by the Director.

CELL PHONES

Cell phones *are not* allowed to be used or seen during instructional time, and must be turned off. Cell phones *are* allowed during passing time and lunch.

If a teacher sees a student's cell phone, his/her name will be turned in to the Director and the phone will remain in the Director's office until the end of the school day, at which time it will be returned to the student.

If you refuse to leave your phone in the Director's office, student will be dismissed from school for the rest of the day (unexcused), and parent/guardian will be notified.

If an emergency should arise and student needs to use a phone, they may report to Director's office. In case of an emergency and someone needs to reach the student at school, they can call 645-1201 or 645-1240. Student will be pulled from class and allowed to use the office phone for returned calls.

ELECTRONICS

Speakers (such as Bluetooth speakers) are not allowed in school or on field trips. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. Students should plan on using headphones instead of speakers of any kind.

PERSONAL POSSESSIONS

The Area Learning Center is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to school.

CLOSING OF SCHOOL

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 and WCCO AM-830 radio stations.

CONTACTING STUDENTS DURING THE DAY

Parent/guardians are asked to refrain from calling students during school hours. Please confirm after school appointments before your student leaves home for the school day. ***Only urgent phone messages from family members*** will be delivered to students. No work related messages from employers will be delivered. No student-to-student messages will be delivered.

If it is absolutely necessary to contact student during the school day, please phone the office at (507) 645-1201. Do not call students on their cell phones during the school day.

COURSE INCOMPLETES

Students who receive an "Incomplete" grade at the end of quarters one, two or three must make up the work within 2 weeks ***unless additional time has been granted by the teacher and Director.*** . Work not completed at the end of the fourth quarter will automatically receive an "F".

COURSE STRUCTURE

Courses at Northfield ALC are all one quarter in length. A quarter course awards .5 credit (periods 1,2,3) and/or .25 credit (periods 4, 5) for successful completion. For a full-year course there are eight grades of record, two for each quarter. A total of 1 credit per term, 8 credits per school year may be achieved.

DAY CARE

The ALC has one spot reserved in the Early Ventures daycare located in the Longfellow building. This spot is paid for by the ALC and students can utilize this as long as they meet the following criteria. See appendix A for specific procedures.

- 1) The student must attend school regularly, and must be in school when the child is in the daycare.
 - a. If the student uses the daycare but does not attend school, they will be responsible for payment of the daycare and may lose the spot.
- 2) The daycare is on a first come first serve basis with a tier system in place. Tier one has first priority and can bump tier two individuals.
 - a. Tier one- students that attend the day (seat-based) program of the ALC
 - b. Tier two- students who are in other ALC related programs only (PSEO, Independent Study, etc).

REMOVAL FROM PROGRAM

If a student receives 2 out of school suspensions or at least four days of suspension, whichever happens first, the student will be removed from the ALC day program until the end of the grading period. If this happens in the final week of the grading period, the student may be removed for the following grading period as well.

EIGHTEEN-YEAR OLDS

Students who are 18 years of age or older must follow all school district policies and all school regulations, including the regulations that are outlined in the student handbook. Additionally, when a student turns 18 years of age, the following rules will apply:

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s) of an adult student, provided that the parent(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents, the student may submit a written request for the district to end all communications with the parent(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.
3. If the district grants an adult student's written request to stop sharing educational data with the student's parent(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents.

FAMILY ACCESS

Parents/Guardians are encouraged to apply for a family access number. This will allow parents to view attendance, food service accounts, schedules and grades. **Go to website at nfld.k12.mn.us click on family access to request a pin number.**

GRADUATION/COMMENCEMENT

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the commencement program and receive a diploma.

Students who are one-half quarter credit short of either the required courses or of the total credits required may also participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in High School commencement.

LAW ENFORCEMENT AGENCIES

The director may involve the Northfield Police Department, a police liaison officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to theft, vandalism, drug distribution, or assault. Any altercation involving injury to a person will also be reported. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute.

The administration shall give law enforcement officers permission to interview students on issues outside of the school's jurisdiction (only when parent/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance.

Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview.

OPEN CAMPUS LUNCH

An open-campus lunch period is allowed to students in grades 11-12 during the school year. All 9th and 10th grade students will have a closed campus lunch. If a student does not abide by the open lunch policy, parents will be notified and the student may be sent home. If the student continues to leave, they may be removed from the program until the next grading period. If the student cannot follow the policy upon returning, they may be removed from the program. If a student returns late from lunch, the attendance policies are in affect.

NURSE

645-1205

The nurse is on duty each day from 8:00 a.m. until end of the school day. Students **MUST** have a pass from a teacher in order to visit the nurse. All students who become ill during the school day are required to check out with the nurse's office, prior to leaving the building. **Check out must include parent contact between school officials and parents/guardian PRIOR TO LEAVING THE BUILDING. Failure to properly check out with the nurse's office will cause the student to be unexcused.**

Any and all medications that students take at school must be distributed and stored in the high school nurses office.

PARKING LOT / VEHICLE POLICY

Students are allowed to park in the designated "Student Parking" locations only. If insufficient space is available, students should park on the street but avoid the front of the building as this serves as a drop off area.

POST-SECONDARY OPTIONS

The 1985 Minnesota Legislature passed the Post-Secondary Enrollment Options Act which allows 10th, 11th, and 12th grade students enrolled in a public school to enroll in eligible post-secondary institutions at no cost to the student.

The decision to participate in this program is an important one and necessitates early and frequent communication with the ALC Director. Find more information at <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/>

PROM

Area Learning Center 11th and 12th graders are eligible to attend the Northfield High School Prom.

Any junior or senior student wishing to attend the prom with a person who is not a Northfield Student, must receive prior approval from the NHS principal. No one age 21 or older will be allowed to attend the prom.

REPORT CARDS

End of the year report cards will be *mailed* home after the end of the school year. If you would like additional updates, please call the ALC office and/or utilize the Family Access option.

STUDENT DRESS POLICY

Any student who feels offended by any individual's apparel may report their concern to the administration.

Students have the right to choose their manner of dress and personal grooming on school property unless it:

1. presents a danger to the students' health and safety
2. is sexually suggestive
3. exhibits profanity, lewd or vulgar expressions
4. can be construed as gang related
5. is found to be offensive
6. interferes with the educational environment of the school or classroom.
7. advertises products that are illegal for minors

In addition, students are expected to abide by the following expectations for appropriate dress:

- Undergarments should be hidden from view.
- Breasts and midriffs should be covered.
- Sagging pants are not allowed.
- Shorts should extend at least to mid-thigh

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Main Office and sign in. After confirming your visit/appointment the office personnel will give you access to the building. Please report to the ALC office - #205 on the second floor.. Students wishing to bring friends or relatives from other schools must get permission in advance from the Director. Previous students are welcome to visit, but please schedule these after school so that there is minimal disruption to the school day.

VOLUNTEERS

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the 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.

WEBSITE

Northfield Area Learning Center website can be accessed at northfieldschools.org

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District #659 School Board, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, free, or reduced) student as a disciplinary measure. **Child Nutrition information is available on the school district's website at northfieldschools.org Child Nutrition is listed under the Support Services tab.**

All students will have an individual meal account with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at the open house or the first day of school. Ending meal account balances carry over from year to year. Money must be in the family meal account before purchases can be made. Students and staff may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The family meal account is a debit account, similar to a checking account and money must be in the account in order to serve a meal to your student.

A student with a meal account balance of less than zero dollars is expected to bring meals from home until their meal account balance can be replenished.

The School District recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment. However, Northfield Public Schools is of the opinion that ultimately, the parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their students' capability to purchase meals through the Child Nutrition programs.

The Minnesota Department of Education, Food and Nutrition Department, also recognizes that the School District is under no obligation to serve children with insufficient meal account funds or those students who do not have the necessary forms completed to receive free or reduced meal benefits.

FREE AND REDUCED MEALS

Free or reduced meals are available for children who qualify. If a family qualifies for free or reduced meals, the appropriate form completed each school year and submitted to the Child Nutrition District Office for review and approval. Applications for free or reduced meals are available online, at each Principal's Office, or at each school kitchen and will be mailed to each household in August.

The District Food Service Office will review applications on a timely basis, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. Benefits from the previous school year will be carried over until October 14, 2015. Applications may be completed at any time throughout the year, however, any family that has not reapplied by October 18, 2015 will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application must be

MEAL PRICES

Meal price for the 2015-2016 school year are shown below. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Breakfast is available to order each school day at the following prices:

Full Price. \$1.55
Reduced FREE
Free FREE

Lunch is available to order each school day at the following prices:

Full Price. \$2.65
Reduced FREE
Free FREE

USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by District Policy 524-2 regarding the use of technology and

telecommunications systems. The policy can be viewed at <http://nfld.k12.mn.us/files/policies/524.2boardpolicy/pdf>. See the Student iPad Loan Agreement for additional details about iPad implementation.

Appendix A

Procedures for ALC student's child(ren) accessing Early Ventures.

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March).
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Update: May 7, 2018

Appendix B

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to
- purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if
- students do not participate in assessments.
- **Academic Standards and Assessments**
- **What are academic standards?**
- The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.
- **What is the relationship between academic statewide assessments and the academic standards?**
- The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Posted May 2018

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.
- All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.
- **Are there limits on local testing?**
- As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.
- In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.
- **What if I choose not to have my student participate?**
- Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/

guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

- A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

How much time is spent on testing?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and

publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 2018 to 2019 school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2018