



WELCOME TO NORTHFIELD MIDDLE SCHOOL

This Student/Parent/Guardian Handbook has been designed to be helpful in answering questions about the Northfield Middle School program, policies, and procedures. This handbook is not an all-inclusive list of rules, but rather an outline of expectations and procedures that assist in the operation of the school.

We welcome and encourage you to communicate with us at school. We look forward to working together with students and parents/guardians to give the students an opportunity to be successful in their education.

Our best wishes are for a productive and positive school year.

MISSION STATEMENT

Middle school students are a unique population - intense, energetic, playful and open. We are dedicated to a caring and challenging environment that inspires self-directed learning, fuels curiosity, and encourages academic excellence.

IMPORTANT NUMBERS

Principal	Greg Gelineau	507-663-0669
Principal's Secretary	Amy Stowe	507-663-0651
Assistant Principal	Michael O'Keefe	507-663-0667
Assistant Principal's Secretary	Jen Henriksen	507-663-0680
Student Support Services Secretary	Kimberly Tousignant	507-663-0664
Counselor	Jenny Streefland	507-663-0640
Counselor	Cori Yamry	507-663-0641
School Social Worker	Heather Stanton-Ims	507-663-0685
Psychologist	Rachael Hudson	507-663-0684
Attendance Line		507-663-0655
Nurse's Office	Nancy Becker	507-663-0656
Athletic Hotline		507-645-3559
Food Service	Shari Malecha	507-663-0668

This handbook belongs to

Name _____

GENERAL INFORMATION

Announcements

Morning announcements are shown on classroom monitors daily and are posted on the Northfield Middle School website: www.northfieldschools.org. Students are encouraged to check announcements daily for important information.

Attire

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's 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. 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. State law dictates that students wear shoes on school property at all times. Any student who feels 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. **Hats and head coverings are not permitted except for designated events and/or permission from administration.**

Individuals are prohibited from wearing or carrying backpacks, caps, headwear, hats, hoods, jackets, coats, choppers/gloves in school except when they are arriving or departing from the building. Individuals are further prohibited from wearing any attire, including jewelry, symbols or "colors" which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school or to school sponsored activities (i.e., dances, athletic events, field trips, evening events, etc.).

Individuals are further prohibited from any manner of dress or personal grooming which presents a danger to health or safety, causes an interference with work, or creates classroom or school disorder. Such attire includes, but is not limited to: clothing with drug, alcohol or tobacco advertising; print or graphics which are sexually explicit or suggestive; representations which are sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering; and pants worn below the waist.

DRESS AND GROOMING GUIDELINES

Students are to follow Dress and Grooming guidelines as outlined in the District Student Citizenship Handbook 2016-2017.

Based on the above policy, decisions are made on an individual basis when clothing worn is in question.

- Girls' tops, shirts or dresses must have 2-inch straps and cover any undergarment straps. Tops must have a full back and must be long enough to tuck in when sitting, standing or reaching.
- Undergarments must not be visible at any time, when standing, sitting or stretching. Boys' trousers must be kept high enough so undergarments do not show. Girls' undergarment straps must be covered at all times.
- Shorts and skirts must be long enough so that all undergarments are covered when sitting standing or reaching. Clothing should extend as far as fingertips when arms are extended along the side of the body.
- Shoes with wheel devices are not allowed inside the school building.

Students in violation will be given an opportunity to correct their attire. Students in question can be sent to the office where a counselor or administrator will determine acceptability. If there are repeat offenses by a student, parents will be contacted. Continued violations will result in detention and/or suspension.

If you have questions, please contact Greg Gelineau (principal) or Michael O'Keefe (assistant principal) at 507-663-0650 or a Counselor at 507-663-0664.

Athletic & Academic Activities

All students are encouraged to participate in the athletic/academic programs. Seventh and eighth grade athletic students compete against other schools. Sixth grade students are involved in intramural competition.

In individual competitions (i.e., track, tennis, etc.), opportunities may be given to sixth grade students to compete with other students of similar size, strength, ability, and age level.

In order for students to be allowed to participate in the Middle School Athletic/Academic Programs, a parent permission form along with the proper fee must be completed. No other forms (physicals, etc.) are necessary to be able to compete in the Middle School Athletic/Academic Programs. Registration is done online at <http://northfieldschoolsactivities.registryinsight.com>.

District #659 Activities Fee Information 2017-2018

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
 - a. Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.
 - b. Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.
 - c. Students who do not qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 20% toward the activity fee. A waiver form must be submitted for each activity, each season. Waiver Forms can be found on the School District Website or can be obtained by contacting the Middle School Activities Office.
2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees help cover costs of equipment, apparel, transportation, and officials. Fees are as follows.

Athletics- Middle School

Full	Reduced	Free	
<u>Fee - 100%</u>	<u>Meal - 40%</u>	<u>Meal -20%</u>	
\$95	\$38	\$19	7 th & 8 th Grade participating in Middle School Athletics
\$75	\$30	\$15	6 th Grade participating in Middle School Athletics

Academic and Fine Arts Activities - Middle School

Full	Reduced	Free	
<u>Fee - 100%</u>	<u>Meal - 40%</u>	<u>Meal -20%</u>	
\$60	\$24	\$12	Chess Club-Math League-Speech-Play/Musical-Knowledge Bowl

Family Limit

Full	Reduce	Free	
<u>Fee - 100%</u>	<u>Meal - 40%</u>	<u>Meal -20%</u>	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

Refunds

Refunds are available if an athlete discontinues participation in the athletic program. The deadline for refunds is two weeks after the first practice session.

Athletic Attendance Policy

Any middle school student missing a practice or contest because of an unexcused absence can be dismissed from the team. Any player who is late for practice, or misses practice entirely, must give the coach a signed note from a parent/guardian or teacher prior to the absence, if possible, or upon return the next day.

Travel Release

All students are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student rides with their parent(s) or another parent. This will only be allowed with the written permission from the parent(s) and activities director.

Co-Curricular Eligibility Requirements

The same behavioral expectations, which students have in the classroom, will also be in effect while participating in any activity. Behavior problems during the school day can result in losing the privilege of participating in co-curricular activities. Minnesota State High School League rules will be followed regarding training and violations; e.g., the use of alcohol, tobacco and drugs is prohibited.

Northfield Middle School Sports Offered

Fall Sports

Football
Boy's Soccer
Girl's Soccer
Girl's Tennis
Volleyball

Winter Sports

Wrestling
Fitness Center

Spring Sports

Boy's Tennis
Boys' Track
Girls' Track
Fitness Center

Game/contest & practice schedules will be handed out by coaches after practices begin.

Northfield Middle School Academic Activities Offered

Chess Club (September-November) (February – March)
Math League (September – January)
Talent Show (February – April)
Environmental Science Club (January-April)
Honors Choir (auditions in Spring)

Speech Club (December – February)
Spelling Bee December – February)
Student Council (September – May)
Yearbook (September – May)
Knowledge Bowl (September – January)

Bicycles and Skateboards/Longboards

Bicycles and skateboards/longboards are not to be ridden on school property. This rule is in effect to prevent injuries. Northfield Middle School is not responsible for lost or damaged bicycles and skateboards. Students should walk their bikes or carry their skateboards until they are on the asphalt trails going away from the building.

Books, Materials and Equipment

Students are responsible for all lost or damaged books, materials or equipment that has been issued to them. Students can be fined for any lost or damaged items assigned to them. Any outstanding fines will need to be taken care of before a student may participate in any non-academic activities (i.e. Valleyfair).

Change of Address/Telephone Number

Students/parents/guardian should provide change of address information and new telephone numbers to the Guidance Office.

Dances

The Northfield Middle School Student Council sponsors all dances. Middle school dances are planned for Northfield middle school students and normally run from 3:00 - 5:00. Any guests must have written permission from an administrator at least one day prior to the dance. Students are responsible for finding their own rides home.

Detention

Detention is an after-school service or study hall time assigned to students as a consequence. Detention may be assigned by teachers or administration and may be held in the teachers' classroom or student office. Office detentions are from 3:00-3:45, Monday through Thursday.

One of the following could happen if a student fails to complete a detention:

1. The detention can double.
2. A full day of in-school detention can be assigned.
3. Loss of privileges (i.e. lunch seating, non-academic activities, etc.)

Discipline

See District's "Student Citizenship Handbook".

Safety Exercises

Emergency safety exercises will be conducted so that every person in the building knows the procedure to be followed in the event of an emergency. Fire and severe weather procedures are posted in each room.

Child Nutrition Department

Child Nutrition information is available on the school website at 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. 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
ALC	7:30 a.m. – 8:20 a.m.	12:05 a.m. – 12:35 p.m.
High School	7:30 a.m. – 7:51 a.m.	10:36 a.m. – 11:57 a.m.
Middle School	7:30 a.m. – 8:05 a.m.	10:48 a.m. – 12:07 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 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
- 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 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

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

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.

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.

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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 application, visit www.northfieldschools.org and click on Family Access, under the Parent Resources tab. Then click on the "Apply Now" button. 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.

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. Meal purchases should be monitored, as refunds will not be issued at the end of the year on balances less than \$10.00, unless the family is moving out of District #659. 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

Comments regarding your student's lunches may be directed to the Child Nutrition Department at each school. Please place your calls before 10:30 am or after 12:30 pm.

Bridgewater: 507-664-3324

Greenvale/Longfellow: 507-645-3509

Sibley: 507-645-3490

High School: 507-663-0604

Middle School: 507-663-0668

District Office: 507-663-0618

Fragrances

Many people are sensitive or allergic to fragrances. Students who choose to wear a personal fragrance should do so sparingly. All fragrance containers should be left at home and may be confiscated. Antiperspirant should be a stick, cream or roll-on type with minimal fragrance, and stored in phy. ed. lockers.

Grades

Mid-quarter reports will be sent home with students if receiving a grade lower than a “C-”. Report cards are distributed to the students to take home one week after the last day of the quarter.

Access to Grades Online

Parents and students have access to student grades via Student Access and Family Access. Scores as they appear on Student Access and Family Access should be considered unofficial. In the unlikely event of discrepancies between the teacher electronic gradebook and Student/Family Access, the teacher gradebook shall be the official record of all grades.

Hearing and Vision Screening

Hearing and vision screening for all 7th grade students are held every October.

Honor Roll

The Middle School generates an “A” and “B” honor roll after each quarter. The criteria for attaining honor roll status are listed below:

Students with a grade point average of 3.6 or above are eligible for the “A” honor roll.

Students with a grade point average of 2.6 to 3.59 are eligible for the “B” honor roll.

Immunizations

Immunizations must be current according to Minnesota State Law. Those who are not in compliance will be notified by the nurse, and will not have an iPad checked out to them (Grade 6) or locked digitally (Grades 7-8), and will not be allowed to attend school.

Internet

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 <https://northfieldschools.revtrak.net/District-Fees/#/f/-2017-ipad-protection-plan>. See the Student iPad Loan Agreement for additional details about iPad implementation.

Lockers

All locks and lockers are the property of the Northfield Middle School, not the students. Students are assigned to a locker. Students are responsible for their lockers and will be charged a replacement fee if they are damaged. Food is not to be stored in lockers overnight or for long periods of time.

1. Northfield Middle School is not responsible for any items stolen from a student’s locker.
2. Students are assigned Physical Education locks and lockers on a yearly basis. Fees may be charged for lost or damaged locks.

Sharing lockers is not allowed and students are strongly urged to not tell anyone their combination.

Lost and Found

Any lost and found items will be kept in the cafeteria unless they are found in the Physical Education area. Items found in the physical education area will be kept in the Physical Education Office. Any item that is not claimed, by the end of each quarter, will be donated to charity or discarded.

Make-up Work

If a student has missed three or more consecutive days, make-up work may be obtained through the Attendance Office (507-663-0655). Parents may request homework on the attendance line (by 9:00 a.m.) when calling in your child’s third consecutive day of absence. If a parent knows of a student’s absence in advance, the absence should be called in to the attendance line and students should also connect with their teachers to get any homework in advance. Homework will also be posted in Schoology.

Media Center

The Media Center is open from 7:45 a. m. until 3:15 p.m., daily. Students may use the media center after 3:15 p.m., with staff supervision.

Respect for others requires that you take proper care of materials and return checked out materials on time. Failure to follow Media Center rules will result in disciplinary action with possible loss of non-curriculum Media Center privileges. Replacement cost will be charged for Media Center materials that are lost or damaged. Students with unpaid fines may lose non-academic privileges.

Nurse – 507-663-0656

The nurse is on duty each day from 8:00 a.m. until 3:15 p.m. Students should 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.

All medication (prescription and over-the-counter) should be brought, by an adult, to the nurse's office. Any medications that students take at school must be distributed and stored in the nurse's office. A note stating the name of the medication, dosage, and the time it should be given must accompany the medicine. This note must be dated and signed by the parent/guardian and physician. A doctor's note must accompany any dose changes for daily medications such as Ritalin, Dexedrine, etc. Prescription medication must be in a prescription bottle from the pharmacy with the student's name on it. Students are not allowed to carry medication with them during the school day. Inhalers used for asthma are the only exception. Students may carry them after reporting to the nurse and filling out the necessary paperwork.

Emergency Forms are updated annually and turned in to the nurse's office. Individual health care plans are written when appropriate.

Laser Pens are prohibited at the middle school and will be confiscated immediately. Students will not be given these items back, but a parent can come in to collect them.

Cellular Phones

Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. If any staff member sees a phone out in classrooms, during transition times, or in the lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

Offensive Behavior

Offensive behavior, such as teasing, name-calling, putdowns, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the displacement of another student's clothing. Depending upon the circumstance, these behaviors could constitute harassment.

Pledge of Allegiance

Students are invited to join in the Pledge of Allegiance during announcement time on Monday mornings. Students and staff will respect an individual's right to choose not to participate.

Retention

Any student who fails to earn credit for two or more core courses will be considered for retention. The Student Support Team will review each case individually and develop a contract to earn promotion to the next grade.

Right to Know

The Northfield Public School recognizes the importance of our students' and employees' health and well-being. Therefore, we are examining and reducing our use of pesticides and utilizing Integrated Pest Management techniques in our school buildings and on school grounds to minimize the possible long-term unknown health effects of pesticides.

The Northfield Public Schools will make available, in the school offices, for parent and employees, the estimated schedule of application of pesticides classified by the United States Environmental Protection Agency as designated under the Federal Insecticide, Fungicide and Rodenticide Act. Parents may also request that the school notify him/her prior to the application of such pesticides on a day different from the days specified in the notice.

Scoliosis Screening

Scoliosis screening for all 7th & 8th graders is held every February.

Searches/Canines

The Northfield School District believes strongly in implementing and utilizing policies and procedures that work toward keeping its schools safe, and drug & tobacco free. To this end, the District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least two school district staff and when possible, the school resource officer. In the event of a positive identification by the canines, school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

Special Education

Northfield Middle School has a full range of Special Education Services. Contact Student Support Services for further information about assessment and eligibility.

Student Rights

The District will accord students the following rights:

- *The right to a free and full education.
- *The right to equal educational opportunity and non-discriminatory treatment.
- *The right to participate in student activities.
- *The right to due process of law.
- *The right to freedom of inquiry and expression.
- *The right to privacy.
- *The right to personal property.
- *The right to be informed of district and school rules.

Student Support Services

The Student Support Office offers students an opportunity to receive assistance with academic and/or personal problems. Parents are also encouraged to call or set up an appointment with one of the counselors if they have academic or other concerns/questions about their student. Students are assigned to a counselor by alphabet. Please call our Student Support Office at 507-663-0664. Our Student Support Office Secretary will assist you in connecting with the appropriate staff member.

Students whose last name begins with A through L – Jenny Streefland

Students whose last name begins with M through Z – Cori Yamry

Social Worker – Heather Stanton-Ims

Psychologist – Rachael Hudson

Student Support Groups

The Middle School offers a number of support groups for students. If students or parents would like more information about these or any other groups, please contact Student Support Services.

Textbooks

Textbooks are furnished by the School District. Students are expected to take care of books and they will be expected to pay for any lost or damaged books.

Visitors

Parents/Guardians are always welcome to visit Northfield Middle School. Students must complete the following. Classroom visits require administrative approval.

Student Visitors:

1. Only one visitor per student.
2. A written request must be given to administration 48 hours in advance and permission will be granted or denied based on the educational value of the visit.
3. All visitors must have a visitor's pass from the Administration.
4. No visitors within the last two weeks of any quarter.
5. No visitors within a week of any breaks.

Background Checks

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.

ATTENDANCE

Compulsory Attendance Law

Minnesota State Law provides that children enrolled in school after 1988 shall attend a public school or a private school, for a period of not less than nine months during any school year until age 18 or until they graduate.

Both parents and students have responsibility for school attendance. This section outlines the procedures for attendance and consequences for unexcused absences. **PLEASE REVIEW WITH YOUR CHILD.**

Rules, Policies, and Guidelines

1. Reporting: Teachers record and report each student absence and tardy in every class period.
2. Verification: All student absences are verified by the Attendance Office. Verification occurs in several ways. Parents call in, send a note, or the Attendance Office calls home.

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 507-663-0655 the day of the absence or earlier. 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.

School personnel will make every effort to contact parent/guardians of absent students if the school has not received a telephone call from the parent/guardian on the day the student is absent. 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 morning the student returns.

3. Definition of Excused/Verified Absences:
 - *School Activities
 - *Illness
 - *Non-illness absences requested by parent
 - *Out-of-school suspension
 - *In-school suspension
4. Definition of Unexcused Absences:
 - *Leaving school without permission
 - *Any absence that does not meet the criteria specified in excused/verified absences
5. Consequences of Tardies: Students may receive a detention or a lunch detention for a set of 4 tardies in any class. If the detention is served within 5 school days, the student's tardies are erased for that class. If the detention is not served, detention will double or a full day of in-school detention may be assigned.
6. Consequences of Abuse of Attendance Policy: When students have accumulated an excessive amount of *excused* absences, the following steps are followed to attempt to have the student improve attendance:
 - a. Guidance counselors are made aware of the concern about absences.
 - b. Guidance counselors meet with the student and contact parents about the concern.
 - c. The student and his/her family receive a notification letter of the attendance concern.
 - c. The student and his/her family receive a notification letter noting that school officials will no longer except excuses from the parent/guardian. A doctor's written verification for each absence will then be required.
7. Consequences of Unexcused Absence: Truancy. When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the county.

8. Possible Loss of Credit: In general, students who are absent 12 or more times (excused or unexcused) or have 5 unexcused absences during a semester may have credit withheld for that semester. The Student Support Team will monitor this sending notification before students reach this level so students and parents have time to correct the problem. If the problem is not resolved, students may receive a grade of "F" in those classes that the attendance requirement was not met. If the student/parent disagree with the decision they may request a review. The review committee will consist of the Principal, Assistant Principal, a Counselor and a teacher of the student/parents choice. Family vacations, extended illnesses, absences approved by a doctor and other long absences may be approved by the Administration and these absences will not count as part of the 12 absence limit.

9. Special Attendance Procedures:

Appointments. If a student has an appointment during the school day the parent/guardian should send a note with the student who must bring it to the attendance secretary. The secretary will give the student a pass to leave class at the appropriate time. Students must sign out before they leave the building and upon their return to school. If a student does not know the appointment or has forgotten a note, the parent/guardian may call the Attendance Office to excuse the student from school.

Illness While at School. If a student becomes ill during the day, he/she should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted.

Leaving the Building During the School Day. Students cannot leave the school building during the school day without permission to leave or having a parent sign them out. Failure to do the above will result in an unexcused absence.

10. Appeal: Parents may appeal the loss of credit due to unexcused absences under the following circumstances;

- *If a good faith effort has been made to delete unexcused absences using the detention option.
- *If a request for an appeal hearing has been made within one week of notification of the loss of credit.
- *If good cause is demonstrated for the failure to abide by the attendance rules.

Any appeal will be decided by a Review Committee consisting of one (1) counselor, two (2) teachers and an administrator. The administrator will convene the meeting and provide any available information about the situation but will not have a vote in the final disposition. If parents are not satisfied with the decision of the Appeal Committee, the decision may be appealed to the administrator.

11. Exceptional Attendance: Guidelines to qualify for perfect attendance:

1. No tardies excused or unexcused for the full academic year.
2. No more than two periods of excused absence for the full academic year. This does not include school related activities.