



# Elementary School Family Handbook 2017 - 2018

**Bridgewater Elementary**

**Greenvale Park Elementary**

**Sibley Elementary**

## District Administration

Dr. Matt Hillmann, Superintendent.....	663-0629
Valori Mertesdorf, Director of Finance .....	663-0620

## Board of Education

Julie Pritchard, Board Chair .....	825 Heywood Road .....	645-1365
Ellen Iverson, Vice Chair .....	901 St. Olaf Avenue .....	663-1023
Rob Hardy, Treasurer .....	305 East 5 <sup>th</sup> Street .....	507-403-1238
Noel Stratmoen, Clerk .....	400 Ivanhoe .....	645-4506
Margaret Colangelo .....	216 – 3rd Street North .....	649-0664
Amy Goerwitz .....	203 Woodley St .....	645-7015
Jeff Quinnell .....	3 Park Drive .....	612-875-1300

The School Board of the Northfield Public School District 659 meets on the second and fourth Monday of each month, except for June, July and December. For June, July and December there is only a board meeting on the second Monday of the month. All meetings are located in the High School Media Center and begin at 7:00 p.m. unless otherwise noted. Please feel free to call the District Office (663-0629) if you have any questions pertaining to board meetings.

## School Addresses and Telephone Numbers

Bridgewater Elementary School (K-5) .....	401 Jefferson Parkway .....	664-3300
Greenvale Park Elementary School (K-5) .....	700 Lincoln Parkway .....	645-3500
Sibley Elementary School (K-5) .....	1400 Maple Street .....	645-3470

# NORTHFIELD PUBLIC SCHOOLS 2017-18 SCHOOL CALENDAR

Approved by the School Board March 14, 2016

## JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8 4th of July Holiday
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 23, 24 New Teacher Activities
27	28	29	30	31		28 Teacher Preparation Day; 29, 30, 31 Staff Development Days

## SEPTEMBER

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9 4 Labor Day; 5 First Day of School
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 19-20 No School, Ed MN
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	3 End of 1st qtr
5	6	7	8	9	10	11 6 No School, Teacher Preparation Day
12	13	14	15	16	17	18
19	20	21	22	23	24	25 22 No School, Staff Development Day; 23-24 Thanksgiving
26	27	28	29	30		

## DECEMBER

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Winter Break, No School Dec 21-Jan 1
24	25	26	27	28	29	30
31						

### Weather make-up days:

- on or before 2/16 school is closed 3 days, make-up day is 2/19.
- school is closed 4 days on or before 2/16, make-up days are 2/19 & 6/8.
- school is closed 3 days after 2/16, make-up day is 6/8.

○ Teacher Preparation or Staff Development Days (no school)

□ No School - Holidays

## JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20 15 No School, MLK Jr's Birthday
21	22	23	24	25	26	27 25 End of 2nd qtr; 26 No School, Teacher Preparation Day
28	29	30	31			

## FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 19 No School, Staff Development Day
18	19	20	21	22	23	24 19 (Possible make-up day for students and teachers)
25	26	27	28			

## MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 23 End of 3rd qtr
25	26	27	28	29	30	31 26-30 Spring Break, No School

## APRIL

S	M	T	W	T	F	S
		1	2	3	4	5 6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Student Days:

Term 1: 42 days  
Term 2: 46 days  
Term 3: 39 days  
Term 4: 47 days  
TOTAL: 174 days  
(88 days-first semester; 86 days-second semester)

### Summary:

174 student contact days  
9 non-student contract days  
4 contract days off calendar  
(4 conferences)  
TOTAL: 187 contract days

# NORTHFIELD PUBLIC SCHOOLS 2017-18 SCHOOL CALENDAR

Approved by the School Board 3/14/16

## New Teacher Activities

August 23 and 24

## Pre-School Days for all Teachers

August 28 (Teacher Preparation Day), 29, 30, 31 (Staff Development Days)

September 4      **No School.** Labor Day  
September 5      First Day of School/Beginning of 1<sup>st</sup> Quarter

October 19-20    **No School.** Education Minnesota Break

November 3      End of 1<sup>st</sup> Quarter (42 days)  
November 6      **No School.** (Teacher Preparation Day)  
November 7      Beginning of 2<sup>nd</sup> Quarter  
November 22     **No School.** (Staff Development Day)  
November 23-24 **No School.** Thanksgiving Break

Dec. 21-Jan.1    **No School.** Winter Break

January 15      **No School.** Dr. Martin Luther King's Birthday  
January 25      End of 2<sup>nd</sup> Quarter (46 days)/End of First Semester (88 days)  
January 26      **No School.** (Teacher Preparation Day)  
January 29      Beginning of 3<sup>rd</sup> Quarter and Second Semester

\* **February 19**    **No school.** Teacher staff development day. **If three (3) days are cancelled on or before February 16, 2018, the make-up day for students and teachers is February 19, 2018.**

March 23      End of 3<sup>rd</sup> Quarter (39 days)  
Mar 26-30      **No School.** Spring Break

April 2          **No School.** (Teacher Preparation Day)  
April 3          Beginning of 4<sup>th</sup> Quarter

May 28          **No School.** Memorial Day

June 3          Graduation, 2 PM  
June 7          **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (47 days); End of Semester (86 days)

**June 8**          **Possible make-up day for students and teachers.**

**June 11**        **Possible make-up day for teachers only.**

## \* **Students and Teachers Possible Make-Up Days for 2017-18**

- If two (2) days are cancelled, no make-up days for students or teachers.
- If three (3) days are cancelled on or before Friday, February 16, 2018, students and teachers will make-up the student contact day on Monday, February 19, 2018.
- If four (4) days are cancelled on or before Friday, February 16, 2018, students and teachers will make-up the student contact days on Monday, February 19, 2018 and Friday, June 8, 2018.
- If three (3) days are cancelled after Friday, February 16, 2018, students and teachers will make-up the student contact day on Friday, June 8, 2018.
- If additional days are cancelled, teachers only will make-up on Monday, June 11, 2018.

## SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

### Acceptable Use Policy for the Network/Internet/E-mail System

Student use of technology and the Internet is governed by District Policy 524-2. The policy can be viewed at <http://northfieldschools.org/files/policies/524.2boardpolicy.pdf>

### Access to Student Records

The law allows the parent or guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/teacher conferences. Requests to see student records should be directed to the building Principal.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative folder.

### After School Plans

If a student is not going to his/her regular after school destination, a note signed by the parent/guardian must be sent to school. **REMINDER:** Once school is dismissed, there is NO supervision on the playground. It is required that all students go home after school.

For safety reasons and our way of knowing you have knowledge of your child's whereabouts, **please send a note on any day you would like to make other arrangements.**

### Art

The goal of the art education program in grades K-5 is to introduce students to a wide variety of art media and materials while teaching basic art concepts such as line, shape, color, space and texture.

Students are also taught skills in painting, drawing and construction, which direct them to use their visual senses. Viewing, discussing, and appreciating famous art works are also an important part of the art program.

### Attendance

Parents or Guardians of a student who will not be in school should call every day of absence to the appropriate Student Absence Answering Service: (They are available 24 hours a day).

<b>Bridgewater .....</b>	<b>664-3306</b>
<b>Greenvale Park.....</b>	<b>645-3506</b>
<b>Sibley.....</b>	<b>645-3474</b>

If a phone call is not received by 8:30 a.m. and your child does not arrive at school, you will be telephoned to verify the absence.

**\*\* Students who arrive after the beginning of the school day are to check in with the front office for a late arrival slip before reporting to their classroom.** If an absence is anticipated, call the attendance line prior to the absence.

**NOTE:** Parents **may not** take their child from the school premises without notifying the office. For students to leave school early, parents must send a note to the classroom teacher and call the front office or attendance line. **When leaving early, parents are to meet students in the office and sign them out.**

It is believed that elementary students benefit from continuity in their educational program. If an educational family trip needs to occur during school, parents should contact their child's teacher so that class work that is missed can be made up. Because it is difficult to predict exactly how instruction will be paced during a student's absence, it may be necessary for students to make up work after they return.

## Attendance Areas

District resident students attending Bridgewater, Greenvale Park, or Sibley shall be eligible for transportation to the school in their attendance area provided that they live beyond the walk boundary.

### Walk Zone

The walk boundary for students in grades K through 5 is approximately .75 mile. Distances are calculated from the school property, using streets and paved pedestrian paths. If you are unsure whether your child is eligible for bus transportation, call Benjamin Bus.

### Non-Resident Students (Open-Enrolled)

The district will provide transportation to open enrolled (non-resident) students who are attending Northfield Public Schools, using the closest safe pick-up/drop-off point on an existing route that serves the school that the student attends.

### After School Activities

Transportation is not provided on regular route buses for non-school activities such as work, music or dance lessons, scouts, church activities, etc.

### Safety

All elementary students in kindergarten through grade 6 are required to complete bus safety training at the beginning of every school year.

Parents should review the following safety rules with their children.

- Bus doors will not be opened until students form an orderly line ready for boarding.
- When crossing the road to get on or off the bus, students must wait until the bus has stopped, the stop arm is out with red lights flashing, and the driver has indicated to the student to cross. **Students must cross in front of the bus only; never behind the bus.**
- Students should follow the directions of the driver.
- Students are to remain seated while the bus is in motion. Share the seat with others. Keep arms, legs, and belongings to yourself.
- Students will not be allowed to extend any part of their body or place objects outside the windows. Windows may be opened halfway only, with permission of the bus driver.
- Students should talk quietly and act courteously at the bus stop and on the bus. No swearing, fighting, teasing, harassing, or horseplay. Be respectful of property at the bus stop.
- Students must not throw any object inside the bus or out of the bus.
- No eating on the bus. No beverages other than water on the bus. Use of tobacco, drugs, alcohol, lighters, matches, or vaping products on the bus or at the bus stop is prohibited.
- No weapons or hazardous object on the bus.
- No animals, insects, or pets on the bus or at the bus stop.
- Students must not damage the bus or tamper with emergency exit devices.
- Students should help to keep their bus clean and safe.

### Behavior, Bus Incident Reports

If a student is involved in a behavioral incident on a school bus or at a school bus stop or transfer point, a bus incident report form is issued by a driver, the bus company safety director, or school employee. The purpose is to provide communication to parents regarding the incident. A copy goes to the student's school, and corrective action may be initiated by the school district. When a student receives a bus incident report, the parent/guardian must sign the form and the student must present the signed form to the bus driver when boarding in the morning on the following day, or the next time the student rides the bus, whichever comes first. If a child is suspended from the bus, parents will be notified by school district administration.

### Suspension of Riding Privileges

Transportation is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding



privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. §1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

### **Repayment for Damage to School Buses**

Students and/or parents/guardians shall repay the bus owners for damages due to vandalism of school buses.

### **Attendance Procedures**

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers. With that in mind, please note the following.

**Excused absences or tardies** require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill – flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events – accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

**Unexcused absences or tardies: No parental communication with school, sleeping in and suspension from school.**

1. Any student not in school will be counted absent. Please call the **school attendance line** at your child's school (see numbers on previous page) by 8:30 a.m. every day that your child will not be in school. This line is a recorded message that you can call anytime, 24 hours a day. If the student is absent and there is no contact with a parent/guardian, the child will be considered unexcused.
2. Any student that arrives after the bell rings or leaves school early, for any reason, will be counted tardy. You must call the attendance line to report that your child will be tardy.
3. A letter of concern will be sent to the parents of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. **Four (4) unexcused tardies will be considered one (1) unexcused absence.**
4. A letter will be sent to parents requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
5. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Also planning family vacations during days when school is not in session will help ensure minimal loss of instructional time for your student. Share with your child how important it is to be at school on time. Make sure they are in bed on time every night so that they can get up on time in the morning. We can help children learn a valuable life-long lesson by always encouraging them to be on time.

### **Band**

Membership in band is available to students in the fifth grade when they are physically mature enough to play the instruments. A high percentage of the students take advantage of this activity. Individual and group instrumental instruction, as well as band practice, is provided each week.

### **Before School Plans**

There is no supervision on the playgrounds at Greenvale Park until 7:45 a.m., Sibley until 7:55 a.m., and Bridgewater until 8:00 a.m. (all one hour later on Wednesdays). Please DO NOT send your student to school before that time unless they are having breakfast at school. See Breakfast Program on the next page.

## **Bicycles/Other Possessions**

Students may ride bicycles to school, but once they have reached the crossing guard area at the front of the school, they are to walk them to the bicycle rack. Students are not to ride their bicycles on the sidewalks to the racks. Bicycles must remain in the racks during school hours. Please emphasize to your students the need for bike chains/locks to secure their bicycles to the rack. The school is not responsible for bikes on the school grounds.

### **Other Possessions**

Skateboards, roller blades, Heelys, or any other type of roller shoes, scooters, etc... are NOT allowed at school or on the playground. They are a safety concern for all.

## **Birthday Invitations**

Building a strong sense of community is an important part of a successful school year. Teachers work hard at building inclusive classrooms. The practice of students passing out birthday party invitations to some (or certain) classmates while excluding others negatively impacts our efforts at building strong inclusive classrooms. Families should plan on passing out birthday party invitations outside of the school day.

## **Breakfast Program**

Bridgewater, Greenvale Park and Sibley Elementary provide the opportunity for all children to purchase breakfast at their school on a daily basis. Breakfast will not be available at Longfellow for the Ventures Pre-K programs.

Breakfast is served at Greenvale from 7:45 a.m. until school begins, Sibley from 7:55 a.m. until school begins, and at Bridgewater from 7:45 a.m. until school begins. The cost for a student breakfast is \$1.55. All children who qualify for the free or reduced meal benefits receive a free breakfast daily. All kindergarten students receive free breakfast daily. Adult breakfasts are also available and cost \$2.05.

## **Bus Transportation**

Transportation is an essential part of the school district services to students and parents. Along with Benjamin Bus, Inc., we welcome all community members to play a part in keeping our students safe. Every person can make a difference in the safety of students as they board, ride and exit school buses. **Questions regarding transportation should be directed to Benjamin Bus, Inc. at 507-645-5720.**

### **Routes**

Bus routes and times are determined in coordination with scheduled school start and stop times. Routes are planned for safe and efficient use of school buses. Generally, school buses will not travel down dead-end roads or cul-de-sacs due to resulting added ride times and turn-around issues. However, there may be some things that cannot be anticipated and routes may need to be adjusted after the school year begins. Parents will be advised of any significant changes.

### **Pick Up and Drop Off Locations**

School bus service is between home and school. Based on their address, students are assigned to a specific bus stop and bus route. Students must ride to and from school on the bus(es) to which they have been assigned. Students are assigned to one pick up location and one drop off location. A student's daycare facility may be regarded as their home residence for the purpose of transportation, but the request must be consistent every day. A student's daycare facility must be located in the same attendance area as the student's school. Students are not allowed to alternate between bus stops. Although this policy is not always convenient for parents, it is the safest for students. If a child lives at two different addresses due to shared custody arrangements, please contact Benjamin Bus.

Students should be at the bus stop five minutes before scheduled bus arrival time. They should stay out of the street so that they do not become a traffic hazard. Parents are encouraged to wait with their child at the bus stop.



## Cell Phones/iPods/Hand-Held Electronics

Students should be discouraged from bringing cell phones, iPods, or other expensive technological equipment/games to school for lack of secure locations to store them during the school day. If for personal reasons an item of this type needs to be brought to school, please have the student bring it to the office upon arriving at school in the morning for storage until the end of the day. The school is not responsible for articles students bring to school.

We recognize that cell phones/hand-held electronic devices (i.e. iPods) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or a hand-held electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who do need to carry a cell phone or a hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess.

Consequences for not following the rules are as follows:

- 1st infraction – student will have the device taken away and can pick it up in the office at the end of the day.
- 2nd infraction – student will have their device taken away and placed in the office until a parent can come to school to retrieve it.
- 3rd infraction – student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.

*Please note: The school is not responsible for lost, damaged or stolen phones or other electronic devices brought from home.*

## Choir

The elementary choirs welcome participation by any student in fourth and fifth grade. No auditions are necessary to join. The choir program promotes advancement of vocal techniques and performance skills. Group cooperation and the opportunity for solo performances are added features of the program. Each elementary school has its own 4th and 5th grade choir. The two groups perform in the schools and community throughout the school year.

## Citizenship

Schools, like families, need a few basic rules to ensure that each student's rights are respected. **Please refer to Student Citizenship Handbook.**

## Communication between School and Home

School staff has a commitment to good communication between school and home. If a child is having difficulty at school, parents are encouraged to contact the classroom teacher. The social worker and principal are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by sending a note or placing a phone call to the appropriate school office.

## Community Services Division

1651 Jefferson Parkway

664-3650

Community Services is a division of the Northfield Public Schools dedicated to lifelong learning, citizen involvement and the maximum use of school and community resources and facilities. Programs and services include early childhood family education, early childhood screening, Hand in Hand Preschool, early childhood initiative coalition, the Ventures programs for children, youth development and youth service, the Connected Kids Mentoring Project, volunteers in schools, recreation, adult basic education, adult enrichment, parent education programs, Project ABLE for adults with disabilities and community relations. For more information call 664-3649 or 664-3650 or visit us at the school district website [www.northfieldschools.org](http://www.northfieldschools.org)

## Computers

Computer literacy is essential in a society shaped to a large degree by technological developments. Each classroom is equipped with a computer. Computers are located in our Media Centers and in some lab settings. A new technology curriculum will define the computer skills taught at each grade level. Keyboarding instruction is provided to fourth graders.

## Crossing Guards

### Bridgewater

Crossing guards will be on duty along Jefferson Parkway from 8:05-8:20 a.m. and 3:20-3:35 p.m. Students are expected to cross when guards are present. Students who walk to Bridgewater are asked to arrive **no earlier** than 8:05 a.m. (Monday, Tuesday, Thursday & Friday) and 9:05 a.m. (Wednesdays), when the crossing guards go on duty.

### Greenvale Park

Crossing guards are on duty at the corner of Linden Street and Lincoln Parkway, at the west end of the school at Lincoln Parkway and at the entrance of the staff parking lot from 7:45-8:15 a.m. and 3:15-3:30 p.m. Students are expected to cross at these crossings when the guards are present. Students who walk to Greenvale Park are asked to arrive **no earlier** than 7:45 a.m. (Mon., Tues., Thurs. & Fri.) and 8:45 a.m. (Wednesdays), when the crossing guards go on duty.

### Sibley

Crossing guards will be available from 7:55-8:20 a.m. and 3:15-3:25 p.m. on the corners of Maple and Sibley Drive, Maple and Ames, and Ames and Nevada. Students are expected to cross when guards are present. Students who walk to Sibley are asked to arrive **no earlier** than 7:55 a.m. (Mon., Tues., Thurs. & Fri.) and 8:55 a.m. (Wednesdays), when the crossing guards go on duty.

## **Daily Elementary School Schedules**

### **Bridgewater Elementary School (Grades K-5)**

8:20 a.m.	— First Bell Rings (9:20 a.m. on late-start Wednesdays)
8:25 a.m.	— Second Bell – Class Begins (9:25 a.m. on late-start Wednesdays)
11:25 a.m. – 1:00 p.m.	— Lunch/Recess Periods
3:20 p.m.	— Dismissal Bell for all students–buses load

### **Greenvale Park Elementary School (Grades K-5)**

8:15 a.m.	— First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	— Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
11:10 a.m. – 1:00 p.m.	— Lunch/Recess Periods
3:15 p.m.	— Dismissal Bell for all students

### **Sibley Elementary School (Grades K-5)**

8:15 a.m.	— First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	— Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
11:00 a.m. – 2:10 p.m.	— Lunch/Recess Periods
3:15 p.m.	— Dismissal for all students–buses load

### **NOTES:**

**Bridgewater's** non-bus students are asked **not to arrive before 8:00 a.m. or 7:45 a.m. for breakfast.**

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 9:00 a.m. or 8:45 a.m. for breakfast.

**Greenvale's** non-bus students are asked **not to arrive before 7:45 a.m.** for breakfast.

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 8:45 a.m. for breakfast.

**Sibley's** non-bus students are asked **not to arrive before 7:55 a.m.** for breakfast.

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 8:55 a.m. for breakfast.

During inclement and/or severe cold weather, children will be allowed entrance into the outer hallway.

### **Teacher's Hours:**

- Bridgewater: 7:35 a.m. - 3:35 p.m.
- Greenvale: 7:30 a.m. - 3:30 p.m.
- Sibley: 7:30 a.m. - 3:30 p.m.

## 504 Plan

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if he/she: 1.) Has a physical or mental impairment which substantially limits one or more of such person's major life activities; 2.) Has a record of such an impairment; or 3.) Is regarded as having such an impairment. "Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, **learning** and working.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that student. These services are determined by a team of educators with the parents and sometimes the student. For more information on the Northfield District Section 504 Plan, contact Dr. Cheryl Hall, 504 Coordinator at 645-3410.

## Denial of Release of Information

The Denial of Release of Directory Information (as set forth on the next page) will be available in the fall. In completing this form, please read it carefully. If you sign and return this form, you are stating that you do not want the information made public, which includes your child's photo in the Class Picture and School Memory Book/Yearbook.

## Dress Policy for Students

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, picture or appearance; exhibits profanity, or interferes with the educational environment of the school or the classroom, or causes undue distraction in the classroom. Clothing with lewd or vulgar expressions, with expressions which are sexually or racially offensive, or which advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours or at school events.

Any students who feel offended by an individual's dress may report that concern to an adult in the building or to school administration.

Students who dress inappropriately will be subject to student discipline procedures.

It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens, and boots should become a part of every student's wardrobe.

- Students are expected to wear appropriate clothing during the winter season, **which includes coats with hoods, or hats, mittens or gloves, boots, and snow pants.**
- Please mark all clothing items with some distinguishing identification and check the Lost and Found area frequently.
- Students are outside daily in the morning before school and during recess; therefore, being appropriately dressed for the weather is important.
- If the temperature is at or above 0 degrees the children will go outside.
- If the temperature is lower than -10 degrees wind chill they will be inside.
- State law dictates that students wear shoes on school property at all times.
- Hats, bandanas, and tattoos are not to be worn in school.
- Midriff tops, offensive shirts and tank tops with shoulder straps less than two-inches wide are not permitted.

**APPENDIX C**  
**DENIAL OF RELEASE OF DIRECTORY INFORMATION**

Parents/Guardians: Your child's photo will not be in the yearbook or in class pictures if you sign this document.  
*I understand that by signing this Denial of Release of Directory Information, the affected student's name will not appear on some lists such as honor rolls. Further, I understand that I am denying release of all the directory information listed below.*

Pursuant the Notice of Designation of Directory Information, directory information MAY NOT be released without my expressed written consent:

Directory Information:

- \* Student's name
- \* Student's address
- \* Student's telephone listing
- \* Student's photograph
- \* Student's date of birth
- \* Student's major field of study
- \* Student's dates of school attendance
- \* Student's grade level completed (i.e., first grade, tenth grade, etc.)
- \* Student's enrollment status (full-time or part-time)
- \* 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 photographs, videotapes and other visual representations for school-approved publications, yearbooks, newspapers, public presentations and web pages.
- \* Student's parent(s) name, address and telephone number

*Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. 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 the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).*

The designation of directory information about a student as private will remain in effect for the current school year only. Return completed and signed copy to the Building Principal or the Superintendent of Schools by \_\_\_\_\_.

Signed \_\_\_\_\_ Address \_\_\_\_\_  
(Parent/Guardian/Eligible Student)

Date \_\_\_\_\_

Student Affected \_\_\_\_\_ Address \_\_\_\_\_

School Currently Attending: \_\_\_\_\_  
5/12

## **Emergency Closing of Schools**

The following procedures will be observed when school is closed due to weather.

- When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.
- When the weather is too severe to open school at the normally scheduled time, but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal.
- When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses.

In each instance, the community will be informed by KYMN (1080 AM), KDHL (920 AM), and WCCO (830 AM) radio stations. If weather conditions are poor or worsening, please listen to one of these stations. You may also check the district website at: [www.northfieldschools.org](http://www.northfieldschools.org) for updates.

It is necessary for us to know where students should be sent in the event school would be closed during the school day. A form requesting this information will be sent home the first week of school. It is essential that it be returned promptly.

## **Environmental Education**

### **Greenvale Lone Oak Nature Area (GLONA)**

The Greenvale Lone Oak Nature Area is made up of prairie and woodland. Student activities and units of study have been developed which are used throughout the year. This valuable resource is available to all students and community members.

### **Rachel Carson Nature Area at Bridgewater**

The newest nature area to be developed in Northfield is located at Jefferson Parkway and Highway 246 South. Many elementary students grew the plants and trees and then planted them at Rachel Carson Nature Area during the 1996-97 school year. A pond and “feeding kitchen” are focal points of this area. Student activities and science lessons will be held in the performer/audience arrangement of this nature center.

### **Sibley Marsh and Prairie**

The Sibley Marsh and Prairie is a ten-acre wilderness preserve next to Sibley School. As part of their life science studies, students learn about the environment and inhabitants of the marsh. Volunteers help with classroom preparation and teachers guide their classes in their outdoor exploration during fall and spring.

## **Field Trips**

Occasionally a student’s teacher will extend classroom instruction and concepts through a field trip experience. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission.

## **Fire Drills**

Fire drills will take place throughout the year. Fire drills are held on those days when the weather is least likely to be a problem. Each building is required to hold five drills per year.



## Health Policy

The Board of Education of the Northfield School District recognizes the importance of good physical, emotional and mental health and supports the well-being of all students and families.

The following guidelines define this statement.

1. The school district acknowledges that students have a right to developmentally appropriate information about their health care in accordance with state and federal laws. The school recognizes the right of a student and the student's parents, together, to request that the student not be provided health care information. Waiver forms are available, if desired, in each building in the nurse's office.
2. The school district recognizes that parents and families have the primary responsibility to provide health care. Professional employees of the school district will encourage minor students to seek the involvement of their parent(s)/guardian(s) in decisions relating to health care. School employees will not bring students to health care providers, except in cases of medical emergency.
3. Confidentiality of student communications will be maintained unless a student presents a danger to self or others.
4. Professional employees will not impose their personal values on students.
5. All employees of the school district will report suspected incidents of physical and sexual abuse and neglect in accordance with the Minnesota mandated reporting.

### First Aid

In case of an accident, first aid will be administered in the health office and the parent/guardian will be called. If a student needs further treatment, the parent, ambulance, or rescue squad will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the student Health and Emergency Form on file in the office to make whatever arrangements necessary to provide health service to the student or call the rescue squad.

### Fragrances

Many people are sensitive or allergic to fragrances. Students, staff and families who choose to wear a personal fragrance should do so sparingly. All fragrance containers should be left at home.

### Health Services

The District School Nurse is shared between the four elementary school buildings during the school day. Thus, a Licensed Nurse is available at Greenvale and Sibley from 8:00-3:30p.m. and Bridgewater from 8:05-3:35p.m., each school day and works under the District School Nurse's supervision. Health services are provided for all students and staff. Individual health care plans are written for students when appropriate. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate.

### Illness

To help assure good health care for students and alert health authorities to the presence of specific disease, parents are asked to call the school **by 8:30 a.m. EACH** morning the student is absent for any reason and to notify the school later if a specific disease develops.

Since most diseases spread before being recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. Their temperature should be normal at least 24 hours **BEFORE** a student returns to school. The parent/guardian will be called if a student becomes ill at school. It is their responsibility to take the student home.

**Temperature Guideline:** 100 degrees the student goes home automatically. Student should not return to school unless the temperature goes below 100 degrees for 24 hours. Please do not send students who have an undiagnosed rash to school.

***Your child should be fever, vomit and diarrhea free for 24 hours before returning to school.***

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN

Note: Children and adolescents should not be given aspirin containing medications unless specifically prescribed by a physician. Good hand washing is the best prevention of disease.

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Shingles/ Chickenpox</b>	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	1. Exclude from school until chickenpox vesicles are dry and crusted. 2. Contagious a few days before eruption and about six days after last crop of vesicles. 3. May be in school if shingles covered.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immuno-suppressive drugs at high risk.
<b>Cold Sores (Herpes Simplex)</b>	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	1. No restriction. 2. May be communicable as long as seven weeks after lesion appears.	Virus is transmitted by direct contact with infected persons, a majority of whom have unapparent infections.
<b>Common Cold</b>	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	1. No restriction unless fever more than 100 degrees 2. Communicable 24 hours before onset and for five days after nasal involvement	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.
<b>Influenza</b>	Chills, body ache, headache, fever sore throat, followed by cough, runny nose and possibly stomach ache.	24-72 hours	1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours. 2. Use non-aspirin products to treat fever.	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
<b>Impetigo</b>	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	1. Contagious until lesions are healed. 2. May return to school when treated with over-the-counter antibiotic ointment.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.
<b>Mononucleosis</b>	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	1. Restrict only according to doctor orders. 2. Period of communicability unknown.	Virus spread by saliva, kissing, sharing drinking glasses.
<b>Lice (Pediculosis)</b>	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	1. Exclude until live louse are adequately treated. 2. Nurse to check head when return to school. 3. Advise exam of household contacts for nits and lice. 4. When appropriate, school may exclude until all nits are removed.	Louse transmitted primarily by direct contact with infested person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN, cont'd

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Pink Eye (Conjunctivitis)</b>	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	1. Refer for medical diagnosis and treatment of purulent drainage. 2. Communicability depends on agent. 3. May remain in school unless purulent drainage.	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<b>Reye's Syndrome</b>	Sudden onset of violent vomiting, mental confusion, extreme, sleeplessness, very fatigued, twitching or jerking movements, hostility, coma.	1-7 days following viral infection (cold, flu, chicken pox)	1. If one or more symptoms appear, call physician immediately. 2. Go to an emergency room or hospital. 3. Do not give aspirin or aspirin products.	Usually follows viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children.
<b>Ringworm Body (Tinea Corporis)</b>	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	1. Communicable as long as fungi can be recovered. 2. Treated with over the counter antifungal ointment.	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
<b>Scabies</b>	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	1. Exclude from school until adequately treated. 2. Communicable until treated. 3. Family should be examined.	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
<b>Strep Throat, Scarlet Fever, Scarletina</b>	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well. 2. Communicable until 24 hours after treatment is started. 3. Exclude until fever is less than 100 degrees for 24 hours.	Bacteria spread directly from nose or throat discharges of infected persons.
<b>Fifth Disease</b>	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	1. If other rash-causing illnesses are ruled out, there is no need to exclude. 2. Treat fever and sore throat with over the counter pain medicine (non aspirin). 3. Pregnant women exposed to Fifth Disease should contact their health care provider.	Most contagious before onset of rash. Spread from nose and throat discharge. Thoroughly wash hands with soap and warm running water. Dispose of soiled tissues.
<b>Hand, Foot and Mouth Disease</b>	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	1. Exclude from school till fever is normal for 24 hours. Lesions may still be present 2. Use non-aspirin products to treat fever.	Spread via oral-fecal route. Good hand washing. Cover nose and mouth when coughing and sneezing.

Updated 11/2013

## Holidays

Traditional holidays, such as Halloween, Thanksgiving, winter holidays around the world, and Valentine's Day, may be observed in the classrooms and used as learning experiences. Any questions you may have regarding this policy should be referred to the building Principal.

## KidVentures

**“Where learning and fun are one!”**

KidVentures is an enrichment and care program available on school days (before and after) and most non-school days from 6:30 a.m.-6:00 p.m. Students enrolled will have a chance to participate in a variety of activities that build social, emotional, physical, and academic skills. The curriculum is designed around the unique interests and needs of the various age groups in which our program serves. We encourage the children to play an active role in the generation of themes, projects and special events. They assist in planning, creating and implementing many different learning experiences.

We use a program model that is both age and developmentally appropriate and encompasses our enrichment philosophy in our integrated curriculum model. Students get to work with a variety of hands-on materials during clubs, camps and special events. We collaborate with each of the elementary school programs on a daily basis to utilize and share space including the gyms, cafeteria, computer lab and outside areas. The students also participate in a number of recognition programs including DEAR (**drop everything and read**), Sport Stacking, and service projects around the community throughout the year. Our goal is to build on the knowledge and skill development that is occurring during the school day by incorporating the standards into the enrichment activities we plan for our out-of-school time programs.

We offer a variety of enrollment options for your child, so participation is flexible depending on your schedule or your child's needs. If you have any questions regarding the KidVentures programs, please contact Brienne Barrett, Program Supervisor. She can be reached at the Community Services Office Monday-Friday at 664-3653. She can also be contacted through email: [bbarrett@northfieldschools.org](mailto:bbarrett@northfieldschools.org)

<b>Greenvale Park Elementary</b>	<b>Bridgewater Elementary</b>	<b>Sibley Elementary</b>
645-3507	664-3395	645-3422

## Low Cost Health Insurance for Families

Thousands of Minnesota families are eligible for low cost health insurance under the recently established Minnesota Care. Enacted by the Legislature the plan is open to families who meet certain income guidelines. To be eligible for Minnesota Care, an individual must meet the following criteria.

- Have gross income that does not exceed 275 percent of the federal poverty guidelines (FPG) for families and children (\$58,308 for a household of four), and 200 percent of FPG for adults without children (\$20,808 for a household of one and \$28,008 for a household of two). Parents with annual gross incomes over \$50,000 are ineligible, whether or not they otherwise meet the 275 percent of FPG standard; this income cap does not apply to pregnant women and minor parents.
- Have assets that do not exceed \$10,000 for a household of one and \$20,000 for a household of two or more, after certain exclusions. This asset standard does not apply to pregnant women and children.
- Not have access to employer-subsidized health care coverage, and not have had access to this coverage through the current employer for 18 months prior to application or renewal. This requirement does not apply to children with incomes that do not exceed 150 percent of FPG and certain other children.
- Have no health care coverage at the time of application and for four months prior to application or renewal. Children with incomes that do not exceed 150 percent of FPG and certain other children considered to be “underinsured” are exempt from this requirement.

- Be a resident of Minnesota. Pregnant women, families, and children must meet the residency requirements of the Medical Assistance (MA) program; adults without children must satisfy a 180-day residency requirement.
- Since September 1, 2006, certain General Assistance Medical Care applicants and recipients have been enrolled in Minnesota Care as adults without children and are exempt from premiums and certain eligibility criteria until six-month renewal.

Enrollment cost for the plan is based on a sliding scale according to income. It covers doctor services, clinic services, routine dental care, prescriptions, immunization, outpatient lab and x-ray services, vision care and glasses; home care services and certain outpatient mental health services. Hospital in-patient services are not covered.

More information and/or applications are available through the school social worker or call toll-free: 1-800-657-3672, and ask for Minnesota Care.

## **Media Center**

The elementary school media center is an extension of the classroom. It is an inviting learning area where a wide range of information on both print and non-print materials is available for students and teachers. Not all students learn at the same rate or equally well from the same material. In the media center students may look for information in reference books, or listen to tapes. They can work individually with materials that fit their needs and abilities, or they may participate in large or small groups for instruction, discussion, viewing, or listening.

Teachers and media generalists work together to develop work plans and units of study to meet the needs of learners. Media generalists work with classroom teachers to design and produce instructional activities, keep them informed as to new print and non-print materials, and provide inservice on new materials and equipment.

## **Medications**

Some students need to take medicine during the school day. A note stating the name of the medication, dosage, and the time it should be given must accompany the medicine. It is now required that we have a signed permission form obtained by parent/guardian at the time the medication is dropped off at school. This note must be dated and signed by the parent/guardian. Prescription medication must be in a prescription bottle from the pharmacy with the student's name on it. Adults should bring the medication to the nurse's office.

The school does not supply over-the-counter medications any longer unless it is an emergency and we have verbal parent permission. Over-the-counter medications (such as non-aspirin pain relievers, cough syrup, etc.) must also be accompanied by a permission form signed by parent/guardian for use. Aspirin will not be given unless we have a physician's permission because of possible complications of Reye's Syndrome. Cough syrup is recommended rather than cough drops.

When possible, parents/guardians should try to schedule all medication administration during non-school hours. Because of the danger of choking, parents/guardians are asked to not allow their children to bring hard candy (such as: suckers, jolly ranchers, etc.) to school.

## **Music**

The general classroom music curriculum in the Northfield Public School District is based on the use of the Orff philosophy of music education. This approach involves students in speech, movement, singing, and instrument playing. The students are taught the music concepts, skills, and symbols which enable them to become independent musicians.

## **Northfield Public Schools**

### **Child Nutrition Department Information**

**Welcome... to a new school year!**

#### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts 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 open house or on the first day of school. Ending meal account balances carry over from year to year. Students 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 individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased.

Students who have a negative lunch balance will not be allowed to purchase a la carte items. 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 by utilizing School Messenger for both low balance and negative balance calls and emails. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished. For information on our negative meal account balance process please visit <http://northfieldschools.org/departments/food/payments/>.

#### **Menus**

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at [northfieldschools.org](http://northfieldschools.org). If students bring food or beverages from home, we encourage all families to select nutritious choices. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. Copies of the menu will be available at the schools upon request. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée choice daily. All meals are priced as a regular lunch meal. If your family receives free or reduced priced meal benefits your student may also select these alternative menu items at no charge.

#### **Offer vs. Serve**

The "offer vs. serve" federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

#### **Food Allergies and Special Dietary Needs**

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.



### Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first login to Family Access or visit <http://northfieldschools.org/departments/food/reduced/> and follow the instructions provided. The District Child Nutrition Office will process applications as soon as possible, 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 17, 2017. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 17, 2017 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.

### Meal Prices

Meal prices for the 2017-18 school year are shown in the following charts. The monthly cost is based on 20 days per month. 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.

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.55	\$2.50	\$4.05	\$31.00	\$50.00	\$81.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.55	\$2.65	\$4.20	\$31.00	\$53.00	\$84.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.05	\$3.70	\$5.75	\$41.00	\$74.00	\$115.00

### Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.05 for breakfast and \$3.70 for lunch. Exact change is appreciated.

### A la Carte

A la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items, if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year. We do not block a la carte purchases or limit the amount of money a student spends in one day. We encourage parents/guardians to discuss their concerns with their students.

### 2017-18 Meal Times

School	Breakfast	Lunch
Bridgewater Elementary	7:50 a.m. – 8:20 a.m.	11:20 a.m. – 1:00 p.m.
Greenvale Elementary	7:45 a.m. – 8:15 a.m.	11:10 a.m. – 1:00 p.m.
Sibley Elementary	7:55 a.m. – 8:15 a.m.	11:00 a.m. – 1:05 p.m.

### Payments

Families may pay for meals by using cash, check or Revtrak online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 1400 Division Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

Payments using a credit or debit card can be made online through Family Access. Steps for making online payments through Family Access are as follows:

- Go to [northfieldschools.org](http://northfieldschools.org) and click on the button that says "Family Access" located on the left of the screen. You can either log-in to Family Access to continue or apply for a Family Access account if you do not have one.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to [northfieldschools.revtrak.net](http://northfieldschools.revtrak.net)
- Click Food Service Payments then follow prompts to complete payment.

### Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit [northfieldschools.org](http://northfieldschools.org) and click on Family Access, under the Parent Resources tab. The Child Nutrition Department will call or email weekly through School Messenger if you sign up to be notified for these messages or send written statements notifying families of their low meal account balance. For information on our negative meal account balance process please visit <http://northfieldschools.org/departments/food/payments/>.

### Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment.. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.

### Questions/Comments

Sibley - 645-3490	Bridgewater - 664-3324	Greenvale/Longfellow- 645-3509
Middle School - 663-0668	District Office - 663-0618	High School - 663-0604

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

## Orchestra

The elementary orchestra is open to all fourth and fifth graders playing violin, viola, cello, or string bass. The orchestra rehearses twice each week throughout the school year, and performs at various times and locations during the year. Orchestra members receive one lesson each week.

## Outside Recess

Fresh air and exercise are very important. If a child has a cold or other illness or injury and the parent wants them to stay in during recess one day, the parent needs to send a signed note requesting that and stating the reason. If a parent feels the condition will require two or more days inside during recess, they must obtain and send a note from a doctor stating the reason and length. Students are outside when the temperature is at or above 0 degrees. If the temperature is lower than -10 degrees wind chill they will be inside.

## Parent Involvement/PTO

There are a number of ways for parents to become involved with their child's school. Being a parent volunteer is probably the most active way to become involved. A form will be provided for parents to volunteer their services.

All parents are members of our Parent/Teacher Organization (PTO). Meetings will be held 7-8 times per year to discuss areas of interest. An agenda will be published and all parents are welcome to attend. Parents may contact their representative or the school to provide input on topics of interest. The goal of the PTO is to support schools through parent involvement. Plans for this year include strengthening the relationship between the elementary buildings to support the total elementary program.

Parents also have opportunities to attend open houses, parent/teacher conferences, and other school functions throughout the year.

### PTO Purposes:

- Advisory capacity to School Administrative Staff.
- Forum for discussion of school policies/procedures.
- Vehicle for communication of school program/curriculum to parents.
- Promotion of all parent or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

## Pets

If you are bringing a pet of any kind to school, please first let the child's classroom teacher know and also check in with the nurse's office so that she can check out any possible allergies in that particular classroom.

Dogs on school grounds, including before and after school, need to be on a leash and muzzled for safety purposes.

## Phone Calls

The best way to reach a child's teacher is to call the school office and leave a message on their voicemail. The teacher will return the call as soon as possible. **Classroom interruptions are avoided.** At Bridgewater, staff is available for phone calls between 7:35-8:20 a.m. and 3:20-3:35 p.m. each day, except during PLC Hour. At Greenvale, staff is available from 7:30-8:15 a.m. and 3:15-3:30 p.m., except during PLC Hour. At Sibley, staff is available from 7:30-8:15 a.m. and 3:15-3:30 p.m., except during PLC Hour.

Students will be allowed the use of school phones only in the case of an emergency.

Please try to plan ahead regarding after school plans to keep student messages to emergencies or sudden change of plans. **Please call the elementary schools no later than 2:40 p.m., to have messages delivered to your students.**

## Physical Education

Physical Education gives students the skills, knowledge, and disposition to pursue a lifetime of healthful physical activities as a physically education person. Elementary students will actively participate in P.E. class four days each week (for a 25 minute period).

The goals in elementary physical education are:

Students will:

- Have the skills necessary to perform a variety of physical activities.
- Know the benefits from involvement in physical activities.
- Participate regularly in physical activity.
- Engage in fitness related activities.
- Value physical activity and its contributions for a healthful lifestyle.

## Reporting to Parents

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents information on whether or not their child is progressing appropriately.

### Reporting Grades to Parents

**4=ADVANCED** (Exceeds the standard with independence; Exceeds expectation for this time of year)

**3=PROFICIENT** (Meets the standard with independence; Meets expectations for this time of year)

**2=PARTIALLY PROFICIENT** (Making progress toward the standard with support; Meets basic expectations for this time of year)

**1=NOT PROFICIENT** (Lacking expected progress toward the standard; Does not meet basic expectations for this time of year)

**N/A=Not assessed at this time**

Parents are invited to attend individual student conferences two times during the year in October/November and March.

## School Rules

Each school has established a set of 3-4 age appropriate school rules which will be communicated to students and families. Some **examples** of school rules are:

- Treat others kindly.
- Follow the directions of the adult in charge.
- Keep hands, feet, and objects to yourself.
- Walk quietly in the hallway.

Classroom rules are also established and communicated to students and families.

## Special Services

Special supportive services are provided to teachers, parents, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department, which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

If at any time parents or school personnel feel that a student is having problems that are interfering or may in the future interfere with the student's progress in school, the school will assess the problems to determine how to best meet the student's needs. Parents may initiate an assessment by contacting the building Principal or classroom teacher. When school personnel wish to initiate an assessment, parents will be informed that a referral is being made.

## Student Celebrations and Food

Student wellness is to be considered for all foods provided to students during the school day, including classroom-wide celebrations, parties and snacks. Making those special events and the food that accompanies them as nutritious as possible is important in making sure children get the nutrients they need to grow, play hard and be healthy. The District Wellness Policy encourages non-food treats whenever possible. Some options could be stickers, pencils, a classroom book, board game, or DVD donated in your student's name. For healthy celebration suggestions please visit the Wellness tab located under the Child Nutrition Department Website at <http://northfieldschools.org/departments/food/>.

Treats prepared at home are not to be brought to school. The State Health Department requires that food which is served in a food establishment, as defined in Minnesota Statutes Chapter 157, shall be obtained from sources which are approved and inspected by either the federal, state, or local regulatory authority. As a result, we are unable to allow the distribution and service of food items including "treats" which are prepared in individual homes. This requirement would not, however, apply to the distribution of commercially prepared, packaged, or individually wrapped food items. However, commercially prepared, packaged, or individually wrapped food items are required to meet the Federal "Smart Snack" guidelines. These guidelines are available on our Child Nutrition Department Website at <http://northfieldschools.org/departments/food/>.

## Student Support Team

### Mission

To receive referrals from any person who has identified a student as at-risk for academic, social, emotional, or behavioral problems. To initiate comprehensive and coordinated services for such students. To serve as a resource for families of those students and for the staff who work with them. To address appropriate program and policy issues, especially those related to students' non-academic concerns (e.g. attendance, limited access, mandatory reporting).

### Responsibilities:

- To be an access point for concerned persons to refer at-risk students.
- To assure that, within the team, the exchange of ideas and concerns will occur on an open, yet confidential, basis.
- To determine appropriate resources for referred students and to develop an action plan to meet their needs.
- To implement the action plan, provide feedback to the person who initiated the referral, and monitor follow-up.
- To refer appropriate students to the Special Education Referral Review Team and provide the referral form to the regular education teacher.
- To identify and address program and policy issues which affect the student group served by the team.

### Membership:

Principal  
Psychologist

Social Worker  
Special Education Teacher

Referring Person  
Nurse

## Student Visitors

Bringing student visitors to school is only permitted by permission of the building principal.

## Supplies

The school furnishes all necessary texts and workbooks for students as required by law. Students are asked to bring their own gym shoes, paper, pencils, notebooks, crayons and similar small items for classroom work. Classroom teachers will notify parents with regard to specific items needed.

## Student Use of the Telephone

Students may use the telephone only in the case of an emergency. Written permission must be granted by the classroom teacher or an office staff member. Student phone use at school is not to arrange after school activities with friends. Students are requested not to bring cell phones to school. If a cell phone is brought to school it needs to be kept securely in the office until the student leaves for the day.

## Testing Program

Teaching involves constant evaluations of students so that learning activities may be appropriate to their needs, interests, and abilities. Evaluation provides the basis of determining student readiness for certain learning experiences and the growth resulting from previous learning experiences. The two procedures most frequently used in evaluation are behavioral observations and testing.

The district's elementary teachers constantly carry on the process of checking learning through direct observation. Many insights are gained by observing each student's vocabulary, ability to express thoughts and ideas, interests, ability to think quantitatively, physical development, motor skills, values, social skills, and emotional qualities. These characteristics are essential to planning successful learning experiences.

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5.

## Title I

Title I is part of the federal **Improving America's School Act** that supports state and local reform of teaching and learning carried out under No Child Left Behind. The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

In 2011-12, Reading Recovery and Title I will provide the following programs for primary aged students: Reading Recovery for qualifying first graders and Title 1 for reading and math. Parent Partnership agreements and activities are an important part of these programs.

## Tornado Emergency Plan

A Disaster Emergency Procedure Plan has been established in the Northfield School District for the purpose of protecting the health and safety of every child as well as the school staff. Since tornados are the kind of disaster which generally do not permit time to send students home, all students and staff will move to a designated safety area of the school. All of our students have had the experience of being in a drill with their teachers. Practices are held each year to make sure everyone knows what to do in case of such an emergency.

## Visitors

Parents are always welcome to visit school. We ask that you contact the classroom teacher two days in advance. For the security of students, all visitors are required to sign in and out at the office. A visitor's badge will be given to you to wear while at our school.

Elementary students are discouraged from bringing student visitors (who may be on a school break while we are still in session) to school with them. They are welcome to invite these student friends/relatives to lunch/recess after clearing this with their classroom teacher. Student visitors must follow the same procedure for signing in as adult visitors.

## 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 each school year before serving students affiliated with Northfield Public Schools.