

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**  
Monday, May 10, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom  
Zoom Live Meeting Link: <https://bit.ly/3upC38p>

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. High School Raider Mascot Options
  - b. Policy Committee Recommendations
  - c. COVID-19 Response and Operations Update
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Financial Report
  - d. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 3 or July 4, 2021
  - e. Personnel Items
7. Items for Individual Action
  - a. Revised 2020-2021 Community Services Budget
  - b. Dissolution of Boys Swim/Dive Cooperative Sponsorship
  - c. Area Learning Center and Adult Basic Education Agreement
8. Items for Information
  - a. Enrollment Report
9. Future Meetings
  - a. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, June 14, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, May 10, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom  
Zoom Link: <https://bit.ly/3upC38p>

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, May 10, 2021, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, May 10, 2021 to [info@northfieldschools.org](mailto:info@northfieldschools.org), and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

- a. Each individual will identify themselves and the group they represent, if any.
- b. State your reason for addressing the Board.
- c. Your presentation is limited to one three-minute presentation.
- d. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

#### 4. Announcements and Recognitions

#### 5. Items for Discussion and Reports

- a. High School Raider Mascot Options. High School Principal Joel Leer and Activities Director Joel Olson will present updated iterations of the 'preferred' Raider mascot option for board review. The board will be asked to approve the refreshed Raider mascot at the next board meeting.
- b. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on the Student Citizenship, MSYC/BLAST, PLUS and Hand in Hand handbooks for school year 2021-2022.
- c. COVID-19 Response and Operations Update. Superintendent Hillmann will provide information about the district's work to address the COVID-19 global health pandemic's significant challenges.

#### 6. Consent Agenda

**Recommendation:** Motion to approve the following items listed under the Consent Agenda

- a. Minutes  
Minutes of the Regular School Board meeting held on April 26, 2021
- b. Gift Agreements  
\$1,000.00 from Dianne Kyte for TORCH Scholarships  
\$1,000.00 from Multek Flexible Circuits for Northfield High School robotics program  
\$2,000.00 from Multek Flexible Circuits for scholarships  
\$3,000.00 from The Rodgers Family Foundation for the David Rodgers Scholarship
- c. Financial Report  
February 2021. Director of Finance Val Mertesdorf requests that the board approve paid bills totaling \$1,699,914.58, payroll checks totaling \$3,287,644.66, a wire transfer totaling \$14.88 from MN Trust-Bond Refunding to MN Trust-Oper, a wire transfer totaling \$200,000.00 from MN Trust-Bldg Bond to MSDLAF

Liquid, a wire transfer totaling \$860,256.95 from Wells Fargo to Frandsen General, a wire transfer totaling \$500,000.00 from Frandsen General (to MSDLAF Liquid in March), a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$900,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2021. At the end of February 2021 total cash and investments amounted to \$27,143,863.89.

- d. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 3 or July 4, 2021. The district has been contacted by the City of Northfield, the sponsor of the July 4th fireworks display, for permission to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display. The school district has granted permission for this activity and waived the ban of fireworks on school district property in the past. This approval is contingent on the City of Northfield completing a COVID-19 plan as required of all entities requesting use of school district facilities.
- e. Personnel Items
  - i. Appointments
    1. Nicholas Albright, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
    2. Laura Kay Allen, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
    3. Anthony Amys-roe, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
    4. Caroline Ash, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
    5. Katelyn Balster, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
    6. Abigail Borene, Summer Recreation Program Supervisor with Community Education, beginning 5/26/2021-8/31/2021; \$11.89/hr.
    7. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 6/7/2021-about 9/1/2021; Year 3-\$16.50/hr.
    8. Correction: MaryKatherine Deschamp, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/30/2021-5/31/2021; Supervisor \$13.14/hr., General Hire \$12.25/hr.
    9. Grace Dickerson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.08/hr.
    10. Jeff Eckhoff, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
    11. Stephanie Ennis, Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at the Elementary Schools, beginning 6/1/2021-8/20/2021; MA, Step 2
    12. Jacob Eschen, Summer Recreation Program Supervisor with Community Education, beginning 5/26/2021-8/31/2021; \$10.64/hr.
    13. Noah Gagnon, 1.0 FTE Physics Teacher at the High School, beginning 8/30/2021; BA, Step 1
    14. Mackie Glassing, EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, beginning 5/6/2021-6/10/2021; Step 1-\$15.52/hr.
    15. Ellianna Ims, EarlyVentures Teacher for up to 40 hours/week at the NCEC, beginning 5/3/2021-6/10/2021; Step 1-\$16.63/hr.
    16. Kathleen Kopseng, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
    17. Sarah Kowalewski, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$11.00/hr.
    18. Beth LaCanne, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$14.50/hr.
    19. Kyle Malecha, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/10/2021-about 9/1/2021; Year 1-\$15.00/hr.
    20. Lucy Menssen, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
    21. Amanda Mitchell, 1.0 FTE Elementary K-5 Teacher at Greenvale Park, beginning 8/30/2021; MA+40, Step 10
    22. Charlotte Moser, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/17/2021-10/31/2021; Step 1-\$15.00/hr.
    23. Connor Nagy, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/17/2021-10/31/2021; Year 1-\$15.00/hr.
    24. Brenda Niebuhr, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.

25. Thomas Rice, Summer Seasonal Grounds Worker-Electrical Apprentice with Buildings and Grounds, beginning 6/14/2021-about 9/1/2021; Year 1-\$15.00/hr.
26. Emily Shroyer, 1.0 FTE Elementary K-5 Teacher at Greenvale Park, beginning 8/30/2021; MA, Step 10
27. Nathan Tichy, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
28. Mariah Thomas-McCarty, Summer Recreation Positions with Community Education, beginning 5/26/2021-8/31/2021; Aquatics Supervisor-\$10.64/hr. and Aquatics Assistant-\$10.08/hr.
29. Ryan Turnquist, 1.0 FTE Licensed School Counselor at the High School, beginning 8/30/2021-6/8/2022; MA, Step 3

ii. Increase/Decrease/Change in Assignment

1. Stephanie Balma, Teacher at the NCEC, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
2. Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
3. Natalie Deane, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
4. MaryKatherine Deschamp, General hire and supervisor with Community Education Recreation effective 5/26/2021-8/31/2021, change start date to 4/30/2021-8/31/2021.
5. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
6. Leah Driscoll, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
7. Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
8. Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
9. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
10. Michael Garlitz, Accelerate Nfld Coordinator with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
11. Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
12. Mitzi Holden, Kitchen Manager at Greenvale Park, add Summer Building and Grounds Seasonal Worker/Painter for up to 40 hours/week, effective 6/14/2021-8/15/2021; \$16.50/hr.
13. Melanie Klein, Special Ed Teacher at Sibley, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
14. Heather Kuehl, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
15. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
16. Becky Malecha, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
17. Makenzie Mathews, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
18. Kim Medin, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
19. Diane Nagy, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
20. Andrew Richardson, Teacher at the High School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
21. Angela Schock, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
22. Paula Seeberg, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
23. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
24. Amanda Sieger, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
25. Eric Swan McDonald, Teacher at the ALC, add Boundary Waters Teacher for up to 8 hours/day for 5 days with the ALC, effective 6/14/2021-6/18/2021.

26. Scott Stanina, Teacher at the High School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
  27. Allison Sweeney, 1.0 FTE Grade 3 Teacher at Sibley, change to 1.0 FTE Instructional Coach-Behavior at Sibley, effective 8/30/2021.
  28. Ellen Trotman, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
  29. Katrina Warner, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
  30. Kathy Wiertsema Miller, .65 FTE Portage Counselor, change to 1.0 FTE Portage Counselor, effective 4/15/2021-6/10/2021.
  31. Kari Winter, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
- iii. Leave of Absence
1. Kaci DeGroot, EarlyVentures Teacher at the NCEC, Family/Medical Leave of Absence, effective on or about 6/14/2021-9/10/2021.
  2. Lindsey Downs, Teacher at Sibley, Family/Medical Leave of Absence, effective on 4/30/2021 and will continue on an intermittent basis for up to 60 work days.
  3. Joyce Lindstrom, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective 4/19/2021-5/14/2021.
  4. Rhea Mehrkens, Teacher at the Middle School, Leave of Absence effective for the 2021-2022 school year.
  5. Rebecca Meyers, extending childcare leave of absence through the 2021-2022 school year.
  6. Nicole Papke, Teacher at Greenvale Park, .20 FTE Leave of Absence for the 2021-2022 school year, effective 8/30/2021.
  7. Mary Robia, Teacher at the High School, Leave of Absence effective for the 2021-2022 school year.
  8. Melissa Senko, Child Nutrition Associate I at the Middle School, Leave of Absence effective 5/3/2021 through the end of the 2020-2021 school year.
- iv. Retirements/Resignations/Terminations
1. Jacob Dayneko, Industrial Technology Teacher at the High School, resignation effective at the end of the 2020-2021 school year.
  2. Todd Ledman, Night Lead Custodian at the High School, resignation effective 5/18/2021.
  3. Erika Velasquez, EA at the High School, termination effective 5/5/2021.
  4. Jessica Webber VanZuilen, EA at the High School, termination effective 4/27/2021.
  5. Linda Wicklund, Child Nutrition Associate I at the High School, resignation effective 5/14/2021. Will continue as a substitute.
  6. Joquan Williams, KidVentures Site Assistant at Greenvale Park, resignation effective 5/21/2021.
- v. Advancement of Probationary Licensed Staff  
Advancement of LICensed Staff to Tenure Status for 2021-2022 -tenure status at 1.0 FTE unless otherwise noted.
1. Melanie Klein

\*Conditional offers of employment are subject to successful completion of a criminal background check and Pre-work screening (if applicable)

## 2. Items for Individual Action

- a. Revised 2020-2021 Community Services Budget. This budget revision was presented at the April 12, 2021 board meeting by Director Mertesdorf and Director Bailey. The revised 2020-2021 budget reflects revenues of \$2,332,881 and expenditures of \$2,711,488 and reflects the significant impact of lower enrollment in fee based programs and higher staff to student ratios in our school age care program to meet safety protocols due to the COVID-19 pandemic.

**Superintendent's Recommendation:** Motion to approve the Revised 2020-2021 Community Services Budget as presented.

- b. Dissolution of Boys Swim/Dive Cooperative Sponsorship. Director of Student Activities Joel Olson recommended the dissolution of the boys swim/dive cooperative sponsorship with Randolph Independent School District 195 beginning with the 2021-2022 school year. The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship to the Minnesota State High School League.

**Superintendent's Recommendation:** Motion to approve the dissolution of boys swim/dive cooperative sponsorship between Northfield Public Schools and Randolph Public Schools beginning with 2021-2022 school year.

- c. Area Learning Center and Adult Basic Education Agreement. Dr. Hillmann and ALC Director Daryl Kehler request the board approve the updated agreement between the Area Learning Center (ALC) and Adult Basic Education (ABE) regarding over twenty-one (adult credit recovery) high school diploma students, and general educational development students.

**Superintendent's Recommendation:** Motion to approve the agreement between the Area Learning Center and Adult Basic Education regarding over twenty-one (adult credit recovery) high school diploma students, and general educational development students.

- 3. Items for Information
  - a. Enrollment Report. Superintendent Hillmann will review the May 2021 Enrollment Report.
- 4. Future Meetings
  - a. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, June 14, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 5. Adjournment

# **Northfield Public Schools Hand In Hand Preschool Handbook**



**Northfield Community Education Center  
700 Lincoln Parkway, Northfield, MN 55057  
507-645-1200**

## TABLE OF CONTENTS

Hand In Hand Staff .....	2
Philosophy of Hand In Hand Preschool .....	4
Curriculum .....	3-4
Program Background, Conferences .....	4
Family Involvement, Parent Component .....	5
Guidance Policy .....	5
Attendance, Accessing Records .....	6
Transportation, Illness .....	6
Health Services, Clothing .....	7
Late Pickup Policy .....	7
Emergency Closing of School, Clothing .....	8
Snacks, Field Trip Information .....	9
Field Trip Information, Birthday Observations .....	9

## Important Phone Numbers

Community Education Center front office	507-645-1200
Nurse's Line	507-645-1205
Attendance line	507-414-8771
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves (para Espanol)	507-301-8957
Benjamin Bus	507-645-5720
Mary Hansen (ECFE)	507-664-3649
Martha Donahoe (preschool tuition/ E.C screening)	507-645-1200
Hiawatha Transit	1-866-623-7505
*Messages for staff may be left with the front desk	507- 645-1200



## **SAFETY**

Your children's safety is our main concern. Please check in with the main office staff if you need to pick up your child early or drop something off for them. Although we can often recognize parents, by making your presence officially known we can be more fully aware of who is in our building at all times. In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Hand in Hand practices regular fire, severe weather, and lock-down drills throughout the year.

## **INTRODUCTION**

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep it in an accessible place where it can be referred to as needed. Please speak with your child's teacher if further information or clarification is needed. The District's full policy regarding guidance and discipline may be found in the [Student Citizen Handbook](#). We believe that open communication between parents and teachers is an essential part of your child's educational experience. We realize that children between the ages of three and five are continuing to develop their understanding of the world and sometimes their interpretations of phrases, vocabulary, time concepts, and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact us, so that together we can clarify. Please refer to the [class note/calendar/Seesaw](#) describing our activities to help generate conversation about your child's day; children will transport papers and messages each week in a backpack/bag your child will bring to and from school each day. In addition, newsletters will be emailed out to families.

## **HAND IN HAND TEACHERS**

Hand in Hand Preschool teachers hold a minimum of a bachelor's degree in Early Childhood Education and are licensed by the State of Minnesota to teach young children. Many hold a Master's in Education. All staff participate in district training, professional development as well as contributing to the weekly district-wide Professional Learning Communities where we work to improve teaching techniques and student progress.

## **PHILOSOPHY OF HAND IN HAND PRESCHOOL**

The most important goal in our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. The developmentally appropriate activities we plan for the children, the way we organize the room, select toys and materials, plan the daily schedule, and talk with the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## **EXAMPLE OF APPROXIMATE DAILY SCHEDULE**

Meet/greet, small motor activities 15 minutes

Circle time: calendar with counting/patterns, weather, music/movement 30 minutes

Flextime: small group skill-building, centers, and choice time 60 minutes

Stories/songs, bathroom break/snacks 30 minutes

Outside/gym large motor time 30 minutes

## **CURRICULUM/ASSESSMENT** \*Specific Curriculum mapping documents are available upon request

Young children learn best by *doing*, not just repeating what someone else says but actively experimenting to find out how things work in the world we live in. We believe that play provides the foundation for school learning. It is the preparation children need before they learn those highly abstract symbols such as letters (which are symbols for sounds) and numbers. Play enables us to achieve the key goals of our early childhood curriculum; play is the “work” of young children! Teachers use a combination of *Everyday Mathematics*, *Ladders to Literacy*, *Handwriting Without Tears*, and *Second Step* to support our curriculum at Hand in Hand Preschool. The Minnesota Department of Education’s Early Childhood Indicators of Progress state standards acts as a framework for our instruction.

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children’s learning, flex group, and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

***Social/Emotional:*** To help children feel comfortable in school, trust their new environment, make friends, interact with them, and feel they are part of a group. To help children experience pride and self-confidence, be able to express themselves creatively, develop independence and self-control, and have a positive attitude toward life.

***Cognitive:*** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions and use words to describe their ideas, observations, and feelings. The environment is rich in language to support early literacy and children are exposed to mathematics and logical thinking as it is embedded in the classroom and routine as well.

***Physical:*** To help children increase their large and small muscle skills, self-help skills, and feel confident about what their bodies can do.

In our younger three-year-old classes the main focus is on socialization and school routines. As educators, we realize the importance of meeting their social needs first, and by using the *Second Step* Social/Emotional curriculum staff is able to do just that before introducing beginning concepts such as colors, shapes, and other pre-academic skills.

In our older Kindergarten Readiness classes, the focus is on preparing for Kindergarten. The students are introduced to basic concepts such as counting, patterns, numbers, colors, and shapes through *Everyday Mathematics* as well as pre-literacy skills such as letters and sounds with *Ladders to Literacy* in addition to building on the *Second Step* social-emotional concepts. Staff uses the *Handwriting Without Tears* curriculum to begin to introduce proper strokes and letter formation (fine motor) skills. The students are also familiarized with school expectations, transitions, and routines. The Kindergarten Readiness class lays the foundation for a great start to the Kindergarten experience.



## **PEER INTERACTION/INCLUSION**

Classes in the Hand in Hand Preschool are co-taught by a licensed early childhood special education teacher and a licensed early childhood general education teacher. At least one educational assistant is also assigned to each classroom. A unique aspect of the Hand in Hand Preschool is that children with special needs and typically developing children attend, interact and learn together. The staff members model appropriate actions and words to help the children find ways to work together. There are many opportunities for the children to help each other and serve as positive role models. In the process, children learn tolerance and understanding of differences, resulting in a mutually beneficial learning setting.

## **INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES**

Each child must complete **Early Childhood Screening** within the first 90 days of enrollment, which includes vision, hearing, height/weight, a developmental check, and a social/emotional assessment. Our teachers participate in ongoing assessment/progress monitoring techniques. In addition, IEP objectives are developed for all Special Education students. Conferences are offered twice yearly (fall and spring) and provide an opportunity for parents and teachers to discuss a child's development, strengths, goals, and any concerns. Informal conferences can be arranged by contacting the teacher before or after school and requesting a time to discuss any issues.

## **FAMILY INVOLVEMENT**

Parent involvement is an important part of your child's learning experience at Hand in Hand Preschool. Research has shown that children who have involved parents have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. We utilize Seesaw to communicate regularly with parents, as well as a folder system that travels back and forth each preschool day. You will receive weekly updates as well as monthly newsletters. Please do not hesitate to connect with your child's teacher at any time. We plan regular parent education events and family activity nights. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents to become involved in their children's education through regular classes, one-time events, or parent coaching/consultation! Please call Early Childhood Family Education at 507-664-3649 or the **Early Childhood Coordinator at 507-645-1232** to request information.

## **PARENT COMPONENT**

Parents of Hand in Hand students will be asked to participate throughout the year. Examples of parent involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Family Consultation/Coaching
- Attending family meetings, fall and spring conferences

- Attend the Community Education Advisory Council
- Parent/Child Activities and Lending Library participation
- Guest speakers/Parent education opportunities
- Family Events
- Attending an Early Childhood Family Education class

## **GUIDANCE POLICY**

Our policy is to provide positive guidance to help children resolve conflicts. It is our goal to build trusting relationships with and among the children and to teach appropriate behavior. By teaching children effective ways of communicating their needs, children learn independence and responsibility. Children will be encouraged to “use your words” to resolve conflicts. In this way, children learn positive and appropriate skills to express emotions. They also learn valuable social skills such as negotiation and turn-taking. Any significant behavior issues will be addressed together with parents on an individual basis. Hand in Hand staff will complete an incident form signed by parents following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents, the classroom teacher, the Early Childhood Coordinator, and the Early Childhood Special Education team lead. Upon completion of the third incident report, a meeting will be held with the previously mentioned team and will result in a mutually agreed-upon plan to support the student’s success in the general education setting.

## **ACCESS TO STUDENTS & STUDENT RECORDS**

Teachers at Hand in Hand Preschool will follow the policy of Northfield School District in regard to the access to students and student’s educational files and records. All parents and legal guardians will be allowed such access unless the school has on file a court order or a restraining order, dated within a year. Please ask about Policy JEDB if you need further information on this policy. State Law mandates teachers to report suspected abuse or neglect of children to the Child Protection Agency of Rice County. It is our goal to provide support and resources to all families in our program.

## **ATTENDANCE**

Regular attendance is essential for a successful school experience. Please make every effort to have your child at school and on time each day. If your child is ill and unable to attend school, please report their absence to the school by calling **507-414-8771**. If your child receives transportation please inform them of the absence as well. To help assure good health for students and alert health authorities to the presence of a specific disease, parents are asked to call the school each morning the student is absent and to notify the school later if a specific disease develops. **Please leave the following information: the child’s name, the class time, and reason for absence.**

## **TRANSPORTATION**

If your child is eligible through ECSE or SR to ride the district school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Hiawathaland Transit at 1-866-623-7505.

## **ILLNESS**

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable

disease. The temperature should be normal at least 24 hours **BEFORE** a student returns to school. Please do not send students who have an undiagnosed rash or a profusely runny nose to school. If a student becomes ill while at school, the parent/guardian will be called. Please see additional information regarding staying healthy at <https://northfieldschools.org/category/covid19/>



## HEALTH SERVICES

A licensed nurse is available at the Northfield Community Education Center each school day. Health services are provided for all students and staff. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate. Each child is required to have an updated **immunization record** on file. We know the Preschool Years are a time of great growth and development; although we do not expect children in our program to be fully potty trained, we do not have adequate staffing to change diapers. Students will be expected to be working on potty training, wearing pull-ups or underwear, and be able to independently take care of bathroom needs (such as trying to use the toilet or changing a wet pull-up.)

## CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0° F. Students will need **labeled** boots, snow pants, hats, and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects, and communication efforts.

Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts, and snaps can be easily managed by your child will help them gain independence and self-esteem.

## LATE PICKUP POLICY

Morning preschool ends at 11:30 and afternoon/all-day preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is 1:15-3:45.) \*\*If your child is registered for preschool extended day options, they are open 7:30-8:45 am, 11:30-12:45 pm, or 3:45-5:00 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for preschool. Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office. If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled and you will be charged \$1 per minute when you are later than 10 minutes after preschool has ended. If the signed parent agreement is not followed, your child will be terminated from Hand in Hand. Not only do teachers and educational assistants often have meetings or other scheduled commitments following class, but this can be very upsetting to the children, so please respect our pickup policy. Children must be picked up by a responsible caregiver. To ensure

adequate supervision appropriate to the child's age, and to be consistent with state guidelines, we can only release preschool children to their siblings if they are middle school and older. If the caregiver will be a regular pickup person, they should be added to the pickup list.

## EMERGENCY CLOSING OF SCHOOL

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 pickup and school opening times will be exactly two hours later than normal for elementary schools, however, the **Hand in Hand morning session would be closed**. The afternoon Hand in Hand session as scheduled.
- 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. **Parents will be expected to pick up Hand in Hand students at the announced closing time.**

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations. The decision will also be listed on the homepage of the district website and parents who have emails on file will receive an email.

## TUITION POLICY

**Hand in Hand families must stay up-to-date with payments.** Each month's tuition must be paid by the last day of the respective month. Preschool slots will be terminated for families that do not follow the payment policy. Please note, families do not receive a hard copy of monthly statements. Please set up online billing/payment access with Martha Donahoe at [mdonahoe@northfieldschools.org](mailto:mdonahoe@northfieldschools.org) or drop payments off with her in the front office.

## SNACKS

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack fee (fee tied to how many days per week the child attends.) Checks are made payable to "Hand in Hand Preschool". Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

## FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included Three Links Care Center, Northfield Library, and other neighborhood parks and businesses. We also have many fun visitors to our site! Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

## TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as “Teddy Bear Day”, for our letter of the week, or ‘Star of the Week’. This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

## BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child’s birthday or special day by providing a birthday crown and singing “Happy Birthday.” In accordance with new federal law, families will not be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child’s teacher at the beginning of the school year if your family does not celebrate birthdays, At Hand in Hand Preschool we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.





## **Targeted Services**

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# **MSYC/BLAST Handbook**

## **2021-2022**

201 Orchard Street South, Northfield, MN 55057  
Phone: 507-645-1201 (ALC/PLUS Office)

[www.northfieldschools.org](http://www.northfieldschools.org)

Director: Daryl Kehler  
[dkebler@northfieldschools.org](mailto:dkebler@northfieldschools.org)



## Table of Contents

Northfield District Strategic Plan	2
MSYC & BLAST Philosophy and Administration	3
Targeted Services Eligibility	4
Dates and Schedules for BLAST & MSYC	5
Behavior Challenges and Attendance	6
Mandated Reporting & Visitors	7
Security, Injury <u>&amp; Contacts</u>	8
<u>Appendix A</u>	9

## **Northfield Public Schools: Our Vision**

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

## **Northfield Public Schools: Our Mission**

We deliver educational excellence that empowers all learners to engage in our dynamic world.

### **Beliefs**

- **Public Education**  
*We believe that public education is the foundation of our democratic republic.*
- **Learning**  
*We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.*
- **Decision-Making**  
*We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.*
- **Shared Responsibility**  
*We believe that education is the collective responsibility of our students, families, schools and communities.*
- **Learning Environment**  
*We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.*
- **Diversity**  
*We believe that all learners have a right to equitable access to educational opportunities.*

### **Strategies**

- **Quality Education**  
*We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.*
- **Climate**  
*We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.*
- **Curricular Outcomes**  
*We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.*
- **Stewardship**  
*We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.*
- **Communication/Partnerships**  
*We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.*
- **Diversity**  
*We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.*

<u><b>Ongoing Priorities</b></u>	<u><b>Near-Term Priorities</b></u>
<ul style="list-style-type: none"><li>● Prioritize recruiting and retaining diverse staff.</li><li>● Robust core subject instruction.</li></ul>	<ul style="list-style-type: none"><li>● Building and fostering relationships - commitment to social/emotional health for all.</li><li>● Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.</li><li>● Spaces that are modern, innovative, creative and flexible.</li><li>● Equitable opportunities and support for all career and college paths.</li></ul>

## **MSYC/BLAST PHILOSOPHY**

MSYC/BLAST is a Targeted Services Program which is run through the MN Department of Education. Targeted Services programs can provide before school, after school, and summer programs for students in grades K-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child. Therefore, it is not more of the same teaching and learning that occurs during the school day, but a different approach to engage students with the teacher, school, and community. The purpose is to develop the skills needed to be successful in the regular school program. (<https://education.mn.gov/MDE/fam/after/>)

Because of this, MSYC/BLAST is designed to provide academic support as well as social emotional support. We have a mixture of time with licensed teachers where there is an academic focus, and time where clubs are offered. The clubs provide social interaction as well as opportunities for positive relationships to be developed. These may include academic topics where a licensed teacher or other community member is supervising the activities.

## **2021-2022 Northfield Targeted Services Administration**

### **Administration Staff**

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

### **Located at Longfellow Building**

201 Orchard St S, Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

[dkehler@northfieldschools.org](mailto:dkehler@northfieldschools.org) (Daryl Kehler email)

[mhuberg@northfieldschools.org](mailto:mhuberg@northfieldschools.org) (Mary Huberg email)

[svansickle@northfieldschools.org](mailto:svansickle@northfieldschools.org) (Sarah VanSickle email)

## **ELIGIBILITY**

According to state statute, Targeted Services programming is to be run through ALCs, so the same “at-risk” criteria is used for both programming. Below is the statute as well as the PLUS program specific criteria.

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

#### **Northfield BLAST/MSYC Program**

- Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.
- Has been excluded or expelled.
- Speaks English as a second language or has limited English proficiency.
- Is a victim of physical or sexual abuse.
- Has experienced mental health problems.
- Has experienced homelessness sometime within six months before requesting a transfer to an eligible program.
- Has withdrawn from school or has been chronically truant.
- Is behind in satisfactorily completing coursework or obtaining credits for graduation.

AND

This is a Minnesota Department of Education program in which students must meet (Minnesota Statutes, section 124D.68, Subdivision 2) criteria as well as the following. Please note the following criteria students must meet in order to enroll in the PLUS program:

- able to follow verbal instructions and directions provided by Plus Program staff and supervisors;
- demonstrate age-appropriate cooperative play and work behaviors (i.e., turn taking, sharing, etc.) in both small and large group activities with minimal adult supervision;
- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

## Schedules and Dates

Online Summer Blast dates for 2020 are as follows:

~~July 6 - July 30~~ July 19 - Aug. 19 (Mondays through Thursdays), ~~10:30a-12:30p~~ 9:45 a.m. - 2:45 p.m.

Typical Summer Blast schedule (when not online): Times: ~~9:30a.m. - 2:30p.m.~~ 9:45 a.m. - 2:45 p.m., total programming

9:30 - 9:45 a.m.	Buses arrive	
<del>9:30a - 12:00p</del> 9:45 - 12:00 p.m.	Time w TS teachers - <u>Literacy and math focus</u>	
12:00 - 12:30 p.m.	Lunch for cabins	
12:30 - 1:00 p.m.	Outside recess	
1:00 - 1:40 p.m.	<del>Clubs session A</del> <u>Science activities</u>	
1:45 - 2:30 p.m.	<del>Club session B</del> <u>Club or STEAM activity</u>	
2:45 p.m.	Buses depart	

MSYC ~~dates for 2020 are~~ in the fall, starts late September ~~through~~ and ends early May, Mondays through Thursdays, 3:00 p.m. - 4:45 p.m.

Typical schedule:

3:00 - 3:50 p.m.	Homework and time with TS teacher	
3:55 - 4:40 p.m.	Clubs session	
4:45 p.m.	Buses depart	

## **BEHAVIORAL/DISCIPLINE CHALLENGES**

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

1. More intense interventions.
2. An altered schedule (only attend mornings/afternoons).
3. Removal from the program.

Because the PLUS program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The PLUS staff must make efforts to work with students and parents, but keep the needs of other struggling students in mind as well.

## **HARASSMENT AND VIOLENCE [Policy 413](#)**

### **HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn.Statutes may be applicable. ~~B-~~ Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

\*Please refer to ~~appendix A~~ for contact information relating to discipline issues.

## **ATTENDANCE INFORMATION**

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible.

If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

## **ELECTRONICS**

Speakers (such as BlueTooth speakers) are not allowed during programming. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. This is distracting to programming and therefore these items should be left at home.

## **MANDATED REPORTING**

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to this resource <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG> to help with general questions.

What to do: If something is heard or suspected, talk with Site Lead and/or Sarah or Daryl within 24 hours. Daryl and Sarah must be notified of all possible reports. When unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

Rice County Child Welfare & Family Protection: 507-645-9576 (Northfield)  
507-332-6115 (Faribault)

## **PERSONAL POSSESSIONS**

The PLUS program is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to programming.

## **VISITOR POLICY**

All visitors, upon entering the building, are to report first to the Front Table (Greeter station) and sign in. After confirming the visit/appointment the front table personnel should either grant access to the building or have visitor wait while the student is brought to the greeter station. Students are not allowed to bring friends/relatives (not enrolled in PLUS) to programming.

## **NURSE**

The PLUS program does not have a nurse on duty. A PLUS staff member (usually the Site Lead) will be trained on administering medications in the event a student needs to take medication during the programming day. If at all possible, please request that parents administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

## **WEBSITE**

Northfield Area Learning Center and the PLUS program website can be accessed at [northfield.schools.org](http://northfield.schools.org).

## **CHILD NUTRITION**

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

Child Nutrition is listed under the Support Services tab.

There is a federally funded program that supports free meals to our program so all students will receive 1 snack in the morning and 1 meal as part of Summer PLUS programming. The afternoon snack depends on outside donations so this is not guaranteed. The federal program needs to be applied for and approved on a yearly basis.

## SECURITY

In order to maintain a safe environment, we will have the front table/greeter station serve as the “controlled entry”. This means the front table staff will greet and assess if individuals entering the building are allowed access, need to wait in front entry, or are asked to leave. This also includes calling the Northfield Police Department in case of an issue that warrants police involvement. There will be signage pointing individuals to the front table to check in as well. In the case of a lockdown, call 911. If the office is open there is a lockdown button to be pushed.

## INJURY

In case of a student injury, call 911 first (if an emergency). If not immediate danger, then call parent and inform of injury. Report injury to Site Leader. An injury report form needs to be filled out within 24 hours. Site Lead or staff is to inform Daryl of the injury and he will ensure injury form is submitted. The form is included in the appendix of this handbook.

In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to Site Lead/Daryl.

## ~~Appendix A~~

## List of **CONTACTS**

Daryl Kehler	645-1201 (office)
ALC Director/Targeted Services Coordinator	507-461-6265 (cell)
Sarah VanSickle	664-3655 (office)
Youth Development Coordinator	651-968-7759 (cell)





## **Targeted Services**

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# PLUS Handbook

## 2021-2022

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC/PLUS Office)

[northfieldschools.org](http://northfieldschools.org)

Director: Daryl Kehler

[dkebler@northfieldschools.org](mailto:dkebler@northfieldschools.org)

## Table of Contents

Northfield District Strategic Plan	3
PLUS Philosophy and Administration	4
Targeted Services Eligibility	5
Dates and Schedules for Summer PLUS	6
Behavior Challenges and Attendance	7
Mandated Reporting & Visitors	8
Security, Injury <u>&amp; Contacts</u>	9
<del>Appendix A</del>	<del>10</del>

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Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

### **Located at ~~Longfellow~~ Area Learning Center Building**

201 Orchard St S

Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

[dkehler@northfieldschools.org](mailto:dkehler@northfieldschools.org) (Daryl Kehler email)

[mhuberg@northfieldschools.org](mailto:mhuberg@northfieldschools.org) (Mary Huberg email)

[svansickle@northfieldschools.org](mailto:svansickle@northfieldschools.org) (Sarah VanSickle email)

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- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

## Schedules and Dates

Online Summer PLUS dates for 2021 are as follows:

July ~~6~~ 19 - ~~July 30~~ Aug. 19 (Mondays through Thursdays), 9:30 a.m. - ~~11:30a~~ 3:00 p.m.

Typical Summer PLUS Schedule (~~When Not Online~~): Times: 9:30 a.m. - 3:00 p.m. total programming

### ~~ROUGH DRAFT SCHEDULE BELOW:~~

9:30 a.m.	Buses arrive	
9:30 - 12:00 p.m.	Time with TS teacher - <u>Literacy focus</u>	
12:00 - 12:30 p.m.	Lunch for cabins A-H; Recess for I-P ( <del>Monday/Tuesday</del> )	
12:30 - 1:00 p.m.	Lunch for cabins I-P; Recess for A-H	
<del>12:45p</del>	<del>GO TO POOL FOR CERTAIN CABINS</del>	
1:00 - 1:50 p.m.	<del>Clubs session A</del> <u>Math games</u>	
1:55 <del>0</del> - 2:4 <del>10</del> p.m.	<del>Clubs session B</del> <u>Movement break</u>	
2:40 <del>10</del> - <del>2:55</del> <u>3:00</u> p.m.	<del>Circle Time</del> <u>Clubs and STEAM activities</u>	
3:00 p.m.	Buses depart	

## School Year Plus Dates and Schedule

Early ~~November~~ October through ~~Mid-March~~ April (~~Spring Break~~), Mondays through Thursdays, ~~3:30P~~ after school until 4:30 p.m.

## BEHAVIORAL/DISCIPLINE CHALLENGES

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

1. More intense interventions
2. An altered schedule (only attend mornings/afternoons)
3. Removal from the program

Because the PLUS program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The PLUS staff must make efforts to work with students and parents, but keep the needs of other struggling students in mind as well.

## HARASSMENT AND VIOLENCE [Policy 413](#)

### HARASSMENT OR VIOLENCE AS ABUSE

~~A.~~ Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Statutes may be applicable. ~~B.~~ Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

\*Please refer to ~~appendix A~~ for contact information relating to discipline issues.

## ATTENDANCE INFORMATION

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible. If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

## ELECTRONICS

Speakers (such as Blue Tooth speakers) are not allowed during programming. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. This is distracting to programming and therefore these items should be left at home.

## **MANDATED REPORTING**

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to this resource <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG> to help with general questions.

What to do: If something is heard or suspected, talk with Site Leader and/or Daryl within 24 hours. Daryl must be notified of all possible reports. When unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

Rice County Child Welfare & Family Protection

507-645-9576 (Northfield)

507-332-6115 (Faribault)

## **PERSONAL POSSESSIONS**

The PLUS program is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to programming.

## **VISITOR POLICY**

All visitors, upon entering the building, are to report first to the Front Table (Greeter station) and sign in. After confirming the visit/appointment the front table personnel should either grant access to the building or have visitors wait while the student is brought to the greeter station. Students are not allowed to bring friends/relatives (not enrolled in PLUS) to programming.

## **NURSE**

The PLUS program does not have a nurse on duty. A PLUS staff member (usually the Site Lead) will be trained on administering medications in the event a student needs to take medication during the programming day. If at all possible, please request that parents administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

## **WEBSITE**

Northfield Area Learning Center and the PLUS program website can be accessed at [northfieldschools.org](http://northfieldschools.org)

## **CHILD NUTRITION**

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

There is a federally funded program that supports free meals to our program so all students will receive 1 snack in the morning and 1 meal as part of Summer PLUS programming. The afternoon snack depends on outside donations so this is not guaranteed. The federal program needs to be applied for and approved on a yearly basis.



## SECURITY

In order to maintain a safe environment, we will have the front table/greeter station serve as the “controlled entry”. This means the front table staff will greet and assess if individuals entering the building are allowed access, need to wait in front entry, or are asked to leave. This also includes calling the Northfield Police Department in case of an issue that warrants police involvement. There will be signage pointing individuals to the front table to check in as well. In the case of a lockdown, call 911. If the office is open there is a lockdown button to be pushed.

## INJURY

In case of a student injury, call 911 first (if an emergency). If not immediate danger, then call parent and inform them of the injury. Report injury to site leader. An injury report form needs to be filled out within 24 hours. Site lead or staff is to inform Daryl of the injury and he will ensure injury form is submitted. The form is included in the appendix of this handbook.

In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to site lead or the director.

## ~~Appendix A~~

### ~~List of c~~ **CONTACTS:**

Daryl Kehler	645-1201 (office)
ALC Director/Targeted Services Coordinator	507-461-6265 (cell)
Mary Huberg	645-1201 (office)
Administrative Assistant	
Sarah VanSickle	664-3655 (office)
Youth Development Coordinator	651-968-7759 (cell)



# **STUDENT CITIZENSHIP HANDBOOK**

## **2021 - 2022**

***RIGHTS***  
***RESPONSIBILITIES***  
***OPPORTUNITIES***  
***SUCCESS***  
***CONSEQUENCES***  
***CITIZENSHIP***  
***DISTRICT POLICIES***

**A Policy Guide for Student Management in Instructional  
and  
Co-Curricular Activities in Northfield Public Schools**

~~Spanish translation available online.~~  
~~For immediate assistance, please contact Joan Lizaola at 507.663.0662.~~  
~~Hay una traducción al español en las oficinas escolares. Favor de llamar a la Sra. Joan Lizaola~~  
~~al 507.663.0662 para ayuda de inmediato.~~

## A Message From The Superintendent

Dear Northfield School District Parents and Students: **THIS LETTER WILL BE UPDATED**

~~The 2020-2021 school year will not be like any other year. The uncertainty resulting from the COVID-19 global health pandemic will challenge us like we have not been challenged before.~~

~~Regardless of the learning model we use throughout the year, our educational team is committed to working with all students to develop the skills, knowledge and unique talents that will prepare them for the future and serve them long after they leave the classroom. We work to provide learning opportunities and challenges so each learner can experience the satisfaction derived from achieving excellence. Please take time to review the information in this handbook with your children. The material will also be reviewed with students at the start of the school year.~~

~~It is essential that we provide as safe and as secure an environment as practicable for every student. A clear, consistent, comprehensive policy on student behavior is an important first step toward assuring our schools are safe for every student. Students need to know that the District and parents are united in making sure that our schools are safe and supportive places for maximum learning. Our schools teach, practice and expect productive and responsible behavior.~~

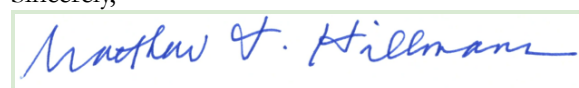
~~This K-12 handbook describes policies, procedures, and the consequences for violating these policies and procedures. The handbook includes the district's policies on bullying, hazing, personal possessions/lockers, technology use, harassment, possession of controlled substances, student use and parking of motor vehicles (including patrols, inspections, and searches), and weapons. The handbook is designed to help students and parents understand the District's guidelines for acceptable behavior in these and other areas. It also includes a chart that outlines offenses that could possibly lead to expulsion.~~

~~While it is essential to provide students and parents with clear expectations and consequences regarding student behavior, Northfield Public Schools are committed to creating a positive and supportive instructional environment designed to help our students become self-disciplined contributing members of school and community. Our team provides intentional learning experiences to strengthen students' social and emotional skills through use of the Responsive Classroom approach (elementary), Second Step curriculum (elementary and middle school), and use of Positive Behavior Interventions and Supports (PBIS) (middle school and high school.)~~

~~Of course, student activities are one of the uncertainties resulting from COVID-19. We know students involved in school activities beyond the instructional day tend to develop positive attitudes about their school. We encourage all students to participate in activities to make their educational experiences in Northfield Public Schools some of the most beneficial and memorable of their lives. Northfield offers a tremendous number of activities through the school co-curricular programs, community education, and other local organizations. In Northfield, there is truly an out-of-school activity for everyone. If we are not able to run traditional activities due to COVID-19, our district will seek innovative ways to connect our students.~~

~~We look forward to a great school year! We ask your support, assistance and involvement in maintaining a safe and orderly school environment for our students to learn, grow and excel.~~

Sincerely,



Matthew J. Hillmann, Ed.D.  
Superintendent of Schools

# **Table of Contents**

## **Student Discipline Philosophy**

Philosophy Regarding Learning and Discipline  
Roles and Responsibilities

## **Students' Rights and Responsibilities**

Access to Records  
Dress Code  
Equal Opportunity  
Fair Treatment  
Free Speech  
Harassment  
Learning  
Nondiscrimination  
Pledge of Allegiance  
Privacy  
Student Government  
Student Safety

## **Discipline Guidelines & Disclaimer**

Abuse, Verbal  
Alcohol or Chemicals, Possession or Use  
Alcohol or Chemicals, Possession With Intent to Distribute or Sell  
Arson  
Assault, Aggravated  
Assault, Physical  
Bodily Harm, Inflicting  
Bullying  
Burglary  
Cell Phones-Secondary  
Cell Phones-Elementary  
Dishonesty, Scholastic  
Disrespectful Behavior  
Disruptive Behavior  
Driving, Careless or Reckless  
False Reporting/Misrepresenting the Truth  
Fighting  
Fire Alarm, False  
Fire Extinguisher, Unauthorized Use  
Firearms  
Fireworks or Ammunition  
Freedom of Expression  
Gambling  
Gang/Threat Group Activity  
Harassment and Violence  
Hazing  
Insubordination  
Offensive Behavior  
Records or Identification Falsification  
Robbery or Extortion

Safety

## **Table of Contents Continued**

Sexual Misconduct

Technology and Telecommunication Misuse

Theft, Receiving or Possessing Stolen Property

Threat, Direct/Indirect

Tobacco, Smoking and Vaping

Transportation-District Policy

Trespassing

Truancy

Unauthorized Areas

Unexcused Absence

Vandalism, Major Acts

Vandalism, Minor Acts

Vehicle, Unauthorized Parking

Weapons (exclusive of firearms)

Multiple/Chronic Violations & Unique Situations

## **Additional Discipline Information**

### **Definitions**

### **Possible Disciplinary Consequences**

### **Title IX and Human Rights Reporting Instruction**

### **Schools and Administration**

## **STUDENT DISCIPLINE PHILOSOPHY**

It is the responsibility of the school board to make reasonable policies and rules for maintaining a safe and supportive school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity, participating in school activities through a digital platform, and while traveling on school buses. Students are expected to behave in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

While this policy pertains to all schools in District 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

## **PHILOSOPHY REGARDING LEARNING AND DISCIPLINE**

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead towards self-control and respect for law, authority, property and the rights of others.

**Restorative Practices** will be used to address negative situations while restoring the school climate to a respectful one. The approach of restorative practice builds community and strengthens relationships to create safe and supportive environments.

While student self-discipline is the ideal, it is understood that fair and appropriate corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a consequence. Discipline...

- helps the student learn a lesson that will positively affect his or her present and future behavior.
- is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

## **ROLES AND RESPONSIBILITIES**

### **School Board**

The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

### **Superintendent**

The superintendent shall establish guidelines and directives to carry out this policy; hold all school personnel, students and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

### **Principal and Assistants**

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistants shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

### **Teachers**

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline guidelines.

### **Other School District Personnel**

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students' behavior shall be authorized and directed by the superintendent.

All school district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

### **Parents or Legal Guardians**

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

**Students**

All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

**Community Members**

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable district policies are identified where appropriate and can be found in their entirety on the [district's website](#).

### ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.  Students have the right to privacy regarding school records. Disclosure of information from student records will be consistent with legal requirements and the guidelines established by the school district.	Students have the responsibility to follow established building and district procedures regarding access to their school records.

### DRESS CODE

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.	Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, <u>including gang and/or hate symbols</u> . Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

### EQUAL OPPORTUNITY

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 Educational & Employment Opportunity)	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.

### FAIR TREATMENT

Rights/Opportunities	Responsibilities
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.



Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

## FREE SPEECH

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to free speech so long as such speech does not violate the rights of others.	Students are responsible to express opinions, publish written materials, distribute literature in such a manner that is not libelous, obscene or discriminatory, including but not limited to symbols of hate or gang-related symbols, that does not interfere with the rights of others or disrupt the atmosphere of learning in the school and follows school regulations regarding time, place and manner.

## HARASSMENT

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Student Sex Nondiscrimination)	The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints. Such reports should be made to: Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057 Phone: 507.663.0600 Email: mviesselman@northfieldschools.org While not required, <u>individuals can make complaints using this form.</u>

## LEARNING

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 Educational & Employment Opportunity)	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.
Students have the opportunity to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

### **NONDISCRIMINATION**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or disability. (Policy 522 Student Sex Nondiscrimination)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.

### **PLEDGE OF ALLEGIANCE**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate.

### **PRIVACY**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure the safety of students, staff, buildings and grounds. (Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person)	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.

Students have the right to confidentiality regarding personal matters in discussion with school personnel. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.
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### **STUDENT GOVERNMENT**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent and to be responsive of the needs of all students.	Student government representatives have the responsibility to communicate and work with student body, faculty and administration and to be aware of and comply with any policies of the school district that may affect the formation of procedural aspects of the student government.

### **STUDENT SAFETY**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to a safe, inviting school environment, free of drugs, tobacco, e-cigarettes, and alcohol. Students should expect the schools to utilize a variety of prevention techniques to ensure chemical-free school grounds.	Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco and alcohol. Students should report any presence of chemicals on school grounds. Students should also understand the use of prevention techniques (e.g. drug dogs) as a partnership between students, staff and law enforcement designed to keep our schools safe for everyone.

## DISCIPLINE GUIDELINES & DISCLAIMER

Every student and employee of District 659 is entitled to learn and work in a safe school environment. To ensure this, the district and each school has established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 Student Discipline)

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present on a district school location or participating in a school-sponsored activities. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. a student with a disability whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District 659 school board policies are located on the [school district's website](#).

### ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

(\*) *Principal discretion per building discipline plan.*

### ALCOHOL OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Referral for chemical evaluation</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• Social worker intervention</li><li>• 5-10 day suspension</li><li>• Chemical assessment</li><li>• Police referral</li><li>• Possible recommendation for expulsion</li></ul>	<ul style="list-style-type: none"><li>• 10 day suspension</li><li>• Recommendation for expulsion</li><li>• Police referral</li><li>• Chemical assessment</li></ul>

### ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Police referral</li> </ul>

### ARSON

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Police referral</li> <li>• Restitution</li> </ul>

### ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense
Grades K-5	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Police referral</li> </ul>

### ASSAULT, PHYSICAL

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Police referral</li> </ul>

### BODILY HARM, INFLICTING

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	1 day suspension	3 day suspension

(\*) Principal discretion per building discipline plan.

### BULLYING

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive

- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.

Grades	First Offense	Second Offense	Third Offense
K-5	*	*	*
Grades 6-8	*	*	• 1-3 day OSS Possible expulsion
Grades 9-12	*	• Detention • Possible suspension	• 1-3 day OSS • Possible expulsion

(\*) Principal discretion per building discipline plan.

## BURGLARY

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Offense	Second Offense
Grades K-12	• 5 day suspension • Police referral	• 10 day suspension • Recommendation for expulsion • Police referral

## CELL PHONES & PERSONAL DEVICES-SECONDARY

Causing a disruption with personal electronic devices, cell phones, universal remote controls, laser pointers, speakers, headphones, Bluetooth, or similar devices. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without staff permission. Students who violate this provision may be prohibited from possessing their device in school for up to 30 days in addition to the disciplinary responses listed below. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse. Cell phone use is not allowed in classrooms during class without teacher permission.

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and returned at end of day	Confiscated parent pick up	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for three days
<u>Involving Staff (6 - 12)</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>	<u>5-10 day suspension</u>

## CELL PHONES & PERSONAL DEVICES-ELEMENTARY

### Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) 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 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 need to carry a cell phone or 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: Bridgewater, Greenvale Park and Spring Creek Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

### **DISHONESTY, SCHOLASTIC**

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Grades	First Offense	Second Offense	Third Offense or More
Grades K-5	*	*	*
<u>Grades 6-12</u>	<ul style="list-style-type: none"> <li>• <u>The teacher will address the student with evidence when the infraction occurs and notify parents</u></li> <li>• <u>The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>All of the disciplinary action of the first offense will occur</u></li> <li>• <u>The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points</u></li> <li>• <u>The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>All of the disciplinary action of the first offense will occur</u></li> <li>• <u>Assistant Principal will initiate a parent/student/counselor conference</u></li> <li>• <u>The student will receive 1 day of ISS</u></li> </ul>

(\*) Principal discretion per building discipline plan.

### **DISRESPECTFUL BEHAVIOR**

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others. The videoing of staff members or students without permission is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(\*) Principal discretion per building discipline plan.

### **DISRUPTIVE BEHAVIOR**

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(\*) Principal discretion per building discipline plan.

### DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none"><li>● Revocation of parking permit to identified time period</li><li>● Police referral</li></ul>	<ul style="list-style-type: none"><li>● 3 day suspension</li><li>● Permanent revocation of parking permit</li><li>● Police referral</li></ul>

(\*) Principal discretion per building discipline plan.

### FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

(\*) Principal discretion per building discipline plan.

### FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Possible recommendation for expulsion</li></ul>

(\*) Principal discretion per building discipline plan.

### FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"><li>● Suspension</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 2-3 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>● 3-5 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 5-10 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Possible recommendation for expulsion</li><li>● Police referral</li><li>● Restitution</li></ul>

(\*) Principal discretion per building discipline plan.

### FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1 day suspension	<ul style="list-style-type: none"><li>● 2 day suspension</li><li>● Restitution</li></ul>
Grades 6-12	*	● 3-5 day suspension	● 10 day suspension



		<ul style="list-style-type: none"> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● Police referral</li> <li>● Restitution</li> </ul>
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(\*) Principal discretion per building discipline plan.

## FIREARMS

Firearms are prohibited in all school district locations. A “firearm” is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>

## FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

## FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity, ~~and teach tolerance~~ and appreciation of others’ cultures and ideas, and to prepare students to participate in our democratic society. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated, regardless of learning modality (in-person or digital).

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 – hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

The above criteria also apply to school-sponsored forums/events in physical or digital format and the use of school issued devices, and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(\*) Principal discretion per building discipline plan.

## GAMBLING

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(\*) Principal discretion per building discipline plan.

## GANG/THREAT GROUP ACTIVITY

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	<ul style="list-style-type: none"><li>• 1-5 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Possible recommendation for expulsion</li><li>• Police referral</li></ul>

(\*) Principal discretion per building discipline plan.

## HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources

Human Rights Officer/Title IX Coordinator

Northfield Public Schools

201 Orchard Street South, Northfield, MN 55057

Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day Dismissal	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Police referral</li><li>• Possible recommendation for expulsion</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>• 1-3 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Police referral</li></ul>

			<ul style="list-style-type: none"> <li>● Possible recommendation for expulsion</li> </ul>
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(\*) *Principal discretion per building discipline plan.*

## HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce Policy 526 vigorously.

## INSUBORDINATION

Deliberate refusal to follow an appropriate direction or identify self when requested.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

(\*) *Principal discretion per building discipline plan.*

## OFFENSIVE BEHAVIOR

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

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

(\*) *Principal discretion per building discipline plan.*

## RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(\*) *Principal discretion per building discipline plan.*

## ROBBERY OR EXTORTION

Taking property from another person by use or force, threat of force or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

(\*) *Principal discretion per building discipline plan.*

## SAFETY

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(\*) Principal discretion per building discipline plan.

## SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources  
Human Rights Officer/Title IX Coordinator  
Northfield Public Schools  
1400 Division Street S, Northfield, MN 55057  
Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"><li>• 10 day suspension</li><li>• Possible recommendation for expulsion</li><li>• Police referral</li></ul>		

(\*) Principal discretion per building discipline plan.

## TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by [Policy 524-2 Use of Technology and Telecommunications Systems By Students](#). Parents are expected to read and discuss this policy with their child.

## THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Restitution</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>• 1-3 day suspension</li><li>• Police referral</li><li>• Restitution</li></ul>	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Police referral</li><li>• Restitution</li></ul>	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Recommendation for expulsion</li></ul>

			<ul style="list-style-type: none"> <li>● Police referral</li> <li>● Restitution</li> </ul>
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(\*) *Principal discretion per building discipline plan.*

### THREAT, DIRECT/INDIRECT

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an “all clear” may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense
Grades K-5	<ul style="list-style-type: none"> <li>● 5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>
Grades 6-8	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>
Grades 9-12	<ul style="list-style-type: none"> <li>● Up to 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>	

### TOBACCO, SMOKING, AND VAPING

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. **This includes the use and/or possession of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>

(\*) *Principal discretion per building discipline plan.*

### TRANSPORTATION-DISTRICT POLICY

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	● Parent contacted	● Parent meeting

			● 1-3 days off the bus
Grades 6-12	*	<ul style="list-style-type: none"> <li>● Parent contacted</li> <li>● Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● Up to 10 days off the bus</li> </ul>

(\*) *Principal discretion per building discipline plan.*

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

## TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. **Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>

(\*) *Principal discretion per building discipline plan.*

## TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than seven unexcused absences may be referred to the student's home county social services programming or Student Attendance Review Board (SARB).

## UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

(\*) *Principal discretion per building discipline plan.*

## UNEXCUSED ABSENCE

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

(\*) *District School Attendance/ Diversion Plan procedures will be followed*

## VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	● 5-10 day suspension	● 10 day suspension	Same as 2 <sup>nd</sup> offense.

	<ul style="list-style-type: none"> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	
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### VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>

(\*) Principal discretion per building discipline plan.

### VEHICLE, UNAUTHORIZED PARKING

(Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	<ul style="list-style-type: none"> <li>● Written parking violation warning</li> </ul>	<ul style="list-style-type: none"> <li>● Administrative referral</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of parking permit or tow at owners expense</li> </ul>

(\*) Principal discretion per building discipline plan.

### WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>

(\*) Principal discretion per building discipline plan.

### MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been

suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.



## **ADDITIONAL DISCIPLINE INFORMATION**

### **CORPORAL PUNISHMENT**

District 659 strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

### **DISCIPLINE PROCEDURES**

All disciplinary actions shall be processed pursuant to District 659's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

### **DRUG DOG SEARCH - PURPOSE AND PROCEDURE**

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 one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two 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.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527.

### **EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD**

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

### **MODIFICATION OF CONSEQUENCES**

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

### **PARENTAL QUESTIONS ABOUT DISCIPLINE**

Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

## **PHYSICAL RESTRAINT**

Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others or property.

## **POLICE REFERRAL**

Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police. A district administrator may be present during law enforcement interviews.

## **PUBLICATION OF DISCIPLINE POLICY**

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents will be informed of these guidelines at the beginning of the school year or when they enroll in a District 659 school.

## **SCHOOL DISTRICT LOCKER POLICY**

It is the policy of District 659 (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.**

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

## **SPECIAL EDUCATION OR DISABLED STUDENTS**

Consequences for Special Education or Disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

## **UNIQUE SITUATIONS**

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

## DEFINITIONS

“Dismissal” means dismissing a student from school for one school day or less.

“Exclusion” means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

“Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

“School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

## POSSIBLE DISCIPLINARY CONSEQUENCES

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- **Student Conference**
- **Parent/Guardian Conference**
- **Restorative Practices** – This includes community-building circles, norm setting, and restorative conversations.
- **Detention** – Requirements for a student to remain in school or attend school outside normal school hours.
- **Fine** – A financial penalty assessed of a student by the school.
- **Restitution** – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- **Truancy Referrals** – Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from Class** – Removal from a particular class for up to five class periods due to inappropriate behavior.
- **In-School Suspension (ISS)** – Removal from classes to an in-school suspension room under the direction of staff.
- **Dismissal from School** – Dismissing a student from school for one day or less.
- **Out-of-School Suspension** – Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police Referral** – Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.
- **School Transfer** – Transfer from the student's home or neighborhood school to another similar district school.
- **Exclusion** – Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- **Expulsion** – Action taken by the school board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled.
  - Agreement to Withdraw (in lieu of expulsion)– The student and his/her family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
  - Abeyance (in lieu of expulsion) – The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
    - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus Suspension** – Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- **Restriction or Loss of School Privileges**
- **Suspension from Extra Curricular Activities.**
- **Other Disciplinary Action Deemed Appropriate by District 659.**

## EXPELLABLE OFFENSES

While it is the Northfield School District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

R – Recommended; P – Possible; H – High School; M – Middle School

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	X	X
Arson	YES - R	X	X
Assault, Aggravated	YES - R	X	X
Assault, Physical	NO	NO	YES - P
Bullying	NO	NO	YES - P
Burglary	NO	YES - R	X
Fighting	NO	NO	YES - P
Fire Alarm, False	NO	NO	YES - P
Firearms	YES - R	X	X
Gang/Threat Group Activity	NO	NO	YES - P
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R
Sexual Misconduct	YES - R	X	X
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R
Threat, Direct/Indirect	YES - RH	YES RM	X
Vandalism, Major Acts	YES - R	X	X
Vandalism, Minor Acts	NO	NO	YES - P
Weapons	YES - P	YES - P	YES - R

## **TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS**

Parents and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522.

Reports should be made to:

Molly Viesselman, Director of Human Resources  
Human Rights Officer/Title IX Coordinator  
Northfield Public Schools  
201 Orchard Street South  
Northfield, MN 55057  
Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

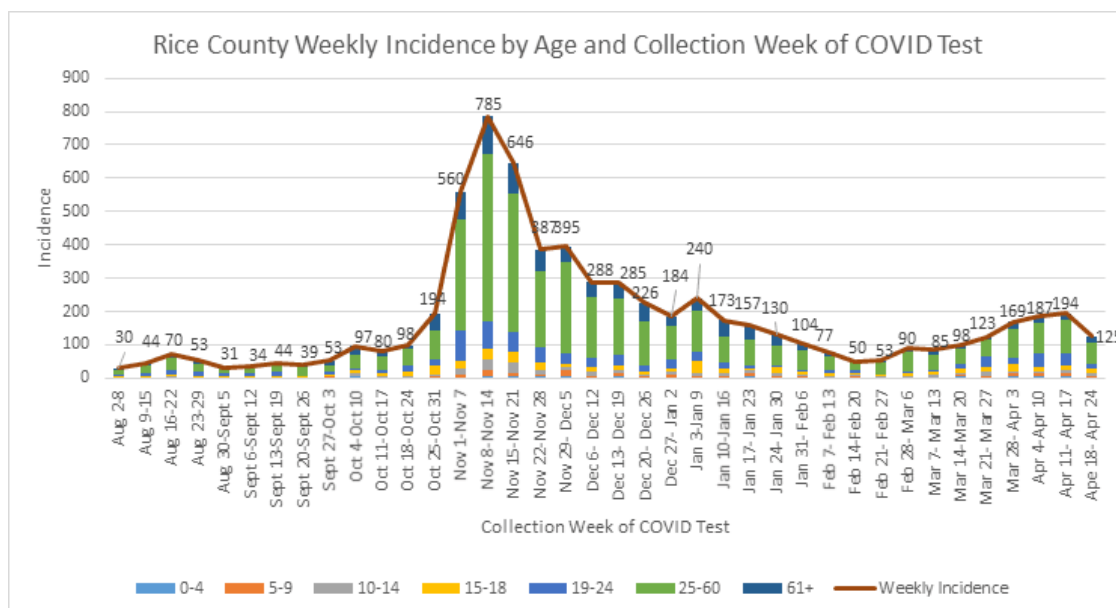
## SCHOOLS AND ADMINISTRATION

<u>School</u>	<u>Phone</u>	<u>Email</u>
<u>District Offices</u>	507.663.0600	
201 Orchard Street South, Northfield	507.663.0611 (fax)	
Superintendent: Dr. Matt Hillmann	507.663.0629	<a href="mailto:mhillmann@northfieldschools.org">mhillmann@northfieldschools.org</a>
Executive Admin Asst: Anita Aase	507.663.0629	<a href="mailto:aaase@northfieldschools.org">aaase@northfieldschools.org</a>
<u>Bridgewater Elementary</u>	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	<a href="mailto:nantoine@northfieldschools.org">nantoine@northfieldschools.org</a>
Admin Asst: Jessica Huebsch	507.664.3301	<a href="mailto:jhuebsch@northfieldschools.org">jhuebsch@northfieldschools.org</a>
<u>Greenvale Park Elementary</u>	507.645.3500	
500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	507.645.3501	<a href="mailto:srichardson@northfieldschools.org">srichardson@northfieldschools.org</a>
Admin Asst: Renee Malecha	507.645.3501	<a href="mailto:rmalecha@northfieldschools.org">rmalecha@northfieldschools.org</a>
<u>Sibley Spring Creek Elementary</u>	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	507.645.3471	<a href="mailto:ssannes@northfieldschools.org">ssannes@northfieldschools.org</a>
Admin Asst: <del>Kim Cecil</del>	507.645.3471	<a href="mailto:kcecil@northfieldschools.org">kcecil@northfieldschools.org</a>
<u>Northfield Middle School</u>	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	<a href="mailto:ggelineau@northfieldschools.org">ggelineau@northfieldschools.org</a>
Assistant Principal: Michael O'Keefe	507.663.0667	<a href="mailto:mokeefe@northfieldschools.org">mokeefe@northfieldschools.org</a>
Admin Asst: Amy Stowe	507.663.0651	<a href="mailto:astowe@northfieldschools.org">astowe@northfieldschools.org</a>
<u>Northfield High School</u>	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal: Joel Leer	507.645.3400	<a href="mailto:jleer@northfieldschools.org">jleer@northfieldschools.org</a>
Assistant Principal: Rico Bohren	507.645.3401	<a href="mailto:rbohren@northfieldschools.org">rbohren@northfieldschools.org</a>
Assistant Principal: Nancy Veverka	507.645.3450	<a href="mailto:nveverka@northfieldschools.org">nveverka@northfieldschools.org</a>
Admin Asst: Lori Christophersen	507.645.3473	<a href="mailto:lchristophersen@northfieldschools.org">lchristophersen@northfieldschools.org</a>
<u>Area Learning Center</u>	507.645.1201	
201 Orchard Street South, Northfield	507.645.1250 (fax)	
ALC Director: Daryl Kehler	507.645.1201	<a href="mailto:dkehler@northfieldschools.org">dkehler@northfieldschools.org</a>
Admin Asst: Mary Huberg	507.645.1201	<a href="mailto:mhuberg@northfieldschools.org">mhuberg@northfieldschools.org</a>
<u>Northfield Community Education Center</u>	507.664.3650	
700 Lincoln Parkway, Northfield	507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3650	<a href="mailto:ebailey@northfieldschools.org">ebailey@northfieldschools.org</a>
Admin Asst: Sara Boran	507.664.3657	<a href="mailto:sboran@northfieldschools.org">sboran@northfieldschools.org</a>
<u>Special District Services</u>	507.663.0600	
201 Orchard Street, Northfield	507.663.0611 (fax)	
Director of Instructional Services: Hope Langston	507.645.3436	<a href="mailto:hlangston@northfieldschools.org">hlangston@northfieldschools.org</a>
Admin Asst: Debbie O'Meara	507.663.0622	<a href="mailto:domeara@northfieldschools.org">domeara@northfieldschools.org</a>
Director of Special Services: Cheryl Hall	507.645.3410	<a href="mailto:chall@northfieldschools.org">chall@northfieldschools.org</a>
Assistant Director of Special Services: Sara Pratt	507.645.1234	<a href="mailto:spratt@northfieldschools.org">spratt@northfieldschools.org</a>
Admin Asst: Jordan Streiff	507.645.3410	<a href="mailto:jstreiff@northfieldschools.org">jstreiff@northfieldschools.org</a>
Director of Technology Services: Kim Briske	507.664.3399	<a href="mailto:kbriske@northfieldschools.org">kbriske@northfieldschools.org</a>
Admin Asst: Debbie O'Meara	507.663.0622	<a href="mailto:domeara@northfieldschools.org">domeara@northfieldschools.org</a>

## COVID-19 Situation Update

	Active Cases as of May 6	ILI Average April 23-29	Quarantine Average April 23-29
ALC	0	-	-
Bridgewater	< 5	0.20%	2.30%
Greenvale Park	< 5	1.42%	7.40%
Middle School	< 5	2.04%	7.24%
High School	< 5	1.51%	4.58%
Sibley	0	1.31%	2.51%

While the county infection rate per 10,000 residents is no longer a central data point, the district is still paying close attention to the rate of infection in Rice County.



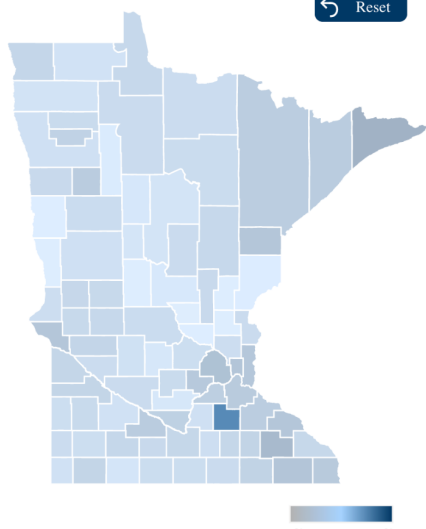


16+

65+

Total population

Reset



# RICE COUNTY

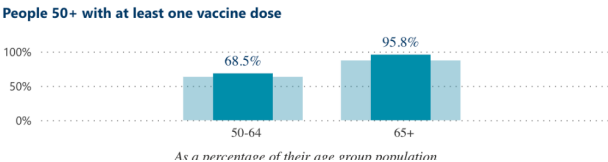
Click on a county to narrow results. Data reported as of 5/3/2021.

	People with at least one vaccine dose	31,369	58.8%
	People with completed vaccine series	24,451	45.8%

Age group

Gender

Age group	People with at least one vaccine dose
16-17	630
18-49	12,575
50-64	8,556
65+	9,608
<b>Total</b>	<b>31,369</b>



Northfield Hospital+Clinics (NH+C) has opened its vaccination schedule to people 16 and older. The Minnesota Department of Health also conducted a vaccination clinic focused on people 16 and 17 years old at the State Fair. The district continues to share vaccination options with families. It is widely reported that the Food and Drug Administration (FDA) will authorize the use of the Pfizer-BioNTech vaccine for children 12-15 years of age during the week of May 10. We anticipate continued partnership with organizations like NH+C to help promote vaccination for these children whose families desire it. Again, the district respects that vaccination is a personal choice and only seeks to help families who desire vaccination by connecting them with local opportunities.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

April 26, 2021

District Office Boardroom

### **I. Call to Order**

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Also in attendance were senior members of the District Youth Council (DYC) and Meleah Follen, DYC Advisor. Present via video conference was Erin Bailey, Director of Community Education, and Joel Leer, High School Principal. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

### **II. Agenda Approval/Table File**

On a motion by Quinnell, seconded by Goerwitz, the board approved the agenda.

### **III. Public Comment**

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the board via email by 5:00 p.m. on April 26, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There were no public comments.

### **IV. Announcements and Recognitions**

- The school board recognized senior members of the DYC and presented each with a certificate of appreciation: Wendy Bolum, Dylan Dietz, Erica Loe, Nick Lopez, Michael Malecha, Browyn McDermott, Anders Ripley and Chloe Rozga.
- Carrie Duba has been recognized as the 2021 UW-River Falls Douglas K. Smith Outstanding School Psychology Alum. Ms. Duba has frequently contributed her time for the field-based supervision of new professionals, teaching graduate courses at UWRF, advocacy for her community and schools, support for colleague growth, and thoughtful and measured leadership to so many. She is also a champion of social justice, advocating tirelessly for BIPOC's and LGBTQ+ persons.
- Congratulations to the State Champion Knowledge Bowl team members: Collin Thomas Green, Saxon Egge, Andrew Ryden, Wyatt Barber, Max Casson, Grace Casson, Piper Mohring, Julian Brunelle, Owen Riley, James Shuffleton, and coaches Michelle Sonnega and Ellen Mucha.

### **V. Items for Discussion and Reports**

- A. High School Raider Mascot Options. Principal Leer presented three final Raider mascot options to the board for review. Participant stakeholders in the process included students, staff, parents and community members. All designs were required to follow these parameters:

1. Will not be a specific person, but an embodiment of the townspeople who defended against the James/Younger gang.
2. Cannot include any weapon or weapons.
3. Must be relatively simple to recreate.
4. Needs to appropriately represent both male and female students.
5. May include a background.

The board asked to see the first option mascot, the Raider face, adjusted to add clarity around the "N" logo and add slight facial features. The board will review options of this mascot and logo at the next board meeting.

- B. Dissolution of Boys Swim/Dive Cooperative Sponsorship. Director of Student Activities Joel Olson recommended the dissolution of the boys swim/dive cooperative sponsorship with Randolph Independent School District No. 195 beginning with the 2021-2022 school year. The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship to the Minnesota State High School League. Approval of this dissolution will be an item for individual action at the next board meeting.
- C. Proposed 2021-2022 General Fund Budget. Dr. Hillmann presented the Proposed 2021-2022 General Fund Budget. Included in the board materials were the assumptions and parameters for revenues and expenditures used to develop the budget. The budget reflects revenues of \$57,741,045, expenditures of \$59,892,883, and a decrease in the unassigned fund balance of nearly \$2.6 million dollars. We are projecting to end fiscal year 2021-22 with 14.44% unassigned fund balance which is below the board's recommended goal of 16%. The board will be asked to adopt the budget at the May 10, 2021 board meeting.
- D. COVID-19 Response and Operations Update. The district continues to look at COVID-19 cases daily and has added the influenza-like illness average and quarantine average data to the COVID dashboard on the website. While the county infection rate per 10,000 residents is no longer a central data point, the district pays close attention to the rate of infection in Rice County. Beginning April 27, Northfield Hospital+Clinics will offer vaccinations to 16- and 17-year-olds. Rice County Public Health will provide a vaccination clinic at Northfield Community Education Center on April 29, and we are providing families with contact information to CUB Foods to assist with scheduling vaccinations. Northfield Public Schools' teachers continue to use professional learning community time to increase their understanding of racial equity.
- E. Area Learning Center and Adult Basic Education Agreement. Superintendent Hillmann will review the updated agreement between the Area Learning Center (ALC) and Adult Basic Education (ABE) regarding over twenty-one (adult credit recovery) high school diploma students, and general educational development students. If approved, this agreement provides students over 21 years old who are interested in credit recovery for a high school diploma, the opportunity to complete the credit recovery coursework needed through ABE. This agreement will be an item for individual action at the next board meeting.

## VI. Committee Reports

Board members Claudia Gonzalez-George and Chair Pritchard provided updates on TORCH and Schools for Equity in Education (SEE), respectively. Chair Pritchard also provided a brief legislative update.

## VII. Consent Agenda

On a motion by Goerwitz, seconded Quinnell, the board approved the consent agenda.

### A. Minutes

- Minutes of the Regular School Board meeting held on April 12, 2021

### B. Gift Agreements

- \$1,000.00 from Lois & Noel Stratmoen for Stratmoen Family Scholarships
- \$1,000.00 from Jan Burry for TORCH Scholarship
- \$1,000.00 from Evelyn Burry for TORCH Scholarship
- \$2,500.00 from VFW Post #4393 for VFW Post #4393 Scholarships

### C. Personnel

#### a) Appointments

1. Nicholas Albright, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/19/2021-5/31/2021; \$10.89/hr.
2. Eugene Benhart, Special Ed EA-PCA for 6.75 hours/day at the Middle School, beginning 4/26/2021; Step 3-\$16.75/hr.
3. MaryKatherine Deschamp, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/19/2021-5/31/2021; Supervisor \$12.89/hr., General Hire \$12.00/hr.

4. MaryKatherine Deschamp, Recreation Programming Summer Intern for 25 hours/week Monday-Friday with Community Education, beginning 5/26/2021-8/31/2021; \$14.38/hr.
  5. Sam Healy, 1.0 FTE Elementary K-5 Teacher at Sibley, beginning 8/30/2021; MA+40, Step 10.
  6. Sydney Heil, 1.0 FTE Elementary K-5 Teacher at Sibley, beginning 8/30/2021; BA, Step 1.
  7. Megan Kremin, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 7/1/2021; MA, Step 5.
  8. Lauren Moravchik, Summer Aquatics Instructor with Community Education, beginning 6/14/2021-8/31/2021; General \$11.25/hr. Supervisor \$11.89/hr., LG \$11.39/hr., WSI \$12.39/hr.
  9. Bailey Sauve, Spring Recreation Position with Community Education, beginning 4/19/2021-5/31/2021; \$10.08/hr.
  10. Mackenzie Schewe, 1.0 FTE Long Term Substitute General Education EA and Early Ventures Assistant Teacher at GVP/NCEC, beginning 5/10/2021-5/28/2021; Gen Ed EA-Step 1-\$15.45/hr. and EV Asst. Teacher-Step 1-\$15.52/hr.
  11. Tallie Berkvam-Peter, 1.0 FTE Elementary Teacher Grade Level TBD at Sibley, beginning 8/30/2021-6/8/2022; MA, Step 7
  12. Sam Pratt, Special Ed EA-PCA for 3.5 hours/day M-F at the NCEC, beginning 5/3/2021-6/10/2021; Step 1-\$16.05/hr.
- b) Increase/Decrease/Change in Assignment (note: #9 corrected for typo that was in board packet)
1. Samantha Becker, Gen Ed EA for 33 hours/week at the Middle School, change to Gen Ed EA for 37.5 hours/week at the Middle School, effective 3/29/2021.
  2. Flavia Berg, ECFE Teacher Screener at the NCEC, add LTS Early Childhood Teacher for 4 hours/day at the NCEC, effective 6/1/2021-6/10/2021.
  3. Camila Donoso, 1.0 FTE School Psychologist at the High School; MA+30 Step 5, change to 1.0 FTE Psychometrist at the High School, effective 4/14/2021, \$39.73/hr.
  4. Janet Gannon, Gen Ed EA for 33 hours/week at the Middle School, change to Gen Ed EA for 33.75 hours/week at the Middle School, effective 3/29/2021.
  5. Melanie Klein, Special Education Teacher, NB at Sibley, change to Special Education Teacher, LI at Sibley, effective 8/30/2021.
  6. Chris O'Neill, 1.0 FTE Grade 6 Social Studies Teacher at the Middle School, change to 1.0 FTE Grade 7 Social Studies Teacher at the Middle School, effective 8/30/2021.
  7. Heidi Peterson, Special Ed EA for 2.25 hours/day and Gen Ed EA for 3.75 hours/day at Greenvale Park, change to Special Ed EA for 2.75 hours/day and Gen Ed EA for 3.25 hours/day at Greenvale Park, effective 4/19/2021-6/10/2021.
  8. Deborah Wagner, MS Volleyball Coach/Substitute, add Gen Ed EA-Move 5 for 6.5 hours/day at Bridgewater, effective 4/12/2021-6/10/2021.
  9. Kristin Basinger, EA at the Middle School, add Summer PLUS Site Leader for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$18.52/hr.
  10. Kristin Hummel, Teacher at Bridgewater, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  11. Elisabeth Hurlbert, 1.0 Assistant Girls Tennis Coach at the High School, change to .5 Head Girls Tennis Coach and .5 Assistant Girls Tennis Coach at the High School, effective 8/16/2021. Assistant Level H, Step 6; Head Level D, Step 1
  12. Tammy Iszler-Johnson, Occupational Therapist at the NCEC, overload at the NCEC, effective 4/16/2021-4/26/2021.
  13. Kristin Johnson, Instructional Coach at Greenvale Park, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  14. Anna Kelly, Gen Ed EA-Media at the High School, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  15. Melanie Klein, Teacher at Sibley, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  16. Beth LaCanne, 1.0 Assistant Girls Tennis Coach at the High School, change to .5 Head Girls Tennis Coach and .5 Assistant Girls Tennis Coach at the High School, effective 8/16/2021. Assistant Level H, Step 4; Head Level D, Step 1
  17. Stephanie Mahal, Occupational Therapist with the District, add overload at the NCEC, effective 4/16/2021-4/28/2021.
  18. Cheryl Mathison, Teacher at the ALC, add Boundary Waters Teacher for up to 8 hours/day for 5 days with the ALC, effective 6/14/2021-6/18/2021; Lane/step
  19. Kim Medin, Teacher at Bridgewater, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step

20. Ashly Polzin, 1.0 FTE Fifth Grade Teacher at Bridgewater, change to 1.0 FTE Third Grade Teacher at Bridgewater, effective 8/30/2021.
  21. Erik Swenson, Teacher at Bridgewater, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  22. Gina Swenson, Teacher at Sibley, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  23. Diane Torbenson, Teacher at Greenvale Park, add Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
  24. Lori Warner, Occupational Therapist with the District, add overload at the NCEC, effective 4/16/2021-4/28/2021.
- c) Leave of Absence
1. Updated-Pam Moening, Occupational Therapist at the NCEC, Family/Medical Leave of Absence, beginning on 4/6/2021-4/23/2021.
  2. Anna Rubin, Grade 2 Companeros Teacher at Bridgewater, Family/Medical Leave of Absence, effective on or about 9/21/2021-1/28/2022.
- d) Retirements/Resignations/Terminations
1. Kari Engle, EA at Greenvale Park, resignation effective at the end of the 2020-2021 school year but will continue as a substitute.
  2. Mary Hansen, Administrative Assistant with Community Education, retirement effective 6/30/2021.
  3. Jim Kulseth, Director of Building and Grounds, retirement effective 7/31/2021.
  4. Heidi Melnychuk, EA at the High School, resignation effective 4/29/2021.
  5. Lee Murray, EA at Bridgewater, retirement effective at the end of the 2020-2021 school year.
  6. Johan Ponciano Conde, EA at the High School, resignation effective 4/30/2021.
  7. Rose Turnacliiff, Teacher at the Middle School, retirement effective at the end of the 2020-2021 school year.
  8. Laura Berdahl, Greenvale Park Community School Coordinator, retirement effective 6/30/2021.
  9. Kathy Budig, Child Nutrition Associate II at the High School, retirement effective 6/10/2021.
- e) Advancement of Probationary Licensed Staff
- Advancement of Licensed Staff to Tenure Status for 2021-2022  
 Bloom, Sarah; Dickerson, Thomas; Dunkelberger, Brent; Gross, Lydia; Haley, Paige; Johnson, Erin; Johnson, Kristin; Lynch, Angela; Medin, Kimberly; Mikulski, McKenzie; Miller Gordinier, Leslie; Rolling, Rachel; Rose, Heather; Roth, Melissa; Rudebusch, Lee; Russell, Deborah; Mollie Schwartz; Thompson, Jon (.40 FTE)
- Advancement of Licensed Staff to Third Year Probationary Status for 2021-2022  
 Holland, Cara; Leaphart, Ada; Mathews, Makenzie; Musicant, Elizabeth; Sherman, Michael; Toure-Keita, Maimouna
- Advancement of Licensed Staff to Second Year Probationary Status for 2021-2022  
 Legros, Marckeliene; Richardson, Andrew; Robertson, Caitlin; Selwan, Bernard

## VIII. Superintendent's Report

### A. Items for Individual Action

1. Policy Approval. On a motion by Goerwitz, seconded by Baraniak, the board approved policies 430 and 436, and to accept the policy committee's recommendation to sunset policy 439 as presented.

## VIII. Items for Information

- A. National Teacher Appreciation Week is May 2 - 8, 2021. Teacher Appreciation Week is celebrated in the first full week of May and is our chance to say thank you to those that play or have played such a huge role in our lives. Teacher Appreciation Day is Tuesday, May 5, and we recognize the dedicated educators across the country, in our state, and in our district, and the lasting contributions they make to our lives.
- B. Board Packet Format. We will begin the transition to online board packets with the May 10, 2021 board meeting.
- C. Graduation Update. ALC graduation is scheduled at 3:30 p.m., Thursday, June 3, in the green space on the east side of the Northfield School District Office and Area Learning Center. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 6, at Memorial Field. In case of inclement weather, graduation will be Monday, June 7 at 6:30 p.m.
- D. Senior Ceremony. The senior ceremony will be on May 12, 2021 at 6:30 p.m. It will be a combination of all senior awards including academic awards, national merit recognition, scholarships and the maroon & gold sports awards. Attendance is restricted to seniors and award presenters only.

IX. Future Meetings

- A. Monday, May 10, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- B. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 9:29 p.m.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 27<sup>th</sup> day of April, 2021, by and between Dianne Kyte, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$1,000.00 donation for TORCH Scholarship, check #8011544.

Dianne Kyte  
Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9<sup>th</sup> day of April, 2024, by and between Multek Flexible Circuits & Northfield Robotics hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

Multek donated \$1000.<sup>00</sup> to the Northfield High School Robotics program. CK # 461904

Multek Flexible Circuits

Donor

By: High School Office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 30<sup>th</sup> day of April, 2021, by and between Multek Flexible Circuits, Inc., hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$2,000.00 for the Sheldahl Flexible Technologies Scholarships, check # 461914.

Multek Flexible Circuits

Donor

By: Received in High School office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4<sup>th</sup> day of May, 2021, by and between The Rodgers Family Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$3,000.00 for the David Rodgers Scholarship, check # 1022.

The Rodgers Family Foundation  
Donor

By: Received in District Office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**WHEREAS**, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

**WHEREAS**, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

**WHEREAS**, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

**THEREFORE, BE IT RESOLVED**, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Dianne Kyte	\$1,000.00	TORCH scholarship
Multek Flexible Circuits	\$1,000.00	NHS robotics program
Multek Flexible Circuits	\$2,000.00	Scholarships
The Rodgers Foundation	\$3,000.00	David Rodgers Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: May 10, 2021  
RE: Board Approval of Financial Reports – February 2021

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2021.

Bills totaling \$1,699,914.58 were paid in February 2021.

Payroll checks totaling \$3,287,644.66 were issued in February 2021.

No bond payments were paid in February 2021.

At the end of February 2021 Total Cash and Investments amounted to \$27,143,863.89.

Wire transfers initiated by the district during February 2021:

2/1/21	\$14.88	From MN Trust-Bond Refunding to MN Trust-Oper
2/25/21	\$200,000.00	From MN Trust-Bldg Bond to MSDLAF Liquid
2/26/21	\$860,256.95	From Wells Fargo to Frandsen General
2/26/21	\$500,000.00	From Frandsen General (to MSDLAF Liquid in March)
	\$500,000.00	From Frandsen General to Frandsen Sweep
	\$900,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for February 2021 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

February 2021 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,448,665.07	4,656,051.18	3,936,442.52	(2,378,821.54)	789,452.19 *
FOOD SERVICE	422,380.37	86,825.65	132,434.89	294.90	377,066.03
COMMUNITY ED	284,033.01	219,867.06	200,100.52	(485.44)	303,314.11
CONSTRUCTION ACCOUNT	(642,169.18)	85,961.76	96,041.47	2,086,212.76	1,433,963.87
DEBT SERVICE	1,823,090.36	210,042.00	3,300.00	-	2,029,832.36
SELF INSURANCE	4,338,454.31	37,342.68	619,239.84	1,298,522.15	5,055,079.30
TOTALS	8,674,453.94	5,296,090.33	4,987,559.24	1,005,722.83	9,988,707.86
GENERAL FUND INVESTMENT	17,143,433.23	-	-	-	17,143,433.23 *
CONSTRUCTION INVESTMENT	1,011,722.80	-	-	(1,000,000.00)	11,722.80
	18,155,156.03	-	-	(1,000,000.00)	17,155,156.03
GRAND TOTALS	26,829,609.97	5,296,090.33	4,987,559.24	5,722.83	27,143,863.89

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2021

Disbursements:

Bills Paid:

General Fund	\$ 937,866.59	
Food Service Fund	33,588.55	
Community Services Fund	9,878.13	
Construction Fund	96,041.47	
Trust & Agency Fund	3,300.00	
Self Insurance Fund	<u>619,239.84</u>	
Total Bills Paid		1,699,914.58

Payroll:

General Fund	2,998,575.93	
Food Service Fund	98,846.34	
Community Services Fund	190,222.39	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,287,644.66

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,987,559.24</u></u>

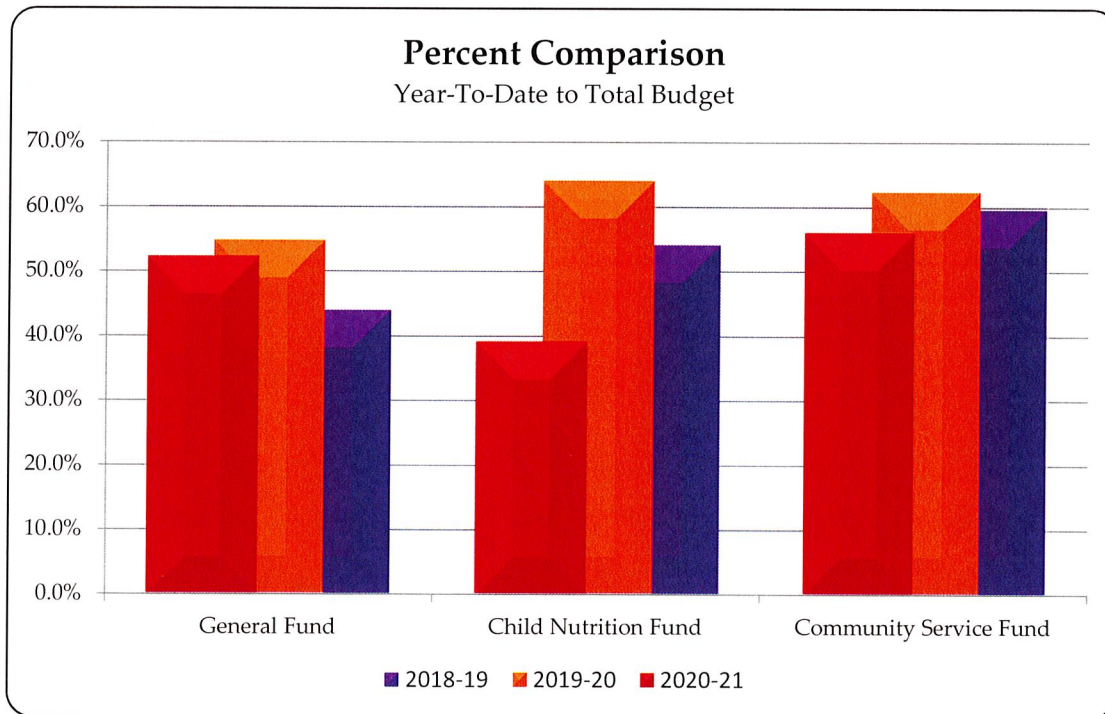




## STATEMENT OF REVENUES

For the month ended February 28, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 6,314,885	\$ 14,132,124	44.7%	43.6%	41.9%
State Sources	21,634,666	39,993,804	54.1%	54.6%	44.4%
Federal Sources	1,693,256	2,492,466	67.9%	110.3%	4.6%
Local Sources	769,834	1,565,993	49.2%	95.0%	84.7%
Total	\$ 30,412,640	\$ 58,184,387	52.3%	54.7%	43.9%
Child Nutrition Fund	\$ 870,843	\$ 2,220,244	39.2%	64.0%	54.1%
Community Service Fund	1,786,629	3,187,661	56.0%	62.3%	59.6%
Construction Fund	216,710	105,134	206.1%	59.8%	0.0%
Debt Service Fund	14,816,685	6,210,807	238.6%	59.3%	85.7%
Internal Service Fund	5,218,136	7,547,782	69.1%	56.6%	46.8%
<b>Total All Funds</b>	<b>\$ 53,321,643</b>	<b>\$ 77,456,015</b>	<b>68.8%</b>	<b>55.8%</b>	<b>53.1%</b>

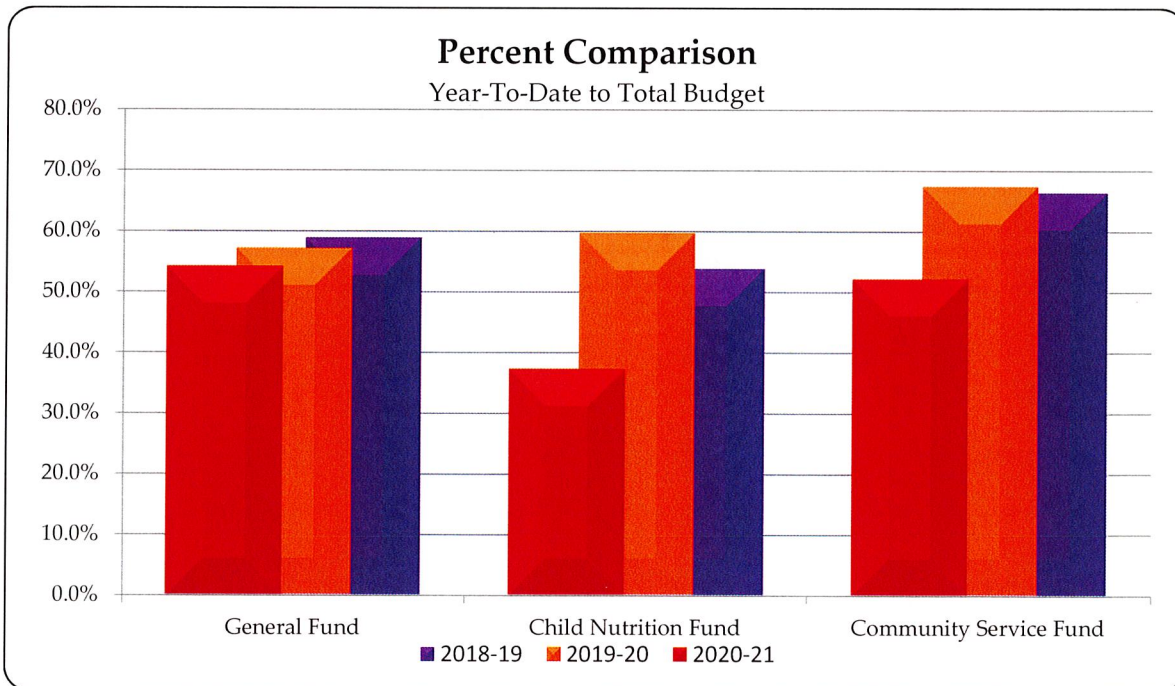




## STATEMENT OF EXPENDITURES

For the month ended February 28, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 17,848,097	\$ 34,456,491	51.8%	54.0%	55.8%
Benefits	6,814,648	12,713,602	53.6%	53.4%	57.8%
Purchased Services	3,653,544	7,141,313	51.2%	62.5%	69.9%
Supplies & Materials	1,865,506	2,741,322	68.1%	61.2%	57.4%
Capital Expenditures	2,089,950	2,291,572	91.2%	103.9%	79.7%
Other Expenses	267,205	726,676	36.8%	110.9%	33.7%
Total General Fund	\$ 32,538,949	\$ 60,070,976	54.2%	57.2%	58.9%
Child Nutrition Fund	\$ 906,991	\$ 2,433,320	37.3%	59.7%	53.8%
Community Service Fund	1,682,631	3,224,378	52.2%	67.4%	66.4%
Construction Fund	6,241,048	8,316,866	75.0%	36.9%	0.0%
Debt Service Fund	18,126,901	7,264,675	249.5%	97.9%	100.6%
Internal Service Fund	5,935,386	8,090,343	73.4%	80.1%	80.7%
Total All Funds	\$ 65,431,906	\$ 89,400,558	73.2%	56.2%	68.1%





**Minnesota State High School League**  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

**Application for DISSOLUTION of Cooperative Sponsorship**

**Deadline: Not later than the first day of practice for that sport season.**

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

**Boys' Swim/Dive**  
(activity) (boys' or girls')

beginning with the **2021 - 2022** school year.

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Northfield HS	Northfield, MN
High School #2:	Randolph HS	Randolph, MN

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- ☒ **Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- ☐ **No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School				Reason for the Dissolution
High School #1	A	(B)	C	A.	Our school is dropping the activity.
High School #2	(A)	B	C	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-op.
High School #4	A	B	C		

*Randolph doesn't have any  
students participating*

**Signature of the person duly authorized by the member school to act on behalf of the member school.**

High School #1:

Designated School Representative

Title of the Designated School Representative

High School #2:

Designated School Representative

*Superintendent*

Title of the Designated School Representative

High School #3:

Designated School Representative

Title of the Designated School Representative

High School #4:

Designated School Representative

Title of the Designated School Representative

**Official Action of the MSHSL Board of Directors**

- ☐ Approved ☐ Not Approved

Signature:

MSHSL Executive Director

Date:

**Agreement Between the Area Learning Center and Adult Basic Education Regarding  
Over 21 (Adult Credit Recovery) High School Diploma Students and GED Students**

Transcript review will be conducted by the ALC director. The ALC can provide ABE with transcript request forms. Transcripts that need to be translated must be done at the expense of the potential student.

- Students ***under 21 years old*** who are interested in credit recovery for a HS diploma will be directed to the ALC. The ALC Director or representative will meet with these students and present options for either a HS diploma with credit recovery classes, or a GED.
  - If the student chooses a HS diploma he/she will be invited to attend classes at the ALC and will be an ALC student.
  - If the student decides he/she will *not* pursue a High School diploma, they can be directed to ABE to pursue their GED. The ALC Director or a representative will attempt to initiate an appointment between the ABE secretary and the potential GED student before the end of their meeting.
- Students ***over 21 years old*** who are interested in credit recovery for a HS diploma will schedule an appointment to register and test with the ABE Secretary. The secretary will provide general information about the GED and diploma avenues and will instruct students to send their transcript to the ALC for evaluation. (Transcripts that need to be translated must be done at the expense of the potential student.)
- Once the transcript review is complete, representatives from the ALC and ABE will discuss whether the individual would be a good candidate for either a HS diploma through credit-recovery or a GED. The general guide stated above will be used: if a student needs more than 4 credits to graduate they may not be ideal candidates for an Over 21 HS diploma. *There can be exceptions and so if a student has more than 4 credits needed to graduate, the ALC Director and ABE representative will meet with the student to determine an individualized plan to see about this possibility.*
- The ABE representative will contact the student with information obtained from the transcript review and consult with the student about the suggested next step - either GED or credit recovery diploma.
  - If the individual chooses to pursue a credit recovery High School diploma, the ALC will send the ABE/GED teacher the specific coursework needed for the student (tests and answers included).
  - Once the student has successfully completed all the credit recovery coursework needed, the ALC will post/update the transcript and award the student with a HS diploma.
  - HS credit recovery diploma graduates are invited to participate in the end of year ALC graduation ceremony.

\*ABE has specific guidelines on how long a student can stay in an ABE program without making evidential progress. See [MN Adult Basic Education Student Progress Policy](#) for more information.

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Northfield District Representative

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Date

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Northfield Area Learning Center Director

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Date

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Lakeville Adult Basic Education Representative

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Date

						2020-2021						
School and	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	14th	18th	25th	1st	2nd	2nd	4th	1st	1st	1st	3rd	6/10/21
NCEC												
Early Childhood	106	99	104	104	110	115	109	114	117	131	145	
Total	106	99	104	104	110	115	109	114	117	131	145	0
Greenvale Park												
Grade K-2033	54	55	55	55	55	54	55	59	60	61	61	
Grade 1-2032	61	61	61	61	61	63	62	64	65	65	65	
Grade 2-2031	54	54	54	55	54	54	55	56	56	57	58	
Grade 3-20230	51	52	52	52	52	54	53	62	63	64	64	
Grade 4-2029	52	52	52	52	52	52	52	55	57	57	56	
Grade 5-2028	58	59	59	59	61	61	61	65	67	66	66	
Portage	102	100	98	98	99	95	97	74	72	72	72	
Total	432	433	431	432	434	433	435	435	440	442	442	0
Sibley												
Grade K-2033	52	53	53	54	51	51	50	53	52	53	53	
Grade 1-2032	65	65	65	65	67	66	66	68	68	71	72	
Grade 2-2031	79	80	80	80	85	85	86	85	84	84	85	
Grade 3-2030	62	62	62	62	63	64	64	66	67	69	69	
Grade 4-2029	69	69	69	69	70	71	71	71	71	71	71	
Grade 5-2028	74	75	74	74	74	75	75	83	83	85	82	
Portage	83	83	83	83	82	83	84	72	70	62	61	
Total	484	487	486	487	492	495	496	498	495	495	493	0
Bridgewater												
Grade K-2033	69	69	68	69	69	67	67	70	70	71	69	
Grade 1-2032	75	76	76	76	76	75	76	78	78	78	78	
Grade 2-2031	68	78	78	78	78	78	80	79	81	84	85	
Grade 3-2030	83	84	84	84	83	82	82	84	84	83	85	
Grade 4-2029	80	81	81	81	80	82	81	82	83	82	81	
Grade 5-2028	86	87	87	87	86	86	86	89	89	93	93	
Portage	83	81	82	81	81	79	74	65	62	56	57	
Total	544	556	556	556	553	549	546	547	547	547	548	0
Middle School												
Grade 6-2027	297	269	266	265	263	260	260	263	265	268	267	
Grade 7-2026	264	262	261	261	259	259	259	265	263	266	265	
Grade 8-2025	271	297	297	297	297	295	295	304	306	306	304	
Portage	141	141	138	139	140	141	139	118	116	116	118	
Total	973	969	962	962	959	955	953	950	950	956	954	0
High School												
Grade 9-2024	322	317	319	316	310	309	309	319	316	316	313	
Grade 10-2023	261	258	256	255	251	250	249	243	244	244	240	
Grade 11-2022	299	295	290	288	279	275	275	292	286	282	271	
Grade 12-2021	312	309	304	305	303	303	301	285	283	273	269	
Portage	184	192	202	208	225	227	228	206	209	214	233	
Total	1378	1371	1371	1372	1368	1364	1362	1345	1338	1329	1326	0
ALC												
Grade 9-2024	0	0	0	0	0	0	0	0	0	1	2	
Grade 10-2023	6	6	6	5	7	8	8	7	8	10	10	
Grade 11-2022	9	12	12	9	18	21	21	24	38	49	50	
Grade 12-2021	63	59	64	49	77	72	75	79	86	86	74	
Portage				20	29	25	24	25	24	21	28	
Total	78	77	82	83	131	126	128	135	156	167	164	0
Grand Total	3995	3992	3992	3996	4047	4037	4029	4024	4043	4067	4072	0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3889	3871	3862	3883	3890	3880	3876	3863	3890	3853	3844	

LongfellowEarly Childhood

Dorey	15
Gross	18
Hood	10
Kruse	7
Leigh	11
Matthews	18
O'Connor	8
Roth	9
Schnorr	14
Waters	14
Webster	2

Winter	19
<b>TOTAL</b>	<b>145</b>

\*\*

Sibley

Grade	Teacher
K	Heil
K	Matson
K	Rud
K	Sieger
1	Born
1	Craft
1	Downs
1	Kortbein
1	Swenson
2	Benhart

2	Bulfer/Nelson
2	Seeberg
2	Soderlund
2	Spitzack
3	Guggisberg

Bridgewater

K	Cade
K	Danielson
K	Matson
K	Peterson
K	Tran
1	Charlton
1	Haley
1	Hall
1	Kortbein
1	Lanza
2	Bulfer/Nelson
2	Ellerbusch
2	Lofquist
2	Rubin
2	Schwaab
	Lane/Youngblut
3	Lut
3	Larson
3	Sickler
3	Temple
3	Truman
4	Haar/Dimick
4	Robertson
4	Ryan
4	Schuster
4	Swenson
5	DeVries
5	Duchene
5	Holden
5	Polzin
5	Rauk/Kohl
<b>TOTAL</b>	<b>548</b>

Greenvale Park

K	Flicek
K	Hagberg
K	Matson
K	Ziemann
1	Johnson
1	Kortbein
1	Landry
1	Nivala
1	Zach
2	Amundson
2	Bulfer/Nelson
2	Larson
2	Torbenson
3	Alvarez, C.
3	Lane/Youngblut
3	Spitzack
3	Timerson
4	Garcia
4	Haar/Dimick
4	Hetzel
4	McLaughlin
5	Harding
5	Rauk/Kohl
5	Russell
5	Sickler
<b>TOTAL</b>	<b>442</b>

3	Jandro
3	Lane/Youngblut
3	Sasse
3	Sweeney
4	Fox
4	Gainy
4	Haar/Dimick
4	Hehr
4	McManus
5	Baragary
5	Malecha
5	Ostermann
5	Rauk/Kohl
5	Stulken
<b>TOTAL</b>	<b>493</b>

Middle School

Portage	Regular	Total
267	44	311
265	38	303
304	36	340
<b>TOTAL</b>	<b>836</b>	<b>954</b>

High School

Portage	Regular	Total
45	313	358
61	240	301
70	271	341
57	269	326
<b>TOTAL</b>	<b>233</b>	<b>1093</b>

ALC	F/T	Portage	**1/S	Total
Grade 9-20	1	1	1	3
Grade 10-21	4	1	7	12
Grade 11-22	17	2	33	52
Grade 12-23	31	24	42	97
<b>TOTAL</b>	<b>53</b>	<b>28</b>	<b>83</b>	<b>164</b>

Regular	Portage	Total
145		145
183	21	204
215	27	242
228	34	262
218	30	248
208	38	246
241	40	281
<b>Total K-5</b>	<b>190</b>	<b>1628</b>
<b>Total Middle School</b>	<b>118</b>	<b>954</b>
<b>Total High School</b>	<b>1093</b>	<b>1326</b>
<b>GRAND TOTAL</b>		<b>3908</b>
<b>ALC 9-12</b>		<b>164</b>
<b>GRAND TOTAL with ALC</b>		<b>4072</b>

Full Time only (excluding  
EC and Part-  
time/Independent Study  
ALC)

3844