

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, May 14, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. 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.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Proposed 2018-2019 Child Nutrition Budget
  - B. Proposed 2018-2019 Community Services Budget
  - C. High School Flexible Schedule Update
  - D. Proposed 2018-2019 Student Handbooks
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Financial Report - March 2018
  - C. Gift Agreements
  - D. District Youth Council Membership
  - E. Personnel Items
- VII. Superintendent's Report
  - A. Facilities Action Team Report
- VIII. Items for Information
  - A. Enrollment Report - May 2018
  - B. District Communications
- IX. Future Meetings
  - A. Tuesday, May 29, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, June 11, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

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- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Proposed 2018-2019 Child Nutrition Budget. Child Nutrition Director Stephany Stromme will present the 2018-2019 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No Board action is required at this meeting.
  - B. Proposed 2018-2019 Community Services Budget. Director of Community Services Erin Bailey will present the 2018-19 Community Services Budget. The proposed budget has been developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on April 24 and recommends the budget to the School Board. The budget reflects revenues of \$2,765,253 and expenditures of \$2,822,986. Director Bailey will also provide an update on the Greenvale Park Community School during this presentation.
  - C. High School Flexible Schedule Update. Northfield High School Principal Joel Leer will present the building's plan to adjust the daily schedule to include a "flex hour" starting in 2018-2019. The "flex hour" will include the lunch period, self-directed time for students, and implementation of the University of Minnesota's Ramp-Up To Readiness curriculum.
  - D. Proposed 2018-2019 Student Handbooks. Superintendent Hillmann will provide an overview of the changes to the Elementary School Handbook, the Co-Curricular Activities Handbook, the Student Handbooks for the High School, Middle School, the Area Learning Center, as well as the Student Citizenship Handbook for the 2018-2019 school year.



VI. Consent Agenda

**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Agenda.

A. Minutes

The Board is asked to approve the Minutes of the April 23, 2018 Regular School Board meeting.

B. Financial Report - March 2018

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,692,411.53, payroll checks totaling \$2,973,184.57, and the financial reports for March 2018.

C. Gift Agreements

The Board is asked to approve two gift agreements.

- A \$1,507.36 donation for kindergarten books to Greenvale Park Elementary.
- A \$1,000.00 donation for weight room equipment to Northfield High School.

D. District Youth Council Membership

The following students are being recommended to serve on the District Youth Council during the 2018-2019 school year.

Rising Seniors: \*Eyely Baker, \*Ethan Schaffer, \*Elias Lawler, \*Anders Johnson, \*Kasey Mohlke, \*Luke Wiskus, Abby Mulcahey, Joseph Zuccoloto

Rising Juniors: \*Christina Narveson, \*Kaia Schomburg, \*Alice Zhang, Ayn Math, Jack Rizzo

Rising Sophomores: Michael Malecha, Meera Pattanayak, Chloe Rozga

\*Denotes current District Youth Council Member

E. Personnel Items

Appointments

1. Correction: Meckenzie Dahle, 1.0 FTE Long Term Substitute EL Teacher at the Middle School, beginning on or about 04/18/2018-06/11/2018; BA +45, Step 1
2. Paula Baragary, Eagle Bluff Coordinator with Community Services, beginning 05/10/2018-09/30/2018; \$1,000 Stipend
3. Lori Berg, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 05/02/2018; \$16.83/hr.
4. Brooke Bulfer, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, beginning 05/07/2018-06/08/2018; Special Ed-Step 2-\$15.65/hr. Gen Ed-Step 2-\$15.08/hr.
5. Madeline Carras, EL Educational Assistant for 6.75 hours/day at the Middle School, beginning 04/25/2018-06/08/2018; Gen Ed Step 1-\$14.74/hr.
6. Tricia Christopherson, 1.0 FTE Long Term Substitute Grade 3 Compañeros Teacher at Greenvale Park, beginning on or about 05/11/2018-on or about 05/30/2018. BA, Step 6
7. \*Kasey Coutermash, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
8. Catherine Craft, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 3-\$13.22/hr.
9. Paul Fried, 1.0 FTE Long Term Substitute Grade 5 Compañeros Teacher at Greenvale Park, beginning on or about 05/24/2018-06/08/2018; Daily Sub Rate
10. Molly Gainey, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
11. Mariah Grisim, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 2-\$12.89/hr.
12. Katie Hanson, 1.0 FTE Special Education SLD Teacher at the High School, beginning 08/27/2018; MA, Step 8
13. Sydney Heil, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
14. Lucinda Huschle, Special Education EA-PCA for 6.75 hours/day at the High School, beginning 05/01/2018-06/08/2018. Spec Ed Step 4-\$16.43/hr.



15. Emily Johnston, Target Services BLAST Site Assistant for up to 5.75 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 1-\$12.56/hr.
16. Margaret Kennedy, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
17. Blake Kern, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
18. Luke Lunderby, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
19. \*Jon Moen, 1.0 FTE Technology Specialist for the District, beginning 06/04/2018; \$54,559 (prorated for 2017-18) + Step 4, \$2,000 (prorated for 2017-18).
20. Jenelle Mullin, Child Nutrition Associate III for 7 hours/day at the High School, beginning 05/24/2018; \$19.51/hr.
21. \*Marcus Nelson, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 05/15/2018-approximately 08/20/2018; \$10.00/hr.
22. Clara Noack, Spring Recreation Position with Community Services, beginning 04/30/2018-05/31/2018; Soccer \$10.00/hr.
23. \*Samantha Olive, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 1-\$12.56/hr.
24. Annalee Olson-Sola, Summer Recreation Position with Community Services, beginning 05/30/2018-08/31/2018; \$9.65/hr.
25. Christopher O'Neill, Eagle Bluff Coordinator with Community Services, beginning 05/10/2018-09/30/2018; \$1,000 Stipend
26. Benjamin Papke, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 2-\$12.89/hr.
27. \*Amanda Solinger, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 08/27/2018-06/07/2019; BA, Step 4
28. Ryan Torbenson, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 1-\$12.56/hr.
29. \*Brent Yule, 1.0 FTE Physical Education Teacher at Greenvale Park, beginning 08/27/2018; MA Step 7
30. \*Hannah Ziemann, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
31. Community Services Summer 2018 Brochure Instructors \*Please see attached..

Increase/Decrease/Change in Assignment

1. Russel Boyington, KidVentures Site Assistant for 23.5 hours/wk at Bridgewater, change to KidVentures Site Assistant for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 4-\$13.78/hr.
2. Danielle Crase, Special Ed Teacher at the High School, add ESY Licensed Teacher for 4 hours/day at Longfellow, effective 06/28/2018-08/02/2018; Lane and Step
3. Matthew Crase, Special Ed EA/PCA- temporary for 6.50 hours/day at the Middle School, change to Special Ed EA/PCA-Ongoing for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
4. Leah Driscoll, Special Ed Teacher at Bridgewater, add ESY Teacher for 4 hours/day at Sibley, effective 06/28/2018-08/02/2018; Lane and Step
5. Tyler Faust, Special Ed Teacher at Bridgewater, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
6. Kristin Freeman, KidVentures Site Assistant for up to 17 hours/wk at Bridgewater, change to KidVentures Site Assistant for 35.5 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 3-\$13.22/hr.
7. Aimee Gerdesmeier, KidVentures Site Leader for 30 hours/wk at Sibley, change to KidVentures Site Leader for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 6-\$20.91/hr.
8. Mackenzie Glassing, KidVentures Student Site Assistant for up to 16 hours/wk at Greenvale Park, change to KidVentures Student Site Assistant for 20 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
9. Leah Grism, Educational Assistant at Sibley, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 3-\$13.22/hr.
10. Jackie Groth, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
11. Mara Hessian, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
12. Rachael Hibbs, Special Ed EA/PCA- temporary for 6.00 hours/day at the Middle School, change to Special Ed EA/PCA-Ongoing for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.



13. Cameron Jackson, KidVentures Site Assistant for up to 23.5 hours/wk at Greenvale Park, change to KidVentures Site Assistant for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
14. Briana Kane, KidVentures Site Assistant for 22.5 hours/wk at Sibley, change to KidVentures Site Assistant for 34 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
15. Cindy Keogh, KidVentures Site Assistant for 23.5 hours/wk at Bridgewater, change to KidVentures Site Assistant for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 4-\$13.78/hr.
16. Melanie Klein, Special Ed Teacher at Sibley, add ESY Teacher for 4 hours/day at Sibley, effective 06/28/2018-08/02/2018; Lane and Step
17. Lacy Knutson, Special Ed EA/PCA- temporary for 6.75 hours/day at the Middle School, change to Special Ed EA/PCA-Ongoing for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
18. Jill Kohel, 1.0 FTE Social Studies Teacher at the High School, change to .20 FTE English; .60 FTE Social Studies (Academy); .20 FTE Social Studies at the High School, effective for the 2018-19 school year.
19. Angela Kruse, 1.0 FTE Speech/Language at Greenvale Park, change to .50 FTE Speech/Language at Bridgewater and .50 FTE Speech/Language at Greenvale Park, effective 08/27/2018.
20. Jennifer Lehman, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step
21. Quinn Line, KidVentures Site Assistant for 26 hours/wk at Bridgewater, change to KidVentures Site Assistant for 33 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 1-\$12.56/hr.
22. Tonya Merritt, KidVentures Site Leader for 30 hours/wk at Bridgewater, change to KidVentures Site Leader for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 3-\$19.38/hr.
23. Peggy Mills, KidVentures Site Assistant for 23.5 hours/wk at Sibley, change to KidVentures Site Assistant for 21 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 4-\$13.78/hr.
24. Chelsea Mukina, Educational Assistant at Sibley, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 1-\$12.56/hr.
25. Sofie Nelson, KidVentures Student Site Assistant for up to 16 hours/wk at Sibley, change to KidVentures Student Site Assistant for 20 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
26. Taylor Rahman, EarlyVentures Teacher for 22.5 hours/wk at Longfellow, change to EarlyVentures Teacher on call as needed and add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Site Asst. Step 3-\$13.22/hr. EV Teacher Step 3-\$16.32/hr.
27. Zack Rasmussen, KidVentures Student Site Assistant for up to 17 hours/wk at Greenvale Park, change to KidVentures Student Site Assistant for 24 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
28. Sara Redetzke, Special Ed EA for 2.0 hours/day and READ 180/Special Ed EA/PCA for 3.38 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
29. Katie Remy, Special Ed EA for 6.50 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
30. Melissa Reuvers, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
31. Melissa Reuvers, Special Ed EA-PCA at Bridgewater, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
32. Pamela Rivera, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
33. Mary Robia, Social Studies Teacher with a .4 FTE Leave of Absence at the High School, change to Social Studies Teacher with a .2 FTE Leave of Absence at the High School, effective for the 2018-19 school year.
34. Kyle Roth, Teacher at Longfellow, add Summer PLUS Teacher for up to 4.75 hours/day at Greenvale Park, effective 06/18/2018-08/02/2018; Yr.1-\$27.11/hr.
35. Kyle Roth, Teacher at Longfellow, add ESY Teacher for 4 hours/day at Longfellow, effective 06/28/2018-08/02/2018; Lane and Step
36. Whitney Sannes, Speech Language Pathologist at Greenvale Park, add Speech Language Pathologist ESY for the District, effective 06/12/2018-08/02/2018; Lane and Step
37. Mackenzie Schewe, KidVentures Student Site Assistant for up to 16 hours/wk at Sibley, change to KidVentures Student Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
38. John Schnorr, Speech Language Pathologist at Longfellow, add Speech Language Pathologist ESY for the District, effective 06/12/2018-08/02/2018; Lane and Step
39. Micah Schultz, Teacher at the ALC, add Summer School ALC Teacher for up to 4.5 hours/day Mon.-Thur. at the ALC, effective 06/12/2018-07/26/2018; Lane and Step
40. Deborah Seitz, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step



41. Jeremy Soehnlín, Indoor Flag Football Coach with Community Services at \$9.65/hr., change to Indoor Flag Football Supervisor with Community Services at \$10.50/hr., effective 05/03/2018-08/31/2018.
42. Pam Taubman, KidVentures Site Assistant for 23.5 hours/day at Greenvale Park, change to KidVentures Site Assistant for 17.5 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 3-\$13.22/hr.
43. Lydia Tilstra, Special Education Teacher at Sibley, add ESY Teacher for 4 hours/day at Sibley, effective 06/28/2018-08/02/2018; Lane and Step
44. Donna Torgeson, Special Ed EA/PCA for 6.50 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
45. ReNae Trebelhorn, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step
46. Dylan Warner, KidVentures Site Leader for 30 hours/wk at Greenvale Park, change to KidVentures Site Leader for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 4-\$19.89/hr.
47. Jane Weiland, Teacher at the Middle School, add Yearbook Adviser at the Middle School, effective 05/04/2018-06/08/2018; Level K, Step 6 - 1/6 of Stipend
48. Megan Wheelock, DCD/MM Teacher at Greenvale Park, change to Special Education Resource Room Teacher at Bridgewater, effective 08/27/2018.
49. Kari Winter, ECSC Teacher at Longfellow, add ESY Teacher for 4 hours/day at Longfellow, effective 06/28/2018-08/02/2018; Lane and Step.

Leave of Absence Requests

1. Jessy Nivala, Teacher at Greenvale Park, Family/Medical Leave for Childcare, effective on or about 10/12/2018-02/01/2019.
2. Keith Nohava, Head Custodian at the High School, Family/Medical Leave of Absence, effective 04/25/2018-for up to 60 work days.
3. Rhonda Stanley, Special Ed EA at Greenvale Park, Family/Medical Leave of Absence, effective 04/24/2018-for up to 60 work days.

Retirements/Resignations/Terminations

1. Gerald Davidson, Custodian at the High School, retirement effective 07/01/2018.
2. Lisa Lagergren, Special Education Teacher at the High School, resignation effective 06/12/2018.
3. Amanda Smith, CNA I at Bridgewater, resignation effective 05/12/2018.
4. Teresa Stanley, Assistant Cross Country Coach, resignation effective 04/25/2018.
5. Ricky Wilmes, Custodian at the High School, resignation effective 05/11/2018.

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

VII. Superintendent's Report

- A. Facilities Action Team Report. Superintendent Hillmann will present a report on the Facilities Action Team process. This team, comprised of about 30 community members, met three times in April. The report will provide the Board with data to use in considering the next steps with the Master Facilities Plan.

VIII. Items for Information

- A. Enrollment Report: The Enrollment Report for May 2018 is included in the packet.
- B. District Communications: Superintendent Hillmann will share a concept plan for aligning the District's communications efforts with the community.

IX. Future Meetings

- A. Tuesday, May 29, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, June 11, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment



**Annual Child Nutrition Program and Budget Report | May 14th, 2018**  
**Stephany Stromme, RDL D | Director of Child Nutrition**

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

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**Fun Fact:** Northfield Public Schools has served over 100,000 lbs of fresh produce this school year.

### **2017-18 Review**

**Breakfast:** Breakfast has been suggested to positively affect learning in children in terms of behavior, cognitive, and school performance. During school year 2017-18 we saw a reduction in breakfast participation of approximately 5%. We attribute that to a decline in the number of Kindergarten students participating in the free breakfast program. It was also noticed that breakfast participation is significantly lower at the MS. A breakfast survey was completed by MS students. From the 770 survey responses received we did see that about 74% of those participants reported eating breakfast at home. It was great to see that so many students are eating breakfast before school. To encourage a healthy breakfast and increase school performance we have worked with the MS to include breakfast tips in their newsletters on the ways a healthy breakfast at home or school can provide students with the energy they need to concentrate and perform better in school. Another contributing factor to decreased participation was the four snow days our district incurred this past winter.

**Lunch:** During school year 2017-18 we saw an increase in meal participation of about 5.6%. One main contributor to this increase was the positive impact the Grill'd Greats line at the High School and Middle School has had. They have been serving an additional 150-200 reimbursable meals at each school daily. The overall percent increase in participation could have been even higher, but due to the four snow days we were unable to estimate that exact increase.

### **2017-18 Budget Revision**

In February we received a report from the Minnesota Department of Education (MDE) indicating that our district's food service fund balance was out of compliance with the U.S. Department of Agriculture (USDA) 7 CFR 210.14 and 210.19. Per regulations, a school food authority must limit its net cash resources to an amount not exceeding three months' average expenditures for the nonprofit school food service. Our food service fund showed an excess of approximately \$90,000 for FY 2017. MDE required us to provide in writing a plan to spend down the excess fund balance.

## MDE Spending Plan:

The last several years we have allowed our fund balance to grow expecting increased expenditures due to possible changes identified in the Master Facilities Plan. At this time, we are planning to allocate excess funds towards the following:

- Immediate procurement of food service equipment in which we are planning to spend approximately \$47,500 towards the purchases of new equipment including a steamer, combi oven, cooler and freezer shelving, reach-in cooler. We will also be refurbishing a current counter by inserting a 2 compartment hot well and sneeze guard for the Middle School Grill'd Greats line to allow for additional offerings of vegetables. The cost of this will be approximately \$4,000.
- In the Fall our entire Child Nutrition Staff will be traveling to Jordan, Minnesota to participate in a back to school Child Nutrition Staff development day.
- Increases in salary and benefits for food service employees in which we expect to see a 6.75% total package increase, over the next two years.
- In prior years we were required to complete the Paid Lunch Equity tool (PLE) to determine our meal prices. The Consolidated Appropriations Act, 2018 (Public Law 115-141) states that any SFA (School Food Authority) with a positive or zero balance in its nonprofit school food service account as of January 31, 2018 is exempt from the PLE requirements. Due to the excess funds available we will not be raising our meal prices for the 3rd year in a row by offsetting with funds from our fund balance

A revision of the 2017-18 budget was completed due to unexpected expenditures required by Minnesota Department of Education to address a fund balance in excess of three months expenditures. We also revised the 2017-18 food budget based on lower than anticipated food costs and additional salary expenditures due to increased staffing. We have seen an increase in meal participation of approximately 5.6% for SY 2017-18. The adopted budget included revenues of \$2,173,400 and expenditures of \$2,232,949. Due to the personnel changes, lower than expected food costs and a revised revenue forecast with actual participation, we recommend the revised budget include revenues of \$2,229,400 and expenditures of \$2,179,858. We are projecting a surplus of approximately \$50,000 which is more favorable than our original projected spend down of approximately \$59,000. We are also projecting to exceed the max fund balance ending FY18.

## What's New:

- Raider Dip - Northfield Middle School Family and Consumer Science (FACS) classes teamed up with the Child Nutrition Department to create some healthier food dip recipes. The recipes included Greek Yogurt as the base as a healthier alternative. The FACS students provided samples of the 3 top dip choices to all Middle School students during their lunch hours. The students voted using their ipads. The favorite dip was named the "Raider Dip" and is used on our meal lines. This dip was created to encourage fresh vegetable consumption.
- At the High School and Middle School we offered another reimbursable hot meal line called Grill'd Greats. In the past these items were only offered as a la carte options. These a la carte options were priced higher because there was no reimbursable funding associated with these items. A two week menu cycle was developed using a list of our



higher participation items and students favorite meal selections. Students are now able to create a meal and purchase items that previously were available only through a la carte. This has created increased state and federal reimbursement funding for the child nutrition program, but more importantly this allows **all** students to have access to these items while creating a more well balanced meal by including all five meal components.

- Manners Challenge - Greenvale Park Elementary Child Nutrition Staff engaged with the students in a manners challenge. Three classrooms were chosen and given a Gold, Silver or Bronze award for best cafeteria manners. The challenge has happened several times this year and the trophies are passed around to each class that wins. As part of one of the school-wide celebration days they used their manners on “Fancy Day”. White table cloths and flowers were placed on each table and the children “Dressed Their Best”.
- Special Visitors- Office Bart Wiese came to visit Greenvale Park Elementary and serve the students lunch. Princess Kay of the Milky Way came to visit Sibley during the lunch hour.
- Farm to School - We continue to work with local farmers and try to grow our Farm to School products. This past Fall the Minnesota Department of Agriculture (MDA) came to Northfield Middle School to celebrate Farm to School Month and our accomplishments through the AGRI Farm to School Grant Program. Staff and leadership from the MDA, Representative David Bly, Northfield School Board Chair Julie Pritchard, Superintendent Matt Hillmann and Farm to School partners joined us for a tour of our kitchen and had lunch with students on Thursday, October 5. It was also *Minnesota Thursday* and all of the food on the lunch tray featured Minnesota producers. The meal offered included:
  - Thousand Hills All Beef Hotdog
  - Watermelon Radishes from Open Hands Farm
  - Corn on the Cob from Pahl Farms
  - Fireside Apple Orchard Apple
  - Jonny Pops which originated in Northfield with several St. Olaf students.
  - Hastings Creamery
- Increased fresh fruit and vegetable offerings with elementary snack cart and Middle School and High School Ala Carte.

### **World Language Week:**

- Once again the NHS Child Nutrition staff worked along with the World Languages department to celebrate World Language week by offering a week long menu in our high school cafeteria focusing on the languages offered at NHS. This year we offered a Chicken or Bean Burrito which included assorted salsas, guacamole and plantains as menu options for our “Mexican” meal. On our “Chinese” day we offered an Asian bowl where the students selected chicken, vegetable fried rice and steamed broccoli then added assorted fresh veggies such as red pepper, snow peas and shredded carrots. The students could top off their meal with the choice from three Asian sauces.

## **2018-19 Adopted Budget:**

**Revenue Assumptions:** Revenue for school year 2018-19 was calculated by projecting actual participation for school year 2017-18 and assuming participation will stay similar. At this time we do not know what the state or federal reimbursement rates will be. To be conservative, we are assuming reimbursement rates will remain flat. Typically we have increased meal prices every other year. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential, but also understand as a business operation the need to remain fiscally responsible. We did increase meal prices by \$.15 for school year 2015-16. Since we continue to be fiscally responsible and expect the growth of our fund balance to exceed three months operating expenses we are proposing for the third year in a row that rather than increase our meal prices we will elect to spend down our fund balance. Next year we are anticipating a slight decline in Kindergarten breakfast participation. Bridgewater Elementary Kindergarten students will be moving breakfast time out of the classroom and into the cafeteria to resemble the other elementary schools. We noticed a decline in K breakfast participation at Greenvale Park Elementary once they started eating in the cafeteria and anticipate the same changes at Bridgewater. We do expect lunch meal participation to remain similar as school year 2017-18. One expected change being made over the lunch hour will be the implementation of the Northfield High School (NHS) flex learning period. At this time we are unable to anticipate the effect it will have on our participation and revenue. The proposed budget revenue for school year 2018-19 is \$2,219,900.

### **Expenditure Assumptions:**

Procurement requirements for a primary vendor are required to go to bid every 4 years. This year to increase our purchasing power we joined a cooperative with 9 other districts. Minnetonka schools is the base district. After completing the RFP process we will be changing our Primary Food Vendor to Indianhead Foods. Indian head foods is well known for its quality K12 programming and offers many services. After consulting with our food vendors regarding the expected market for the 2018-19 school year we are assuming a 2-3% food cost increase. The proposed budget expenditures for school year 2018-19 are \$2,234,537. In addition we are expecting to have increased supply expenditures due to the increased usage of compostable products for the NHS Flex learning lunch period. We are also looking at possibly completing a remodel of the lower cafeteria service area to meet the changing needs of our student population.

**Budget Plan:** We propose a 2018-19 budget with total revenue of \$2,219,900 and expenditures of \$2,234,537. We are projecting to end FY19 with a fund balance of \$751,778. Our department goal is to maintain and not exceed 3 months of average operating expenses based on a 9 month operating year. The fund balance maximum for school year 2018-19 should not exceed \$744,846. We believe after the revisions for the HS flex period our ending FY 19 fund balance will be in compliance.



# Northfield Public Schools Child Nutrition Program

## *Our District 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 Child Nutrition Program



## ***Child Nutrition Services:***

*Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.*



# 2017-18 Review



**Fun Fact: Over 100,000 pounds of produce served this year.**

# YTD Meals Served



Elementary

Breakfast 58,052

Lunch 173,837



Middle School

Breakfast 6,497

Lunch 96,963



High School/ALC

Breakfast 16,518

Lunch 106,980



Total Meals

Breakfast 81,067

Lunch 377,780



# Breakfast

## Meals Served

**SY 16 Total 104,143**  
**As of May 1: 87,071**

**SY 17 Total 100,834**  
**As of May 1: 85,730**

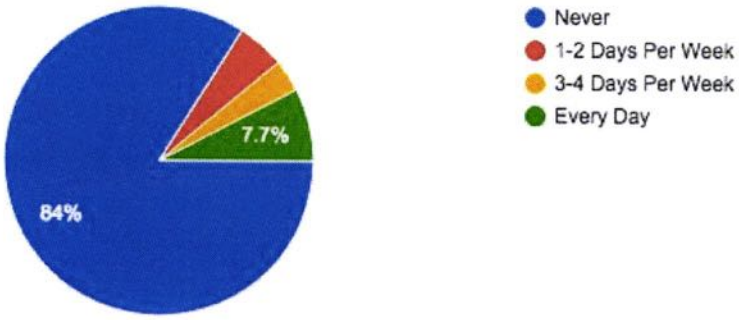
**SY 18 Total Unknown**  
**As of May 1: 81,067**



# Middle School Breakfast Survey

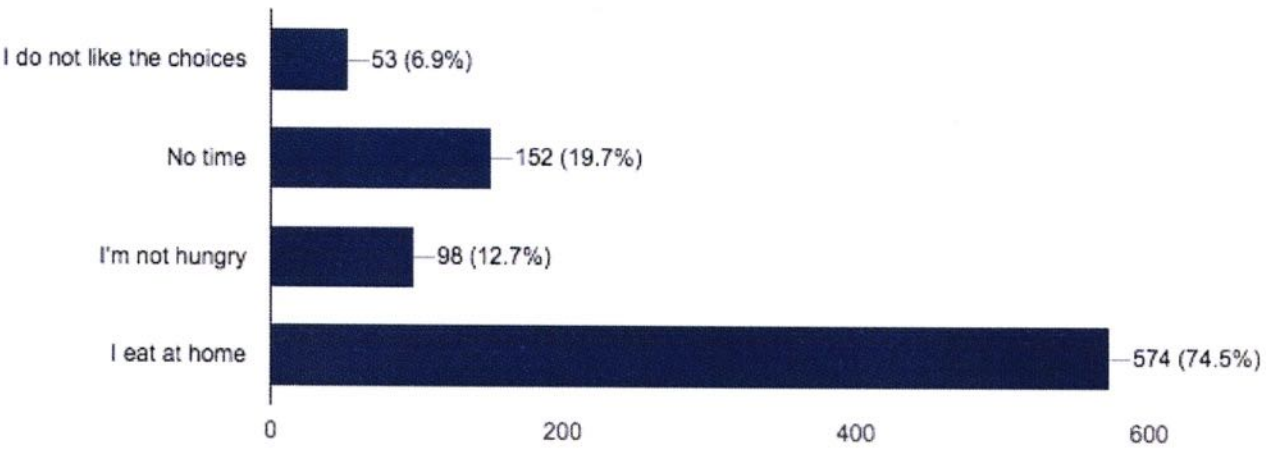
Do you eat school breakfast?

770 responses



If you don't eat school breakfast please select why

770 responses





# Lunch

## Meals Served

SY 16: Total 417,462

As of May 1: 354,951

SY 17: Total 421,308

As of May 1: 359,857

MS : 87,720

HS: 95,069

SY 18: Total Unknown

\*\*\* As of May 1: 377,780

MS: 96,963

HS: 106,980



\*\*\*Meals served are based on 143 student days due to 4 snow days

# Revenue Summary

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>
Local Sources	\$1,206,185	\$1,232,565	\$1,218,400	\$1,247,400
State Sources	109,618	113,835	112,000	119,000
Federal Sources	846,446	865,516	843,000	863,000
<b>Total Revenue</b>	<b>\$2,162,249</b>	<b>\$2,211,916</b>	<b>\$2,173,400</b>	<b>\$2,229,400</b>

**Budget Assumptions:**

-Increase in meal participation of 5.6% over prior year resulting in increased Federal and State meal reimbursement.



# Expenditure Summary

	2015-16	2016-17	2017-18	2017-18
	Actual	Actual	Adopted	Revised
Salaries and Wages	\$614,839	\$654,368	\$664,191	\$685,100
Benefits	268,028	312,272	327,858	327,858
Purchased Services	81,968	91,636	87,200	84,200
Food and Supplies	994,264	1,029,539	1,123,200	1,030,200
Equipment	1,507	10,467	30,500	52,500
Total Expenditures	<u>\$1,960,606</u>	<u>\$2,098,282</u>	<u>\$2,232,949</u>	<u>\$2,179,858</u>

## Budget Assumptions:

- Increased staffing slightly at 2 buildings
- Food costs have been less than anticipated
- Intentional equipment replacement to help spend down the fund balance excess

# Child Nutrition

## 2017-18 Revised Budget

	2015-16	2016-17	2017-18	2017-18
	Actual	Actual	Adopted	Revised
Beginning Balance	\$451,138	\$652,781	\$766,415	\$766,415
Revenue	2,162,249	2,211,916	2,173,400	2,229,400
Total Sources	2,613,387	2,864,697	2,939,815	2,995,815
Expenditures	1,960,606	2,098,282	2,232,949	2,179,858
Ending Fund Balance	\$652,781	\$766,415	\$706,866	\$815,957
<i>Fund Balance Max</i>	<i>\$653,535</i>	<i>\$699,427</i>	<i>\$744,316</i>	<i>\$726,619</i>

*Per the MN Department of Education, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a 9 month operating year.*

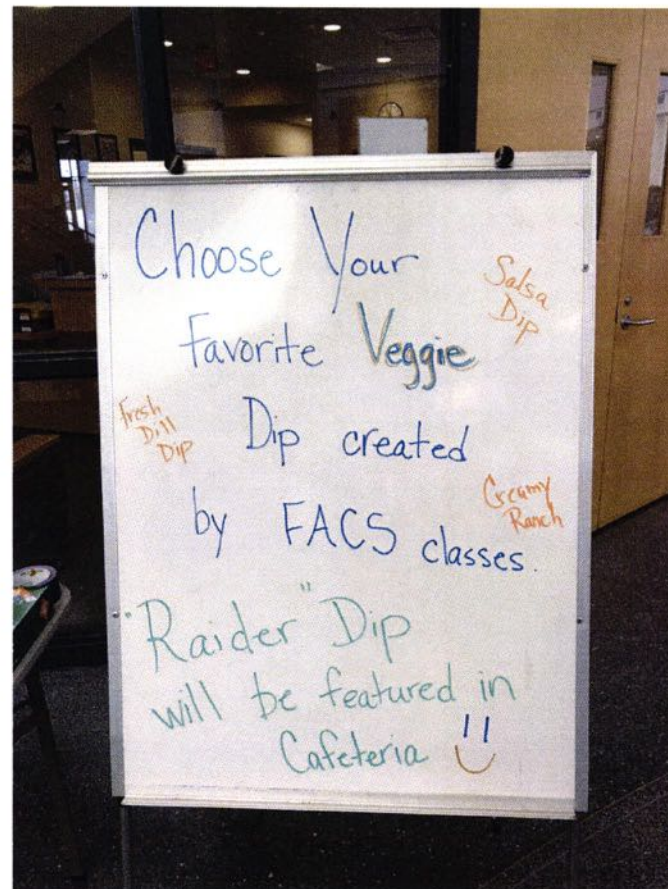






# What's New

## Middle School Raider Dip contest





# Grill'd Greats Meal Line





# Greenvale Park Fancy Day





# Greenvale Park - School Resource Officer Bart Wiese and Deputy Police Chief Mark Dukatz



# Princess Kay of Milky Way at Sibley





# Farm to School





# Farm to School





# Additional fresh produce offerings

Elementary Snack Cart



Middle School Ala Carte





# World Language Week

## Mexico and China

### Chicken Bean Burrito

Assorted vegetable toppings

Chips and salsa bar

Plantains

Milk



### Chicken and WG Fried Rice Asian Bowl

WG vegetable egg roll

Assorted fresh vegetable toppings

Mandarin oranges

Milk





**Child Nutrition  
2018-19 Proposed Budget**

# Revenue Summary

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
Local Sources	\$1,206,185	\$1,232,565	\$1,247,400	\$1,248,400
State Sources	109,618	113,835	119,000	113,000
Federal Sources	846,446	865,516	863,000	858,500
Total Revenue	<u>\$2,162,249</u>	<u>\$2,211,916</u>	<u>\$2,229,400</u>	<u>\$2,219,900</u>

Budget Assumptions:

- No increase to meal prices
- Similar lunch participation
- Slight decrease in breakfast participation



# Expenditure Summary

	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Revised	Adopted
Salaries and Wages	\$614,839	\$654,368	\$685,100	\$712,504
Benefits	268,028	312,272	327,858	331,883
Purchased Services	81,968	91,636	84,200	89,200
Food and Supplies	994,264	1,029,539	1,030,200	1,070,450
Equipment	1,507	10,467	52,500	30,500
<b>Total Expenditures</b>	<b>\$1,960,606</b>	<b>\$2,098,282</b>	<b>\$2,179,858</b>	<b>\$2,234,537</b>

## Budget Assumptions:

- Increase in staff wages, contract is up for negotiation
- Slight increase for benefits, offset by insurance reduction
- 3% increase in food costs, new prime vendor and joint purchasing agreement

# Child Nutrition

## 2018-19 Adopted Budget

	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Revised	Adopted
Beginning Balance	\$451,138	\$652,781	\$766,415	\$766,415
Revenue	2,162,249	2,211,916	2,229,400	2,219,900
Total Sources	2,613,387	2,864,697	2,995,815	2,986,315
Expenditures	1,960,606	2,098,282	2,179,858	2,234,537
Ending Fund Balance	\$652,781	\$766,415	\$815,957	\$751,778
<i>Fund Balance Max</i>	\$653,535	\$699,427	\$726,619	\$744,846

*Per the MN Department of Education, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a 9 month operating year.*





*Northfield*

PUBLIC SCHOOLS



**COMMUNITY SERVICES**

**2018-2019 PRELIMINARY**

**BUDGET PRESENTATION**

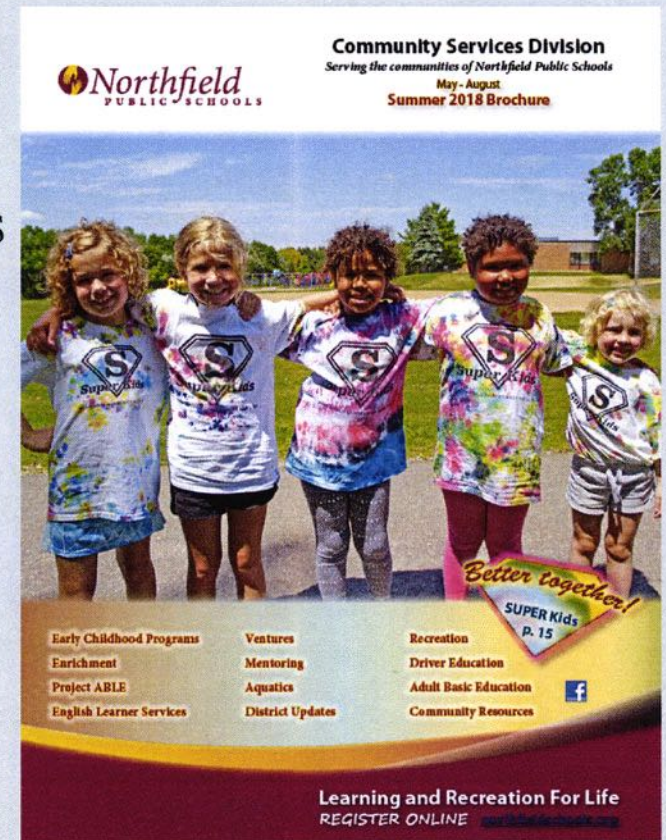
**May 14, 2018**



## Principles of Community Education



- Lifelong Learning
- Maximizing Community & School Resources
- Maximizing Community & School Facilities
- Promoting Collaboration & Partnerships
- Citizen Involvement



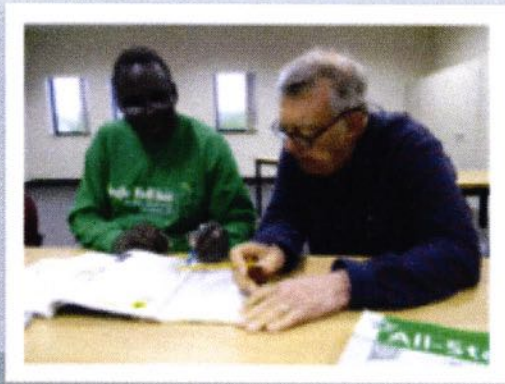


# Community Services Program Components



## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation



## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Connected Kids Mentoring
- Recreation/Enrichment





# Community Services Program Components

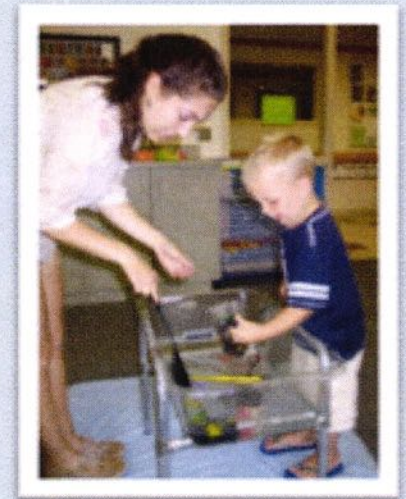


## Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool/Bridges to K
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation

## Community Programs

- Facility Use
- Community Relations
- Greenvale Park Community School







## Budget Revisions for FY 18

Fund Balance as of June 30, 2017	\$ 632,231
<b>Preliminary Budget FY 18</b>	
Revenues	2,495,550
Expenditures	<u>2,493,419</u>
Revenue over expenditures for FY 18	\$ 2,131
Projected total fund balance as of June 30, 2018	\$ 609,027
<b>Revised Budget FY 18</b>	
Revenues	2,669,212
Expenditures	<u>2,623,758</u>
Revenue over expenditures for FY 18	\$ 45,454
Projected total fund balance as of June 30, 2018	\$ 677,685





## Budget Revisions for FY 18



### Major factors contributing to the changes in revenues and expenditures:

1. Increase in participation of school-age childcare (Kid Ventures).
  - 2016-17 – 425 slots filled for school year; Summer 17 – 185 slots filled
  - 2015-16 – 390 slots filled for school year; Summer 16 – 190 slots filled
  - 2014-15 – 314 slots filled for school year; Summer 15 – 153 slots filled
  - 2013-14 – 310 slots filled for school year; Summer 14 – 175 slots filled
  - 2012-13 – 247 slots filled for school year; Summer 13 – 168 slots filled
2. Slight increases or decreases in revenue generated by fees in program areas.
3. Decrease in students awarded Pathway I Early Learning Scholarships to attend Hand in Hand Preschool and/or Early Ventures.





## Community Services Budget Goals



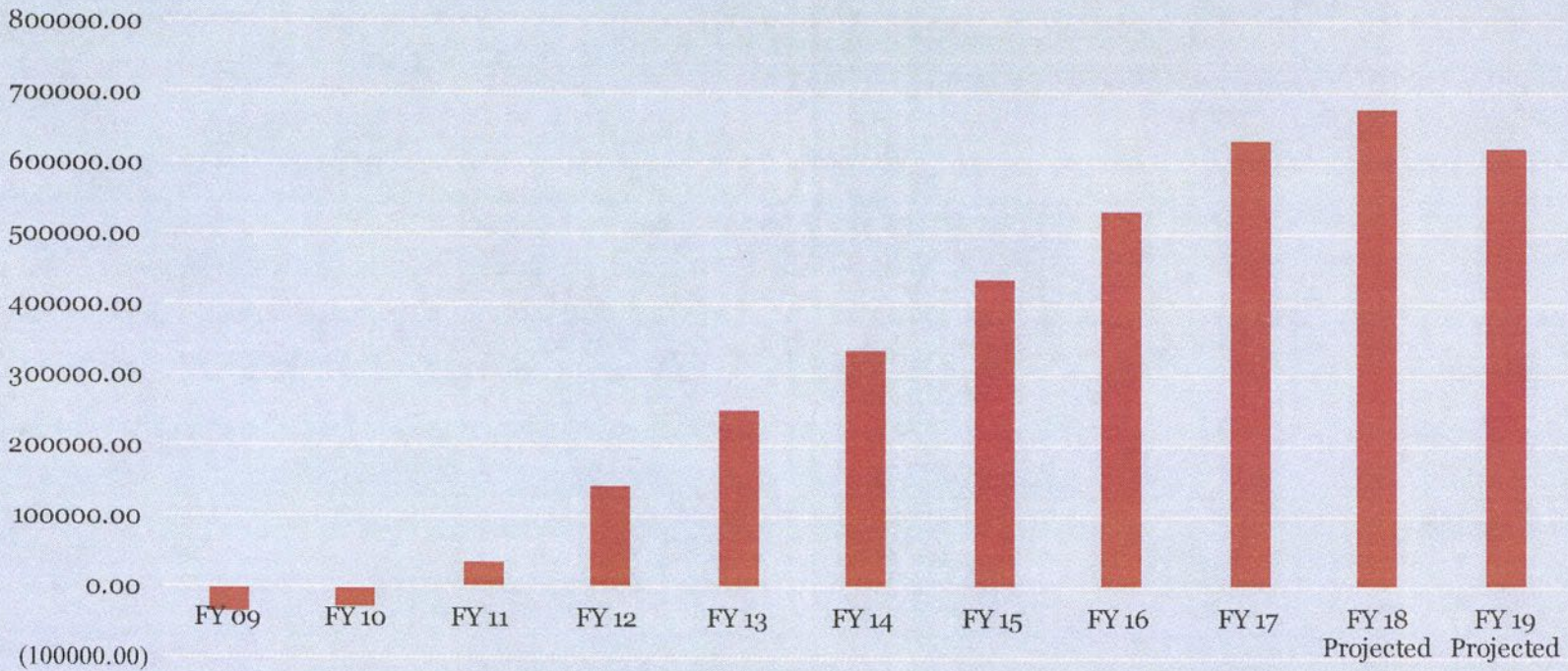
- **Continue to maintain an overall fund balance that equals or exceeds at least two months of the Community Services Division's operating expenses.**
- **To increase the fund balance for the purpose of larger capital projects.**



# Community Services Fund Balance History



Fund Balance as of June 30







# Community Services FY 19 Budget Assumptions



## ***Revenues***

- Maintaining revenue for fees based on the activity in FY 19.
- Ability to serve more children in our Early Ventures Childcare Center.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications.

## ***Expenditures***

- Appropriate increases in salaries, wages and insurance.
- In Hand in Hand Preschool, addition of a full-time general education EA and the addition of the English Learner (EL) Preschool section.
- The need for Early Ventures to hire two additional staff.
- Additional expenses for Kid Ventures and Early Ventures associated with the Childcare Block Grant legislation.





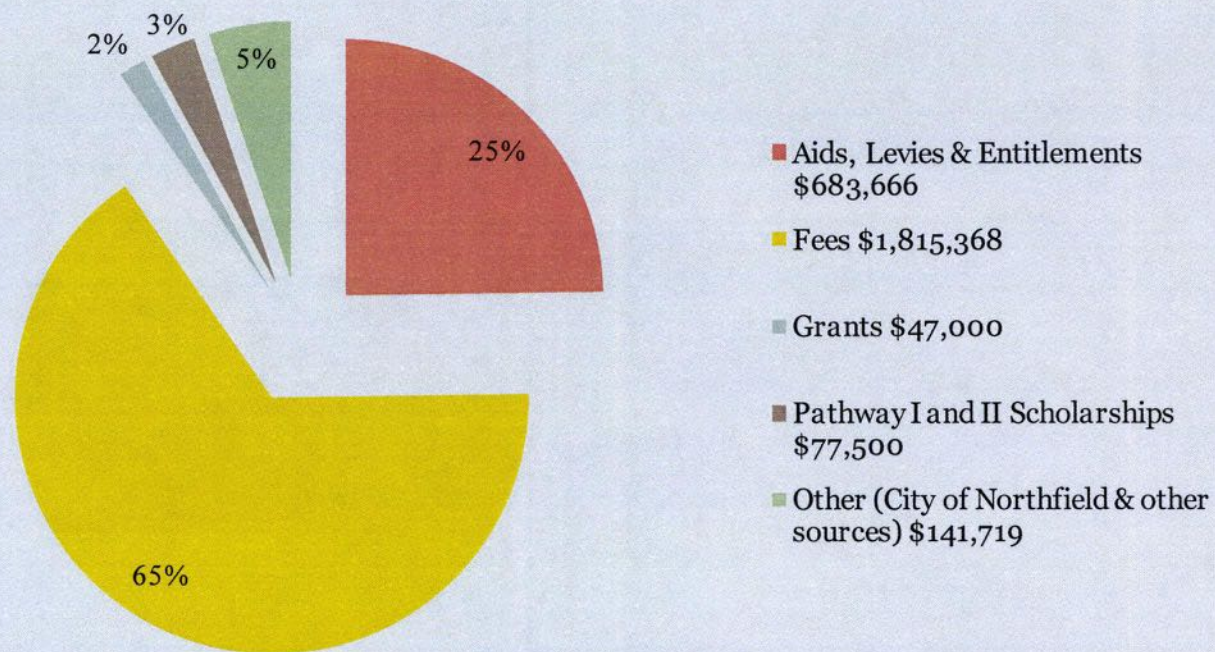
## 2018 – 2019 Revenue Sources



- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$683,666 (25%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$1,815,368 (65%)
- Grants submitted \$47,000 (2%)
- Other local sources \$141,719 (5%)
- Pathway I and II Early Learning Scholarships \$77,500 (3%)



## 2018 – 2019 Revenue Sources







## Community Services FY 19 Budget



• Projected Fund Balance as of June 30, 2018	\$ 677,685
• Revenues	2,765,253
• Expenditures	<u>2,822,986</u>
• Revenue over expenditures for FY 19	\$ (57,733)
• Projected total fund balance as of June 30, 2019	\$ 619,952



## Variables



- Actual Program Enrollments
- Fee Collection
- Grant Funding





## Greenvale Park Community School



Due to the Federal grant, funds for the Greenvale Park Community School are part of the General Fund (01 Fund).

### FY 18 Funding

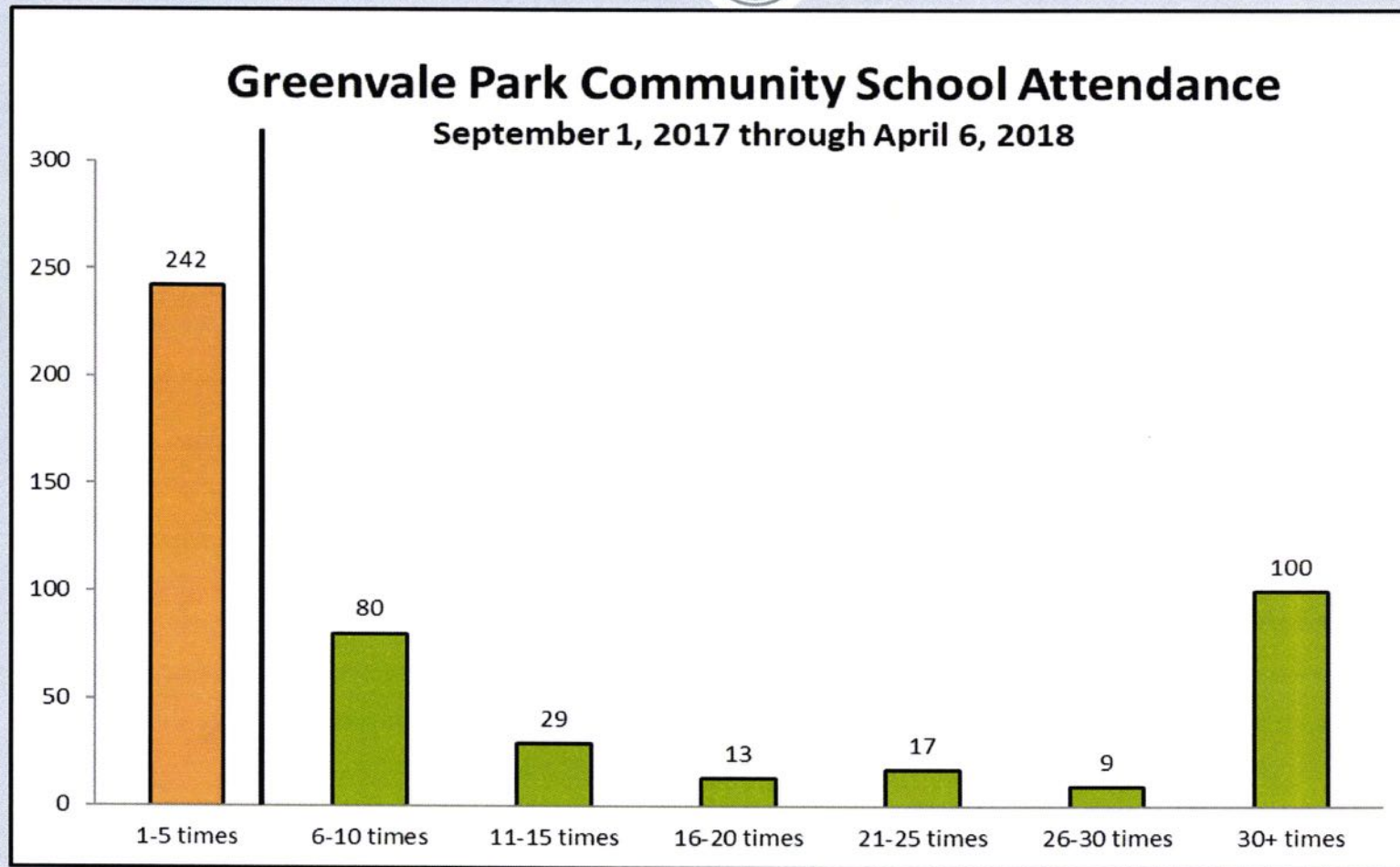
21 <sup>st</sup> Century Community Learning Center grant	\$94,611
Northfield Public Schools	47,702
Northfield SHARES	11,000
Community donations & WINGS	<u>8,000</u>
<b>Total Funding</b>	<b>\$161,313</b>

### FY 19 Funding – to date

Northfield Public Schools	\$49,610
21 <sup>st</sup> Century Community Learning Center grant	94,611



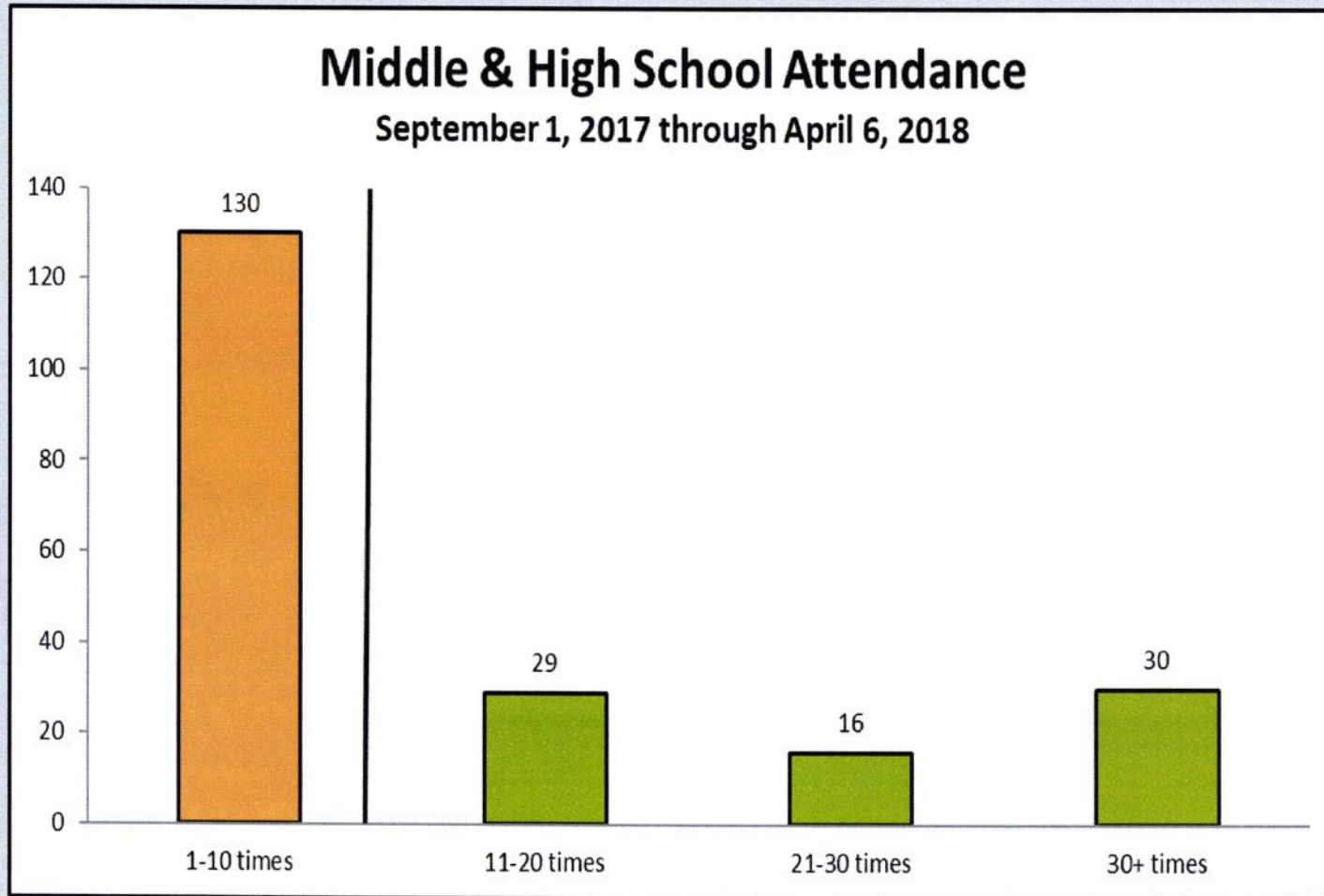
# Greenvale Park Community School



**Total Participation: 490 students**

**Participation for Minnesota Department of Education Grant: 248 students**

# Greenvale Park Community School





# Greenvale Park Community School



## MDE Attendance Targets:

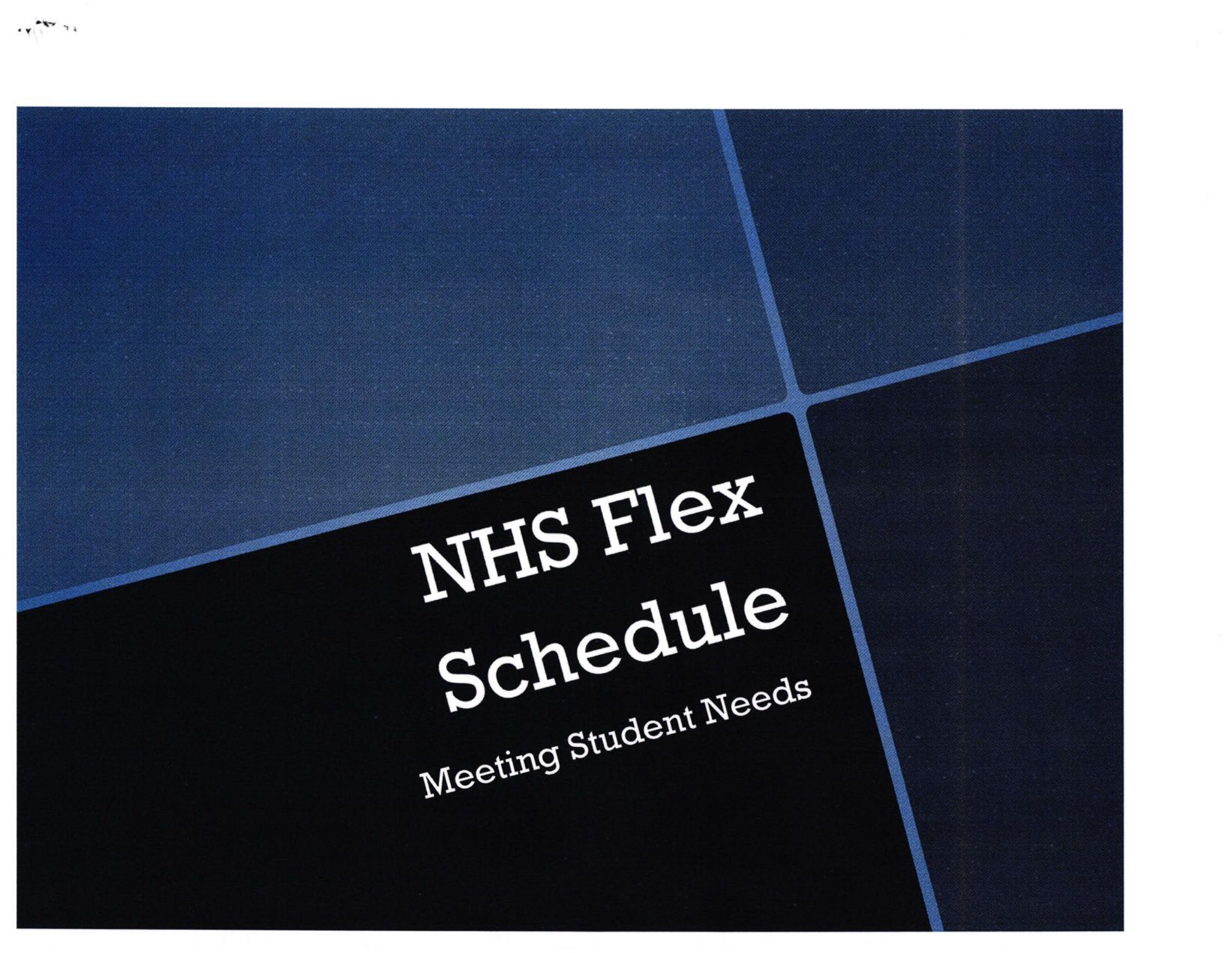
- 175 Greenvale students take part in activities (**248 GVP; 323 total with NMS & NHS**)
- 130 students (70%) attend 30+ days during the program year (**100 GVP; 130 total with NMS & NHS**)
- 28 students (30+) 5<sup>th</sup> grade and older (**25 GVP 5<sup>th</sup> grade; 55 total with MS and HS**)





- Questions and Comments



The image features a dark blue background with a grid of lighter blue lines. The text is centered in a white, sans-serif font. The main title is split into two lines: 'NHS Flex' and 'Schedule'. Below this, the subtitle 'Meeting Student Needs' is written in a smaller font size. The overall design is clean and professional, typical of an NHS document.

**NHS Flex**  
**Schedule**  
Meeting Student Needs



## Goals & Objectives of Flex Hour:

- Build and foster relationships
- Create more balance in everyone's day - reduce hectic rat race
- Provide a means to implement Career and College Readiness curriculum
- Provide equity in access to academic supports for students



## Support & Data

- Over 30 schools statewide have implemented a similar option in their school day.
- Model schools report significant positive changes to:
  - Student Stress
  - Behavior Issues
  - School Climate
  - Equity of Opportunity



# The Daily Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday	
Period	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
1st Hour	7:51	8:38	7:51	8:38	8:51	9:31	7:51	8:38	7:51	8:38
2nd Hour	8:42	9:29	8:42	9:29	9:35	10:15	8:42	9:29	8:42	9:29
3rd Hour	9:33	10:20	9:33	10:20	10:19	10:59	9:33	10:20	9:33	10:20
4th Hour	10:24	11:11	10:24	11:11	11:03	11:43	10:24	11:11	10:24	11:11
Flex Hour	11:11	12:11	11:11	12:11	11:43	12:33	11:11	12:11	11:11	12:11
5th Hour	12:16	1:03	12:16	1:03	12:37	1:17	12:16	1:03	12:16	1:03
6th Hour	1:07	1:54	1:07	1:54	1:21	2:01	1:07	1:54	1:07	1:54
7th Hour	1:58	2:45	1:58	2:45	2:05	2:45	1:58	2:45	1:58	2:45



# The Schedule Within the Schedule...

- 60 minutes each day
- ◆ 10 move
- ◆ 20 stay
- ◆ 10 move
- ◆ 20 stay



# What will be available?

- ✦ Activities
- ✦ Academic Support
- ✦ Social/Emotional Support
- ✦ Lunch
- ✦ Interest Pursuits
- ✦ Chill Time



# Changes Comin'

- Flexible Spaces
- Redesigned Classrooms
- Food on the Move
- An Improved Community!



**Thank you....**

➤ **For your trust, support,  
and commitment to kids.**



This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

## Why statewide testing?

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

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

## Why does participation matter?

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

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.



## Why are these assessments effective?

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

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

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

## When do students take the assessments?

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

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

## When do I receive my student's results?

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

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





Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_



**DRAFT**



# **STUDENT CITIZENSHIP HANDBOOK**

**~~2017~~-2018-2019**

**CONSEQUENCES  
RIGHTS  
RESPONSIBILITIES  
SUCCESS  
CITIZENSHIP  
OPPORTUNITIES**

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

Spanish translation available in school offices.

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 Sr. Joan Lizaola  
al 507.663.0662 para ayuda de inmediato.



# A Message From The Superintendent

September ~~2017~~ 2018

Dear Northfield Public Schools Parents and Students:

The teachers and administrators of Northfield Public Schools are 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.

To reach this goal, it is essential that we provide a safe and secure environment for all students. A clear, consistent, comprehensive policy on student behavior is an important first step toward assuring our schools are safe for all students. Our 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 school and district policies and 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, the Northfield School District is committed to creating a positive and supportive instructional environment designed to help our students become self-disciplined contributing citizens of school and community. Responsive Classroom at our elementary schools and Positive Behavior Interventions and Supports (PBIS) at our secondary schools intentionally discuss positive behavior expectations and support this goal.

Experience tells us that students involved in school activities beyond the instructional day tend to develop positive attitudes about their school. We invite all students to participate in activities of interest to them to make their educational experiences in Northfield Public Schools some of the most beneficial and memorable of their lives.

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.

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



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# Student Discipline Philosophy

It is the responsibility of the school board to make reasonable policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity 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.

While self-discipline is the ideal, it is understood that 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 punishment. 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 an 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 (<http://northfieldschools.org>).

## Access to Records

Rights/Opportunities	Responsibilities
<p>Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.</p> <p>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.</p>	<p>Students have the responsibility to follow established building and district procedures regarding access to their school records.</p>

## Dress and Grooming

Rights/Opportunities	Responsibilities
<p>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.</p>	<p>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, including gangs. Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.</p>

## Equal Opportunity

Rights/Opportunities	Responsibilities
<p>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 – Equal Educational Opportunity)</p>	<p>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.</p>



## 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 persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be involved 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

Rights/Opportunities	Responsibilities
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, 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

Rights/Opportunities	Responsibilities
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)	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. Such reports should be made to the building principals.

## Learning

Rights/Opportunities	Responsibilities
Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 – Equal Educational 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 <b>excused absence</b> .	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

Rights/Opportunities	Responsibilities
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

Rights/Opportunities	Responsibilities
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

Rights/Opportunities	Responsibilities
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 safety of students, staff,	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.



buildings and grounds. (Policy 502 – Search of Student Lockers, Desks, Personal Possessions and Student’s Person)	
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.

### Student Government

Rights/Opportunities	Responsibilities
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

Rights/Opportunities	Responsibilities
Students have the right to a safe, inviting school environment, free of drugs, tobacco, 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 have 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 activity. 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. disabled student 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, at <http://northfieldschools.org>.

## 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 recommendation 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	Second Offense	Third 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	*	• Saturday School • 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-Secondary

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



## Cell Phones-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 Sibley 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 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense or More</b>
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"> <li>• The teacher will address the student with evidence when the infraction occurs and contact parents</li> <li>• 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</li> <li>• The teacher will file an incident referral form with the Assistant Principal.</li> </ul>	<ul style="list-style-type: none"> <li>• All of the disciplinary action of the first offense will occur</li> <li>• Assistant Principal will initiate a parent/student/counselor conference</li> <li>• The student will receive 1 day of ISS/Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• All of the disciplinary action of the first and second offense will occur</li> <li>• Additional consequences will be determined by the teacher and/or assistant principal</li> </ul>

	The Assistant Principal will conference with the student and notify parents		
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*(\*) 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	*	<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>• Police referral</li> <li>• Restitution</li> </ul>

(\*) *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 of others’ cultures and ideas. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated.

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.



- 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 and events 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 of 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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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> <li>• Possible recommendation for expulsion</li> </ul>

*(\*) 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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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 displacement of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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.

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 the Acceptable Use Procedures. (See appendices.) Parents are expected to read and discuss this guideline with their child.

## Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding or possessing of 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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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> <li>• Police referral</li> <li>• Restitution</li> </ul>

*(\*) 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 a 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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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 Possession

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 has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes and vaping.

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/ Saturday school</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	*	<ul style="list-style-type: none"> <li>• Parent contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• 1-3 days off the bus</li> </ul>
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 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.

## 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	Saturday School

*(\*) 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/Saturday School

*(\*) 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	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Recommendation for expulsion</li><li>• Restitution</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 10 day suspension</li><li>• Recommendation for expulsion</li><li>• Restitution</li><li>• Police referral</li></ul>	Same as 2 <sup>nd</sup> offense.



## 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>• Loss of parking permit for 2 weeks or Saturday School</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**

### **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.

### **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.

### **Modification of consequences**

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

### **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.

### **Effect of disciplinary action on student record**

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

### **Parental questions about discipline**

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



### **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.

### **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.

### **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.

### **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.

### **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 Statute #127.27 to 127.38.)

### **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.**
- **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.
- **Saturday School** – Requirement for a student to attend a supervised study center on Saturday due to missing detention or another disciplinary action.
- **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 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



## Schools and Administration

School	Phone	Email
<u>District Offices</u> 1400 Division Street S, Northfield Superintendent – Dr. Matt Hillmann Admin Asst to the Superintendent & Board of Education – <del>Donita Delzer</del> Anita Aase	507.663.0600 507.663.0611 (fax) 507.663.0629 507.663.0629	<a href="mailto:mhillmann@northfieldschools.org">mhillmann@northfieldschools.org</a> <a href="mailto:ddelzer@northfieldschools.org">ddelzer@northfieldschools.org</a> <a href="mailto:aaase@northfieldschools.org">aaase@northfieldschools.org</a>
<u>Bridgewater Elementary</u> 401 Jefferson Parkway, Northfield Principal – Nancy Antoine Admin Asst – Jennifer Valek	507.664.3300 507.664.3308 (fax) 507.664.3301 507.664.3301	<a href="mailto:nantoine@northfieldschools.org">nantoine@northfieldschools.org</a> <a href="mailto:jvalek@northfieldschools.org">jvalek@northfieldschools.org</a>
<u>Greenvale Park Elementary</u> 700 Lincoln Parkway, Northfield Principal – Sam Richardson Admin Asst – Renee Malecha	507.645.3500 507.645.3505 (fax) 507.645.3501 507.645.3501	<a href="mailto:srichardson@northfieldschools.org">srichardson@northfieldschools.org</a> <a href="mailto:rmalecha@northfieldschools.org">rmalecha@northfieldschools.org</a>
<u>Sibley Elementary</u> 1400 Maple Street, Northfield Principal – Scott Sannes Admin Asst – Kim Cecil	507.645.3470 507.645.3469 (fax) 507.645.3471 507.645.3471	<a href="mailto:ssannes@northfieldschools.org">ssannes@northfieldschools.org</a> <a href="mailto:kcecil@northfieldschools.org">kcecil@northfieldschools.org</a>
<u>Northfield Middle School</u> 2200 Division Street S., Northfield Principal – Greg Gelineau Assistant Principal – Michael O'Keefe Admin Asst – Amy Stowe	507.663.0650 507.663.0660 (fax) 507.663.0669 507.663.0667 507.663.0651	<a href="mailto:ggelineau@northfieldschools.org">ggelineau@northfieldschools.org</a> <a href="mailto:mokeefe@northfieldschools.org">mokeefe@northfieldschools.org</a> <a href="mailto:astowe@northfieldschools.org">astowe@northfieldschools.org</a>
<u>Northfield High School</u> 1400 Division Street S., Northfield Principal – Joel Leer Assistant Principal – Jeff Eckhoff Assistant Principal – Marnie Thompson Admin Asst – Lori Christophersen	507.663.0630 507.645.3455 (fax) 507.663.0630 507.663.0635 507.663.0635 507.663.0630	<a href="mailto:jleer@northfieldschools.org">jleer@northfieldschools.org</a> <a href="mailto:jeckhoff@northfieldschools.org">jeckhoff@northfieldschools.org</a> <a href="mailto:mthompson@northfieldschools.org">mthompson@northfieldschools.org</a> <a href="mailto:lchristophersen@northfieldschools.org">lchristophersen@northfieldschools.org</a>
<u>Area Learning Center</u> Longfellow School 201 Orchard Street, Northfield ALC Director – Daryl Kehler Admin Asst – Mary Huberg	507.645.1200 507.645.1250 (fax) 507.645.1200 507.645.1200	<a href="mailto:dkeehler@northfieldschools.org">dkeehler@northfieldschools.org</a> <a href="mailto:mhuberg@northfieldschools.org">mhuberg@northfieldschools.org</a>
<u>Community Services Division</u> 1651 Jefferson Parkway, Northfield Director of Community Services, Erin Bailey Admin Asst – Sara Boran	507.664.3650 507.664.3651 (fax) 507.664.3650 507.664.3657	<a href="mailto:ebailey@northfieldschools.org">ebailey@northfieldschools.org</a> <a href="mailto:sboran@northfieldschools.org">sboran@northfieldschools.org</a>
<u>Special Services</u> Longfellow School, 201 Orchard Street, Northfield Administrator: Mary Grace Hanson Director of Special Services, Cheryl Hall Assistant Director of Special Services, Sara Pratt Admin Asst – Jordan Streiff	507.645.3410 507.645.1250 (fax) 507.645.3436 507.645.3410 507.645.1234 507.645.3410	<a href="mailto:mhanson@northfieldschools.org">mhanson@northfieldschools.org</a> <a href="mailto:chall@northfieldschools.org">chall@northfieldschools.org</a> <a href="mailto:spratt@northfieldschools.org">spratt@northfieldschools.org</a> <a href="mailto:jstreiff@northfieldschools.org">jstreiff@northfieldschools.org</a>

DRAFT



Area Learning Center

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# Student Handbook

2018-2019

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC Office)

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

FAX: 507-645-1250

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

Director: Daryl Kehler

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



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## OUR VISION

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

## OUR MISSION

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

### BELIEFS

#### **Public Education**

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

#### **Learning**

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

#### **Shared Responsibility**

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

#### **Learning Environment**

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

#### **Decision-Making**

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

#### **Diversity**

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

### STRATEGIES

#### Priorities

##### **Ongoing**

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

#### **Quality Education**

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

#### **Climate**

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

#### **Curricular Outcomes**

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

#### **Stewardship**

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

#### **Communication/Partnerships**

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

#### **Diversity**

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

#### **Near-Term**

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



2017-2018 NORTHFIELD AREA LEARNING CENTER  
TEACHING STAFF / ADMINISTRATION

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**Administration/Assistants**

Longfellow Building Administrator: Mary Grace Hanson

ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Administrative Assistant (Attendance): Sherri Goehring

Promise Fellow: ~~Martha Lundin~~

**Guidance Staff**

CD Counselor: Sarah Shippy

**Nurse**

Elizabeth Bade

**Custodian**

Mark Harder

**Northfield Police Liaison**

Angela Borchardt

Bart Weise

**Special Education**

Elizabeth Pfeiffer

**Psychologist**

Marcy Korynta

**Social Worker**

Shelley Hansen

**Art**

Chris Riazzi

Karna Hauck

**Mathematics**

~~Burt Bemmel~~

Rachel Rolling

**Social Studies**

Micah Schultz

**Language Arts**

Renee Burnham

**Science**

Eric Swan McDonald

**Work Experience**

Cheryl Mathison

**Physical Education**

Mary Harrity-Davidson

## GRADUATION REQUIREMENTS

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

## IMPORTANT SCHOOL NUMBERS

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

## HONOR ROLL

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

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

## ELIGIBILITY

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

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



## REGISTRATION

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

## TRIAL PERIOD

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

## CONTINUAL LEARNING PLAN REVIEW

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

## PROGRAMS AVAILABLE

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

Program	Overview	Days	Time
Seat based Program	Provides a positive, safe and structured learning environment with block-scheduling	Monday - Friday	8:10 am - 2:40 pm
Independent Study Night Class	For students who are in need of credit recovery and can complete coursework with minimal teacher direction	10 class meetings per session Mondays & Thursdays	3:30 – 5:30 pm
Independent Study	For students who are unable to attend regularly <u>and</u> are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Hybrid Independent Study	A combination of IS and Seat based, credit can be obtained by attending part time classes.	Tue and Thur	<del>1<sup>st</sup> period</del> <u>4th period</u>
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time	varies	varies

## INDEPENDENT STUDY EXPECTATIONS

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

## INDEPENDENT STUDY ATTENDANCE

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

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

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

## SESSIONS

Session #1: ~~11/27, 11/30, 12/4, 12/7, 12/11, 12/14, 12/18, 1/4, 1/8, 1/11~~

Session #2: ~~2/8, 2/12, 2/15, 2/22, 2/26, 3/1, 3/5, 3/8, 3/12, 3/15~~

Session #3: ~~4/9, 4/12, 4/16, 4/19, 4/23, 4/26, 4/30, 5/3, 5/7, 5/10~~

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

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

## INDEPENDENT CREDITS/POINTS

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

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

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

## FREQUENTLY ASKED QUESTIONS – INDEPENDENT STUDY PROGRAM

### What is Independent Study?

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

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

### What Independent Study Isn't

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

### How long will it take me to complete a credit?

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

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

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

### Do I have to attend class?

YES. Attendance is mandatory for this program.



**What if I cannot attend a class?**

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

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

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

**How and where do I turn in my homework?**

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

Assignment Log: Document the information before turning in your work

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

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

## DAILY SCHEDULES

### MONDAY ADVISOR SCHEDULE

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

### WEDNESDAY LATE START SCHEDULE

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

### TUESDAY, THURSDAY, FRIDAY

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

IN THE EVENT OF A **DISTRICT WIDE 2 HOUR LATE**  
START THE SCHEDULE WILL BE AS FOLLOWS:

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



## ATTENDANCE INFORMATION

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

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

## ABSENCE PROCEDURE

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

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

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

## ABSENCES/EXCESSIVE TARDIES

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

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

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

## GRADING PERIODS

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

## **INCENTIVES FOR PERFECT ATTENDANCE**

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

## **ABSENCE APPEAL**

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

## **ATTENDANCE AND CO-CURRICULAR ACTIVITIES**

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

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

## **EXCUSED / UNEXCUSED ABSENCES**

Excused absences not counted towards No Credits (NC):

- School sponsored activities or events
- Medical/Therapy appointment that cannot be made outside of the school day (note required)
- College visits (limit 2)
- ~~Family vacations with a parent/guardian (limit 2) = prior notice required~~
- Death of immediate family member (Parent, Grandparent, Sibling)
- Court dates (note required)
- Administrator discretion

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

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

## **WITHDRAWAL FROM SCHOOL**

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

## **ACCESSIBILITY**

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

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



## CELL PHONES

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

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

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

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

## ELECTRONICS

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

## PERSONAL POSSESSIONS

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

## CLOSING OF SCHOOL

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

## CONTACTING STUDENTS DURING THE DAY

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

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

## COURSE INCOMPLETES

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

## COURSE STRUCTURE

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

## DAY CARE

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

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

## REMOVAL FROM PROGRAM

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

## EIGHTEEN-YEAR OLDS

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

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

## FAMILY ACCESS

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

## GRADUATION/COMMENCEMENT

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

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

## LAW ENFORCEMENT AGENCIES

The director may involve the Northfield Police Department, a police liaison officer, or other appropriate law enforcement



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

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

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

### **OPEN CAMPUS LUNCH**

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

### **NURSE**

645-1205

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

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

### **PARKING LOT / VEHICLE POLICY**

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

### **POST-SECONDARY OPTIONS**

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

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

### **PROM**

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

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

### **REPORT CARDS**

~~Report cards will be handed out to students at the end of semester 1.~~ End of the year report cards will be *mailed* home after the end of the school year. If you would like additional updates, please call the ALC office and/or utilize the Family Access option.

## STUDENT DRESS POLICY

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

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

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

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

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

## VISITOR POLICY

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

## VOLUNTEERS

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

## WEBSITE

Northfield Area Learning Center website can be accessed at [northfieldschools.org](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.**

All students will have an individual meal account with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at the open house or the first day of school. Ending meal account balances carry over from year to year. Money must be in the family meal account before purchases can be made. Students and staff may purchase meals and



food items by submitting a payment to their meal account or by making a payment at the time of service. The family meal account is a debit account, similar to a checking account and money must be in the account in order to serve a meal to your student.

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

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

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

### **FREE AND REDUCED MEALS**

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

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

### **MEAL PRICES**

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

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

Full Price. . . . .	\$1.55
Reduced . . . . .	FREE
Free . . . . .	FREE

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

Full Price. . . . .	\$2.65
Reduced . . . . .	FREE
Free . . . . .	FREE

### **USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS**

Student use of technology and the Internet is governed by District Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at <http://nfld.k12.mn.us/files/policies/524.2boardpolicy/pdf>. See the Student iPad Loan Agreement for additional details about iPad implementation.

**DRAFT**



**Elementary School  
Family Handbook**  
~~2017—2018~~2018-2019

**Bridgewater Elementary**

**Greenvale Park Elementary**

**Sibley Elementary**



## District Administration

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

## Board of Education

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

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

## School Addresses and Telephone Numbers

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

# NORTHFIELD PUBLIC SCHOOLS 2017-18 SCHOOL CALENDAR

Approved by the School Board March 14, 2016

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

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

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

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

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

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

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

APRIL						
S	M	T	W	T	F	S

NOVEMBER						
S	M	T	W	T	F	S

MAY						
S	M	T	W	T	F	S

DECEMBER						
S	M	T	W	T	F	S

JUNE						
S	M	T	W	T	F	S

**Weather make-up days:**

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

- Teacher Preparation or Staff Development Days (no school)
- ◻ No School - Holidays

Student Days:	Summary:
Term 1: 42 days	174 student contact days
Term 2: 46 days	9 non-student contract days
Term 3: 39 days	4 contract days off calendar (4 conferences)
Term 4: 47 days	
<b>TOTAL: 174 days</b>	<b>TOTAL: 187 contract days</b>
(88 days-first semester;	86 days-second semester)



# ~~NORTHFIELD PUBLIC SCHOOLS 2017-18 SCHOOL CALENDAR~~

Approved by the School Board 3/14/16

## New Teacher Activities

August 23 and 24

## Pre-School Days for all Teachers

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

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

October 19-20 No School. Education Minnesota Break

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

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

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

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

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

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

May 28 No School. Memorial Day

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

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

June 11 Possible make-up day for teachers only.

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

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

# SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

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

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

## Access to Student Records

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

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

## After School Plans

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

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

## Art

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

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

## Attendance

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

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

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

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

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

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



## Attendance Areas

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

### Walk Zone

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

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

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

### After School Activities

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

### Safety

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

Parents should review the following safety rules with their children.

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

### Behavior, Bus Incident Reports

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

### Suspension of Riding Privileges

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

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

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

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

## **Attendance Procedures**

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

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

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

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

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

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

## **Band**

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

## **Before School Plans**

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



## **Bicycles/Other Possessions**

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

### **Other Possessions**

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

## **Birthday Invitations**

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

## **Breakfast Program**

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

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

## **Bus Transportation**

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

### **Routes**

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

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

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

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

## **Cell Phones/iPods/Hand-Held Electronics**

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

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

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

Consequences for not following the rules are as follows:

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

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

## **Choir**

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

## **Citizenship**

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

## **Communication between School and Home**

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



## Community Services Division

1651 Jefferson Parkway  
664-3650

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

### Computers

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

### Crossing Guards

#### Bridgewater

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

#### Greenvale Park

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

#### Sibley

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

## Daily Elementary School Schedules

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

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

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

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

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

8:15 a.m.	— First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	— Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
11:00 a.m. – <del>2:40</del> 1:10 p.m.	— Lunch/Recess Periods
3:15 p.m.	— Dismissal for all students–buses load

#### NOTES:

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

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

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

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

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

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

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

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

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



## 504 Plan

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

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

## Denial of Release of Information

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

## Dress Policy for Students

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

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

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

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

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

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

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

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

Directory Information:

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

*Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).*

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

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

Date \_\_\_\_\_

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

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



## Emergency Closing of Schools

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

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

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

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

## Environmental Education

### Greenvale Lone Oak Nature Area (GLONA)

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

### Rachel Carson Nature Area at Bridgewater

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

### Sibley Marsh and Prairie

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

## Field Trips

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

## Fire Drills

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

## Health Policy

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

The following guidelines define this statement.

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

### First Aid

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

### Fragrances

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

### Health Services

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

### Illness

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

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

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

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



## COMMON CONCERNS IN SCHOOL-AGE CHILDREN

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

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Shingles/ Chickenpox</b>	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	<ol style="list-style-type: none"> <li>1. Exclude from school until chickenpox vesicles are dry and crusted.</li> <li>2. Contagious a few days before eruption and about six days after last crop of vesicles.</li> <li>3. May be in school if shingles covered.</li> </ol>	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immuno-suppressive drugs at high risk.
<b>Cold Sores (Herpes Simplex)</b>	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	<ol style="list-style-type: none"> <li>1. No restriction.</li> <li>2. May be communicable as long as seven weeks after lesion appears.</li> </ol>	Virus is transmitted by direct contact with infected persons, a majority of whom have unapparent infections.
<b>Common Cold</b>	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	<ol style="list-style-type: none"> <li>1. No restriction unless fever more than 100 degrees</li> <li>2. Communicable 24 hours before onset and for five days after nasal involvement</li> </ol>	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.
<b>Influenza</b>	Chills, body ache, headache, fever sore throat, followed by cough, runny nose and possibly stomach ache.	24-72 hours	<ol style="list-style-type: none"> <li>1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours.</li> <li>2. Use non-aspirin products to treat fever.</li> </ol>	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
<b>Impetigo</b>	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	<ol style="list-style-type: none"> <li>1. Contagious until lesions are healed.</li> <li>2. May return to school when treated with over-the-counter antibiotic ointment.</li> </ol>	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.
<b>Mononucleosis</b>	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	<ol style="list-style-type: none"> <li>1. Restrict only according to doctor orders.</li> <li>2. Period of communicability unknown.</li> </ol>	Virus spread by saliva, kissing, sharing drinking glasses.
<b>Lice (Pediculosis)</b>	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	<ol style="list-style-type: none"> <li>1. Exclude until live louse are adequately treated.</li> <li>2. Nurse to check head when return to school.</li> <li>3. Advise exam of household contacts for nits and lice.</li> <li>4. When appropriate, school may exclude until all nits are removed.</li> </ol>	Louse transmitted primarily by direct contact with infested person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.

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

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Pink Eye (Conjunctivitis)</b>	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	<ol style="list-style-type: none"> <li>1. Refer for medical diagnosis and treatment of purulent drainage.</li> <li>2. Communicability depends on agent.</li> <li>3. May remain in school unless purulent drainage.</li> </ol>	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<b>Reye's Syndrome</b>	Sudden-onset of violent vomiting; mental confusion; extreme; sleeplessness; very fatigued; twitching or jerking movements; hostility; coma.	4-7 days following viral infection (cold; flu; chicken-pox)	<ol style="list-style-type: none"> <li>1. If one or more symptoms appear, call physician immediately.</li> <li>2. Go to an emergency room or hospital.</li> <li>3. Do not give aspirin or aspirin products.</li> </ol>	Usually follows viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children.
<b>Ringworm Body (Tinea Corporis)</b>	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	<ol style="list-style-type: none"> <li>1. Communicable as long as fungi can be recovered.</li> <li>2. Treated with over the counter antifungal ointment.</li> </ol>	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
<b>Scabies</b>	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	<ol style="list-style-type: none"> <li>1. Exclude from school until adequately treated.</li> <li>2. Communicable until treated.</li> <li>3. Family should be examined.</li> </ol>	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
<b>Strep Throat, Scarlet Fever, Scarletina</b>	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	<ol style="list-style-type: none"> <li>1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well.</li> <li>2. Communicable until 24 hours after treatment is started.</li> <li>3. Exclude until fever is less than 100 degrees for 24 hours.</li> </ol>	Bacteria spread directly from nose or throat discharges of infected persons.
<b>Fifth Disease</b>	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	<ol style="list-style-type: none"> <li>1. If other rash-causing illnesses are ruled out, there is no need to exclude.</li> <li>2. Treat fever and sore throat with over the counter pain medicine (non aspirin).</li> <li>3. Pregnant women exposed to Fifth Disease should contact their health care provider.</li> </ol>	Most contagious before onset of rash. Spread from nose and throat discharge. Thoroughly wash hands with soap and warm running water. Dispose of soiled tissues.
<b>Hand, Foot and Mouth Disease</b>	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	<ol style="list-style-type: none"> <li>1. Exclude from school till fever is normal for 24 hours. Lesions may still be present</li> <li>2. Use non-aspirin products to treat fever.</li> </ol>	Spread via oral-fecal route. Good hand washing. Cover nose and mouth when coughing and sneezing.

Updated 11/2013



## Holidays

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

## KidVentures

“Where learning and fun are one!”

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

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

We offer a variety of enrollment options for your child, so participation is flexible depending on your schedule or your child’s needs. If you have any questions regarding the KidVentures programs, please contact [Brienne Breezy Barrett](#), Program Supervisor. She can be reached at the Community Services Office Monday-Friday at [664-3653](#) [\(507\)664-3750](#). She can also be contacted through email: [bbarrett@northfieldschools.org](mailto:bbarrett@northfieldschools.org). Families can also contact their site leader with specific question regarding individual programs.

Greenvale Park Elementary	Bridgewater Elementary	Sibley Elementary
<a href="#">Dylan Warner (507)645-3507</a> <a href="mailto:DYWarner@northfieldschools.org">DYWarner@northfieldschools.org</a>	<a href="#">Tonya Skluzacek (507)664-3395</a> <a href="mailto:TMerritt@northfieldschools.org">TMerritt@northfieldschools.org</a>	<a href="#">Aimee Gerdesmeier (507)645-3422</a> <a href="mailto:AGerdesmeier@northfieldschools.org">AGerdesmeier@northfieldschools.org</a>

## Low Cost Health Insurance for Families

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

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



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

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

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

## Media Center

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

Teachers and media generalists work together to develop work plans and units of study to meet the needs of learners. Media generalists work with classroom teachers to design and produce instructional activities, keep them informed as to new print and non-print materials, and provide inservice on new materials and equipment. **During media class, students receive instruction on projects integrating technology, coding and research. Students also receive instruction in digital citizenship.**

## Medications

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

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

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

## Music

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



## **Northfield Public Schools**

### **Child Nutrition Department Information**

Welcome... to a new school year!

#### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased.

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

#### **Menus**

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

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

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

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

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



### Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first login to Family Access or visit <http://northfieldschools.org/departments/food/reduced/> and follow the instructions provided. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. **Benefits from the previous school year will be carried over until ~~October 17, 2017~~ October 15, 2018.** Applications may be completed at any time throughout the year; however, any family that has not reapplied by ~~October 17, 2017~~ **October 15, 2018** will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices ~~for the 2017-18 school year~~ are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

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

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

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

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

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

### A la Carte

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



### 2017-18 Meal Times

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

#### Payments

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

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

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

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

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

#### Account Balance Statements

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

#### Refunds

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

#### Questions/Comments

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

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

## Orchestra

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

## Outside Recess

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

## Parent Involvement/PTO

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

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

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

### PTO Purposes:

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

## Pets

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

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

## Phone Calls

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

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

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



## Physical Education

Physical Education gives students the skills, knowledge, and disposition to pursue a lifetime of healthful physical activities as a physically education person. Elementary students will actively participate in P.E. class four days each week (for a ~~25~~ 30 minute period).

The goals in elementary physical education are:

Students will:

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

## Reporting to Parents

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

### Reporting Grades to Parents

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

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

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

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

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

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

## School Rules

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

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

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

## Special Services

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

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

## Student Celebrations and Food

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

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

## Student Support Team

### Mission

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

### Responsibilities:

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

### Membership:

Principal	Social Worker	Referring Person
Psychologist	Special Education Teacher	Nurse

## Student Visitors

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

## Supplies

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

## Student Use of the Telephone

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



## Testing Program

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

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

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.)

## Title I

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

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

## Tornado Emergency Plan

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

## Visitors

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

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

## Volunteers

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

Appendix A

Add MDE Documents on Statewide Testing



**DRAFT**



**WELCOME TO NORTHFIELD MIDDLE SCHOOL**

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

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

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

**MISSION STATEMENT**

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

**IMPORTANT NUMBERS**

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

**This handbook belongs to**

Name \_\_\_\_\_

## GENERAL INFORMATION

### Announcements

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

### Attire

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health and safety, is sexually suggestive by words, picture or appearance, exhibits profanity, or interferes with the educational environment of the school or the classroom. Clothing with lewd or vulgar expressions, with expressions which are sexually or racially offensive, or which advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours or at school events. State law dictates that students wear shoes on school property at all times. Any student who feels offended by an individual's dress may report that concern to an adult in the building or to school administration. Students who dress inappropriately will be subject to student discipline procedures. **Hats and head coverings are not permitted except for designated events and/or permission from administration.**

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

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

## **DRESS AND GROOMING GUIDELINES**

Students are to follow Dress and Grooming guidelines as outlined in the District Student Citizenship Handbook 2018-2019.

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

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

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

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



### Athletic & Academic Activities

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

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

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

### District #659 Activities Fee Information 2018-2019:

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

#### Athletics- Middle School

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

#### Academic and Fine Arts Activities - Middle School

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

#### Family Limit

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

### Refunds

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

### Athletic Attendance Policy

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

### Travel Release

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

### Co-Curricular Eligibility Requirements

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

### Northfield Middle School Sports Offered

#### Fall Sports

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

#### Winter Sports

Wrestling  
Fitness Center

#### Spring Sports

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

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

### Northfield Middle School Academic Activities Offered

Chess Club (September-November) (February – March)

Math League (September – January)

Talent Show (February – April)

Environmental Science Club (January-April)

Honors Choir (auditions in Spring)

Speech Club (December – February)

Spelling Bee December – February)

Student Council (September – May)

Yearbook (September – May)

Knowledge Bowl (September – January)

### Bicycles and Skateboards/Longboards

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

### Books, Materials and Equipment

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

### Change of Address/Telephone Number

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

### Dances

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

### Detention

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

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

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



### **Discipline**

See District's "Student Citizenship Handbook".

### **Safety Exercises**

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

### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase a la carte items. The School District recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing School Messenger for both low balance and negative balance calls and emails. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished. For information on our negative meal account balance process please visit <http://northfieldschools.org/departments/food/payments/>.

### **Menus**

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

### **Offer vs. Serve**

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

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

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



### Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first login to Family Access or visit <http://northfieldschools.org/departments/food/reduced/> and follow the instructions provided. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. **Benefits from the previous school year will be carried over until October 15, 2018.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15, 2018 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices for the school year are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

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

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

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

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

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

### A la Carte

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



### Meal Times

School	Breakfast	Lunch
ALC	7:30 a.m. – 8:20 a.m.	12:05 a.m. – 12:35 p.m.
High School	7:30 a.m. – 7:51 a.m.	10:36 a.m. – 11:57 a.m.
Middle School	7:30 a.m. – 8:05 a.m.	10:48 a.m. – 12:07 p.m.

### Payments

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

Payments using a credit or debit card can be made online through Family Access.

Steps for making online payments through Family Access are as follows:

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

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

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

### Account Balance Statements

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

### Refunds

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

### Questions/Comments

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

Bridgewater: 507-664-3324

Greenvale/Longfellow: 507-645-3509

Sibley: 507-645-3490

High School: 507-663-0604

Middle School: 507-663-0668

District Office: 507-663-0618

### Fragrances

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

### Grades

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

### Access to Grades Online

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

### Hearing and Vision Screening

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

### Honor Roll

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

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

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

### Immunizations

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

### Internet

Student use of technology and the Internet is governed by District Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at <https://northfieldschools.revtrak.net/District-Fees/#/f/-2017-ipad-protection-plan>. See the Student iPad Loan Agreement for additional details about iPad implementation.

### Lockers

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

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

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

### Lost and Found

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

### Make-up Work

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



If a parent knows of a student's absence in advance, the absence should be called in to the attendance line. Students should also connect with their teachers to assure any missed work will be posted to Schoology. Students are responsible for completing all work posted to Schoology. Students returning from an absence will need to schedule arrangements with the teacher for completing any work that could not be completed during the absence. Homework will not be collected in the office for a student prior to absence:

- Parents call attendance line 507-663-0655 to report the absence.
- Students contact the teacher to assure that any missed work will be posted to Schoology and schedule arrangements to make up the work.

### Media Center

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

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

### Nurse – 507-663-0656

The nurse is on duty each day from 8:00 a.m. until 3:15 p.m. Students should have a pass from a teacher in order to visit the nurse. All students who become ill during the school day are required to check out with the nurse's office, prior to leaving the building.

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

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

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

### Cellular Phones

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

### Offensive Behavior

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

### Pledge of Allegiance

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

### Retention

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

### **Right to Know**

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

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

### **Scoliosis Screening**

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

### **Searches/Canines**

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

### **Special Education**

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

### **Student Rights**

The District will accord students the following rights:

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

### **Student Support Services**

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

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

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

Social Worker – Heather Stanton-Imms

Psychologist – Rachael Hudson

### **Student Support Groups**

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

### **Textbooks**

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



### Visitors

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

#### Student Visitors:

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

### Background Checks

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

## ATTENDANCE

### Compulsory Attendance Law

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

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

### Rules, Policies, and Guidelines

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

**Absence Procedure: if a student must be absent from class or arrive late to school, the student's parent/guardian *must* call the Attendance Line at 507-663-0655 the day of the absence or earlier.** The attendance line is available 24 hours a day for your convenience. Absences must be excused within **24 hours** or the absence may remain unexcused.

School personnel will make every effort to contact parent/guardians of absent students if the school has not received a telephone call from the parent/guardian on the day the student is absent. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the morning the student returns.

3. Definition of Excused/Verified Absences:

- \*School Activities
- \*Illness
- \*Non-illness absences requested by parent
- \*Out-of-school suspension
- \*In-school suspension

4. Definition of Unexcused Absences:

- \*Leaving school without permission
- \*Any absence that does not meet the criteria specified in excused/verified absences

5. Consequences of Tardies: Students may receive a detention or a lunch detention for a set of 4 tardies in any class. If the detention is served within 5 school days, the student's tardies are erased for that class. If the detention is not served, detention will double or a full day of in-school detention may be assigned.
6. Consequences of Abuse of Attendance Policy: When students have accumulated an excessive amount of *excused* absences, the following steps are followed to attempt to have the student improve attendance:
  - a. Guidance counselors are made aware of the concern about absences.
  - b. Guidance counselors meet with the student and contact parents about the concern.
  - c. The student and his/her family receive a notification letter of the attendance concern.
  - c. The student and his/her family receive a notification letter noting that school officials will no longer except excuses from the parent/guardian. A doctor's written verification for each absence will then be required.
7. Consequences of Unexcused Absence: Truancy. When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the county.
8. Possible Loss of Credit: In general, students who are absent 12 or more times (excused or unexcused) or have 5 unexcused absences during a semester may have credit withheld for that semester. The Student Support Team will monitor this sending notification before students reach this level so students and parents have time to correct the problem. If the problem is not resolved, students may receive a grade of "F" in those classes that the attendance requirement was not met. If the student/parent disagree with the decision they may request a review. The review committee will consist of the Principal, Assistant Principal, a Counselor and a teacher of the student/parents choice. Family vacations, extended illnesses, absences approved by a doctor and other long absences may be approved by the Administration and these absences will not count as part of the 12 absence limit.
9. Special Attendance Procedures:
 

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

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

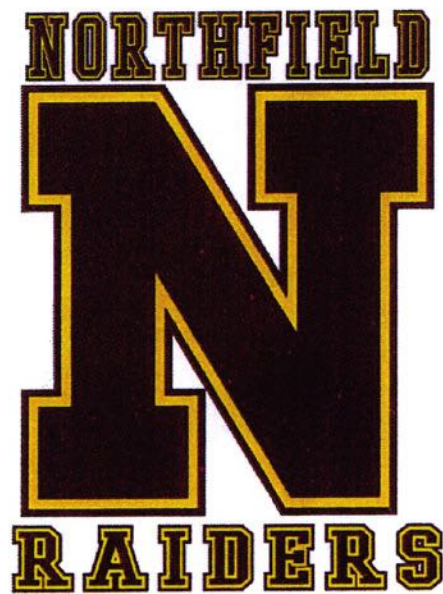
*Leaving the Building During the School Day*. Students cannot leave the school building during the school day without permission to leave or having a parent sign them out. Failure to do the above will result in an unexcused absence.
10. Appeal: Parents may appeal the loss of credit due to unexcused absences under the following circumstances;
  - \*If a good faith effort has been made to delete unexcused absences using the detention option.
  - \*If a request for an appeal hearing has been made within one week of notification of the loss of credit.
  - \*If good cause is demonstrated for the failure to abide by the attendance rules.

Any appeal will be decided by a Review Committee consisting of one (1) counselor, two (2) teachers and an administrator. The administrator will convene the meeting and provide any available information about the situation but will not have a vote in the final disposition. If parents are not satisfied with the decision of the Appeal Committee, the decision may be appealed to the administrator.
11. Exceptional Attendance: Guidelines to qualify for perfect attendance:
  1. No tardies excused or unexcused for the full academic year.
  2. No more than two periods of excused absence for the full academic year. This does not include school related activities.



Revised 4/18/18

DRAFT



**NHS is a  
community of  
learners who  
are safe,  
respectful, and  
responsible.**





**Education Assistants:** Rachel Amerman, Carol Beumer, Deborah Budin, Elliot Courchaine, Jann Deim, Susan Eidenschink, Foster K, Marilyn Frey, Frances Garvey, Laura Goodwin, Shelly Kruger, Meghan Kuechenmeister, Elizabeth McColley, Mellstrom K, Nick Mertesdorf, Jacque Meyer, Mel Miller, David Moening, Ruth Morgan-Malecha, Anna Ochs, Jake Odell, Deb Pack, Karen Roback, Tammy Schwagerl, Linda Wasner, Susie Wunderlich

**Custodians:** Bill Blaisdell, Jerry Davidson, Jonna Hanek, Bob Matthies, Rustiana Meechura, Keith Nohava, Jerry Smuda, Babs Vigesaa, Ricky Wilmes

**Kitchen Staff:** Sandy Bouillez, Rose Brison, Kathryn Budig, Peggy Christensen, Cecelia Green, Nancy Gunderson, Tabatha Lagro, SueAnn Lepinski, Ann Schmidt, Linda Wicklund

## 2018-2019 SCHOOL CALENDAR

September 3	No School. Labor Day
September 4	First Day of School
October 18-19	No School. - Education Minnesota Break.
November 2	End of 1st Quarter
November 5	No School
November 6	Beginning of 2nd Quarter
November 21	No School.
November 22-23	No School. Thanksgiving Break
Dec 20-Jan 1	No School. Winter Break
January 21	No School. Dr. Martin Luther King's Birthday
January 24	End of 2 <sup>nd</sup> Quarter
January 25	No School
January 28	Beginning of 3rd Quarter and Second Semester
February 18	No School
March 22	End of 3rd Quarter
March 25-29	No School. Spring Break
April 1	No School
April 2	Beginning of 4th Quarter
May 27	No School. Memorial Day
June 7	Last Day of School

## 2018-19 CLASS TIME SCHEDULE

### MONDAY, TUESDAY, THURSDAY, FRIDAY

	Start	End
Period 1	7:51	8:41
Period 2	8:46	9:36
Period 3	9:41	10:31
Period 4a	10:36	11:01
Period 4b	11:04	11:29
Period 4c	11:32	11:57
Period 5	12:02	12:55
Period 6	1:00	1:50
Period 7	1:55	2:45

### WEDNESDAY

	Start	End
Period 1	8:51	9:32
Period 2	9:37	10:18
Period 3	10:23	11:04
Period 4a	11:09	11:34
Period 4b	11:36	12:01



Period 4c	12:03	12:28
Period 5	12:33	1:14
Period 6	1:19	2:00
Period 7	2:05	2:45

	Monday		Tuesday		Wednesday		Thursday		Friday	
Period	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
1st Hour	7:51	8:38	7:51	8:38	8:51	9:31	7:51	8:38	7:51	8:38
2nd Hour	8:42	9:29	8:42	9:29	9:35	10:15	8:42	9:29	8:42	9:29
3rd Hour	9:33	10:20	9:33	10:20	10:19	10:59	9:33	10:20	9:33	10:20
4th Hour	10:24	11:11	10:24	11:11	11:03	11:43	10:24	11:11	10:24	11:11
Flex Hour	11:11	12:11	11:11	12:11	11:43	12:33	11:11	12:11	11:11	12:11
5th Hour	12:16	1:03	12:16	1:03	12:37	1:17	12:16	1:03	12:16	1:03
6th Hour	1:07	1:54	1:07	1:54	1:21	2:01	1:07	1:54	1:07	1:54
7th Hour	1:58	2:45	1:58	2:45	2:05	2:45	1:58	2:45	1:58	2:45

### MEDIA CENTER HOURS

Monday - Friday 7:00 am – 3:30 pm

## VISIT YOUR GUIDANCE COUNSELOR ACCORDING TO THE FIRST LETTER IN YOUR LAST NAME

Ms. Wiertsema-Miller	A-G
Mr. Ensrud	H-O
Ms. Rasmussen	P-Z

### HIGH SCHOOL CODE

**241-855**

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

### IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE	663-0616
Activities Hotline for each day's activities	645-3456
Principal's Office to contact teachers	663-0630
Guidance Office counselors, grades, transcripts	663-0636
Assistant Principal discipline, attendance	663-0635
Nurse's Office	663-0634
Activities Office	663-0632

## GRADE POINTS

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

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

## YOUR STUDENT COUNCIL 2018-2019

Representing the class of **2022**: Rahmah Abdulai, Annie Frank, Peder Lindell, Jose Vazquez, Savannah Wagner

Representing the class of **2021**: Cavan Blandin, Marissa Gallardo, Leah Kovach, Grace McDonald, Luke Stanga

Representing the class of **2020**: Izzy Hessian, Elsa Hoff, Logan Ledman, AJ (Andrew) Pahs

Representing the class of **2019**: Anne France, Luke Hahn, Annika Hoff, Elijah Leer, Brooke Stanga

Advisors: Danielle Crase and Joe Jorgensen

## ELECTED OFFICIALS

### Northfield Mayor

Rhonda Pownell  
507 663 1932

### At Large Representative

Brad Ness  
612 232 1190

### 4th Ward Representative

Jessica Peterson White  
612 366 8311

### At Large Representative

Greg Colby  
507-645-6840

### First Ward Representative

Suzie Nakasian  
507 301 6756

### Second Ward Representative

David DeLong  
507 645 7797

### Third Ward Representative

Erica Zweifel  
507 663 7131

## CONTACT YOUR REPRESENTATIVES

### President Donald Trump

The White House  
1600 Pennsylvania Ave.  
Washington D.C. 20500  
202 456 2461  
[president@whitehouse.gov](mailto:president@whitehouse.gov)

### Gov. Mark Dayton

Office of the Governor  
130 State Capitol  
75 Rev Dr. Martin Luther King Jr. Blvd  
651 296 3391  
[mark.dayton@state.mn.us](mailto:mark.dayton@state.mn.us)

### US Senator Amy Klobuchar-D MN

302 Hart Senate Office Bldg  
Washington DC 20510  
202 224 3244

### US Senator Al Franken Tina Smith D MN

309 Hart Senate Office Bldg.  
Washington DC 20510  
202 224 5641

### US Rep Jason Lewis

#### R-Second District

418 Cannon House Office Bldg.  
Washington DC 20515  
202 225 2271



**State Senator Rich Draheim District 20**

**R-Madison Lake**  
MN Senate Bldg Rm 3227  
95 University Ave W  
St. Paul, MN 55155  
651 296 5558  
[sen.rich.draheim@senate.mn](mailto:sen.rich.draheim@senate.mn)

**State Rep. David Bly District 20B**

301 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155  
651 296 0171  
[rep.david.bly@house.mn](mailto:rep.david.bly@house.mn)

## **ATTENDANCE INFORMATION**

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

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

With the implementation of the 1:1 iPad initiative, it is the expectation of the staff at NHS that students be responsible for monitoring their attendance. If a student determines that a teacher has made an error in reporting his/her attendance, it is the student's responsibility to communicate with the teacher to resolve the attendance report. After five school days, the report will stand and the absence will be considered unexcused.

### **ABSENCE PROCEDURE**

**If a student must be absent from class or arrive late to school, the student's parent/guardian *must* call the Attendance Line at 663-0616 the day of the absence or earlier.** The attendance line is available 24 hours a day for your convenience. Absences must be excused within **24 hours** or the absence may remain unexcused.

If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/guardians are encouraged to apply for an online access number to view their student attendance. See website for more information to Family Access.

**ALL STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY ARE REQUIRED TO CHECK OUT WITH THE NURSE'S OFFICE PRIOR TO LEAVING THE BUILDING. CHECK OUT MUST INCLUDE CONTACT BETWEEN SCHOOL OFFICIALS AND PARENTS/GUARDIAN PRIOR TO LEAVING THE BUILDING. FAILURE TO PROPERLY CHECK OUT WITH THE NURSE'S OFFICE WILL CAUSE THE STUDENT TO BE UNEXCUSED.**

**ANY STUDENT, WHO LEAVES THE BUILDING FOR ANY REASON, WITHOUT CHECKING OUT, IS CONSIDERED UNEXCUSED. CHECKING OUT MEANS CONTACT BETWEEN PARENT/GUARDIAN AND SCHOOL OFFICIAL BEFORE THE STUDENT LEAVES THE BUILDING.**

### **EXCESSIVE ABSENCES**

The absence limit per semester is eleven (11). Upon the twelfth (12<sup>th</sup>) absence, the student may not earn credit in the class for the semester. (School sponsored activities/field trips, chronic medical conditions verified by a physician and *extended* medical excuses of at least three consecutive days verified by a physician are the only days that "do not count" in the 11 absences allowed per semester). This is not meant to imply that students are free to miss school up to the established limit. Rather, reaching the limit is considered being excessively absent. In addition, students may lose credit upon reaching 3 unexcused absences in a class. Students with excessive absences will be referred to the Student Support Team (SST) for intervention.

### **ABSENCE APPEAL**

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the excused/unexcused absence limit to be exceeded; an appeal may be filed with the Assistant Principal. The student/parents are responsible for filing an appeal by contacting the Assistant Principal's Office at 663-0635. The Assistant Principal will hear the facts of the situation before deciding whether to waive a certain number of the absences or to enforce no credit earned.

### **ATTENDANCE AND CO-CURRICULAR ACTIVITIES**

In order to practice, rehearse, compete or perform in *any* NHS co-curricular activity, the student must be in attendance that day for a minimum of 4 class periods. **Pre-arranged absences** with the approval of the Assistant Principal or Activities **Coordinator/Director** will be considered an exception to the policy. Coaches/Advisors are expected to enforce this policy.

## **ATTENDANCE AT POST-SEASON COMPETITION**

Students must have their parent/guardian excuse them BEFORE the day of the event. NO PHONE CALLS OR NOTES WILL BE ACCEPTED THE DAY OF THE EVENT. The absence must be pre-excused.

Students who do not have a parent excuse them before the event will be considered unexcused. Attendance at an event will count towards the attendance policy, except for students who are participants in that activity for NHS.

## **EXCUSED/UNEXCUSED ABSENCES**

Excused absences include -

*illness*

*medical appointment (that cannot be made outside of the school day)*

*post-secondary school visits*

*family vacations/outings (with a parent/guardian)*

*family emergencies verified by a parent/guardian (serious family illness, injury or death)*

*absences caused by participation in school sponsored activities*

Unexcused absences include but are not limited to-

*oversleeping*

*car trouble*

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

Missing Classes-

Students are not allowed to miss classes in order to make-up or complete work for another class. Parents may not excuse students from classes to make-up or complete work for another class.

## **HOMEWORK MAKE-UP POLICY**

If you are absent- Email Teachers directly asking for homework, Check Schoology, Check teacher websites for assignments ([northfieldschools.org](http://northfieldschools.org) and click on High School) or Call a friend and ask them to bring work home for you.

If you know you will be absent, it is your responsibility to connect with your teachers for your homework in advance. You will still need to report your absence to the Attendance Office.

The entire responsibility for making up schoolwork missed due to any absence lies with the student. All classroom teachers will have a procedure for obtaining that make-up work.

1. Students may make up work missed due to an excused absence. Work missed as a result of an unexcused absence cannot be made up.
2. Students will have two days after returning from an absence to make arrangements with the teacher for completing work missed during the absence. Failure to make arrangements or failure to follow through with those arrangements will result in losing the right to make up the missed assignments.
3. Previously announced tests or projects are due immediately upon return to school.

Individual Departments may elect to enforce alternative make-up test procedures.

## **PASSES TO LEAVE CAMPUS**

Under no circumstances may any student just sign-out and leave school. A student must have an excused reason to leave school and must be issued a pass to leave the building. Failure to follow this procedure will result in disciplinary consequences.

## **TARDINESS**

Anyone not in the room at the bell is considered tardy. Two tardies are allowed per quarter. The third, fourth and fifth tardy will result in disciplinary consequences. The sixth may result in permanent removal from class.

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

# **GENERAL STUDENT INFORMATION**

## **ACADEMIC HONESTY**

All students are expected to:

- Engage with honesty and integrity in their academic life.
- Attend NHS ready to learn and in their learning demonstrate the ability to discern right from wrong.
- Know which academic behaviors are acceptable and which are dishonest.
- Produce work that is their own or give credit when the work is not their own.

All parents are expected to:

- Adopt the spirit as well as the letter of this Academic Honesty Policy.
- Review the policy with your child and encourage your child to practice ethical behavior.



- Refrain from completing assignments for your child.

All teachers are expected to:

- Review the Academic Honesty Policy with students as often during the school year as appropriate.
- Learn the skills necessary to prevent a violation of academic integrity.
- Enforce the policy in all instances of academic dishonesty following the procedures

All administrators are expected to:

- Support the spirit of the Academic Honesty Policy with students, parents, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the Academic Honesty Policy.

Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and contact parents.
2. 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.
3. The teacher will file an incident referral form with the Assistant Principal. The Assistant Principal will conference with the student and notify parents.

Incident 2:

1. All of the above will occur.
2. Assistant Principal will initiate a parent/student/counselor conference.
3. The student will receive 1 day of Saturday School.

Incident 3 or more:

1. All of the above will occur.
2. The teacher and/or assistant principal will determine additional consequences.

**ACADEMIC ELIGIBILITY STANDARDS**

Students involved in the following activities must meet Academic Eligibility Standards (on file in Activities Office): ALL Athletic Activities, Academic Challenge, Chess, DECA, DYC, Link, LOA, Math Team, National Honor Society, Mock Trial, Drama/Rock N Roll Revival, R.A.L.I.E., Speech Team, Student Council

**ACADEMIC AWARDS**

Two types of awards will be presented. The academic letter, certificate, or bar will be awarded to those students meeting the criteria indicated below. A "commended" award will be presented to those students nominated and selected according to the criteria indicated below.

A chenille "N" letter and certificate will be given to the student who has a 3.5 or better cumulative grade point average after five semesters of high school. A transfer student to NHS who has a 3.5 cumulative grade point average after five semesters at an accredited high school must have completed at least one semester at NHS.

Once a student has received the chenille "N" letter and certificate, a "bar" and certificate will be awarded for each successive semester that the student continues to maintain a 3.5 cumulative grade point average.

All college courses taken for high school credit will be included in determining each student's grade point average. However, students taking college courses must be enrolled in at least four Northfield High School courses to qualify for an academic award.

Commended Criteria:

Commended students are nominated by teachers who wish to recognize a student's work in a particular department. Criteria include: Most improved, making great progress, responsible, hard-working, and achieving up to potential.

**ACADEMIC HONOR ROLL**

Each quarter's grades are used to determine the Honor Roll.

To qualify for the Honor Roll, students have to be enrolled in five NHS courses (this may include a student who is enrolled in four NHS classes and a PSEO class or Senior Honors class at St. Olaf or Carleton College.)

**ACCESSIBILITY**

The main doors located on the east side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. Handicapped designated parking is located in the front and near the new "D wing" and "M wing." entrances. Only those vehicles with the designated handicapped license plate or window sticker are permitted to park in the handicapped area.

**ASSEMBLIES**

Assembly programs and pep fests are held in the gymnasium. **Attendance during assemblies is required.** A quiet study center is available in lieu of attending the assembly. Students are expected to demonstrate an attentive and respectful attitude toward any assembly speaker or program. **Any passes to leave the building must be for verifiable appointments only.**

**AUDITING CLASSES**

Auditing means taking a course for a personal benefit, but not for a grade or credit. The following steps must be followed:

1. The course must be an elective.
2. At the time of registration, the student must declare the intent to audit to the counselor.
3. The student must secure written permission from the teacher and return the form to the counselor.
4. After this, if class size permits, the student will be scheduled for the class.

Students auditing are considered regular class members regarding attendance, class participation, and examinations with one exception: the student will not be expected to complete outside assignments.

### **CELL PHONES**

Cell phone use is not allowed in classrooms during class without teacher permission.

1<sup>st</sup> offense: Confiscate phone, return end of day

2<sup>nd</sup> offense: Confiscate phone and hold for two days

3<sup>rd</sup> offense: Confiscate phone and hold for three days

Each consecutive offense will result in the phone being confiscated and held in the office for the number of days corresponding with the offense number. (e.g. 4<sup>th</sup> offense, 4 days held) Parents will be contacted upon each offense.

### **CHEMICAL HEALTH**

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 with a chemical violation will be referred to the Student Support Service team. A Chemical Health Counselor is available to students. Call the Guidance Office for more information.

### **CHILD NUTRITION DEPARTMENT**

See Appendix A

### **CLOSING OF SCHOOL**

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

### **COURSE INCOMPLETES**

Students who receive an "Incomplete" grade at the end of a quarter must make up the work within 2 weeks *unless additional time has been granted by the teacher and assistant principal.*

### **COURSE STRUCTURE**

Courses at Northfield High School are all one semester in length. A semester course awards 1/2 credit for successful completion. If a student fails one semester, he/she needs to repeat that failed semester. The grade of record is the final semester grade. This is the grade that is entered on the students' permanent record card and is used to determine cumulative grade point average and class rank. For a full-year course there are two grades of record, one for the first semester and one for the second semester.

### **DETENTION & SATURDAY SCHOOL**

Detention will be held **after school** each Monday, Tuesday and Wednesday afternoon from 2:55- 3:55 and Thursday and Friday **mornings** at 7:00 am. **Saturday School is held from 9-12. Students arriving late will not be allowed in.** Check with the Attendance office to reschedule. *A student may change their scheduled detention only once.* Students must come into the attendance office prior to the scheduled detention **or Saturday School** to make the change.

Detention not served **will AUTOMATICALLY** may be transferred to Saturday School.

### **DETENTION & SATURDAY SCHOOL RULES**

1. Detention begins at 2:55 pm Monday Tuesday and Wednesday and 7:00 am on Thursday and Friday. Students must arrive on time to detention or Saturday School.
2. Students must have something to study or read during detention.
3. There should be no talking during detention.
4. Students should remain in the room throughout the assigned detention time.
5. Students may not sleep during detention.
6. Cell phones are not allowed in detention.

### **DISCIPLINE GUIDELINES**

See Appendix B

### **DROPPING CLASSES**

Any student wishing to drop a class once the school year begins must complete a "Request to Drop/Add Classes Form" which requires parent and teacher signatures. Parent-Teacher Conferences each semester mark the deadline at which students may drop a course without penalty. Dropping a course after this deadline results in a failing semester grade (Withdraw Fail) for the class. Withdraw Fail can only be removed from transcripts if the course is repeated and completed for grade. The student's transcript will reflect the grade received for the second attempt.

### **Course Drop/Add Policy**



Course requests in early spring lead to schedules that are very difficult to adjust - especially when it comes to electives. If a scheduling conflict occurs, one or more student-selected alternate courses will be added to student schedules as necessary. If a schedule change is necessary for graduation or in order to carry at least six classes, students can initiate these changes on the designated schedule change day the week before school begins. Once the school year begins, the only allowed changes will be to drop a class for a study hall if there are seven classes in place or to add a class that is for required graduation credits.

Students who have seven classes on their schedule and drop one in order to take a study hall must do so via a Drop/Add form before the midquarter point of the semester, which is approximately four weeks into the semester. Students who have six classes and wish to drop one must also add a replacement course via a Drop/Add form by the end of the fifth day of the semester. Students may not have two study halls/open hours (Senior Transition, TA) in the same semester. **Dropping a course after the deadline results in a failing semester grade for the class.**

## **DRUG DOG SEARCHES**

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.

## **EIGHTEEN-YEAR OLDS**

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

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

## **FAMILY ACCESS/GRADES ONLINE**

Parents/Guardians are encouraged to apply for a family access number. This will allow parents to view attendance, food service accounts, schedules and grades. **Go to website [northfieldschools.org](http://northfieldschools.org), then click on family access to apply.**

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

## **FINAL EXAMS**

Final examinations will count no more than 20% of the final semester grade. Any exam changes must be approved by an administrator prior to exams beginning.

## **FREEDOM OF EXPRESSION**

Freedom of expression is necessary to promote creativity and teach tolerance of others' ideas. Verbal, written or symbolic speech, which causes disruption, will not be tolerated.

The administration will make judgments based on the following criteria:

1. It must not be obscene.
2. It may not make personal attacks on students or school employees.
3. It may not advocate or cause disruption of the school day.
4. It may not invade others' privacy or be libelous.
5. It may not denigrate any religion, creed, race, gender, or sexual preference.

The above criteria also apply to school-sponsored forums and will be used to judge whether verbal or symbolic speech may be punished.



## **GRADING SYSTEM**

Student grade point averages and ranks are calculated by two possible methods. Under the "Normal" system, all courses are equally weighted according to the following system:

A+/A =4.0	B+=3.333	C+=2.333	D+=1.333
A- =3.667	B=3.0	C=2.0	D=1.0
	B-=2.667	C-=1.667	D-=0.667
			F=0

Under the "Weighted" system, all Advanced Placement course grades are weighted an additional 25% in GPA points as follows:

A=5.0	B=3.75	C=2.5
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## **GRADUATION/COMMENCEMENT**

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

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

Seniors are expected to fulfill all obligations prior to graduation. These obligations include, but are not limited to: returned textbooks, iPads and chargers, class fees, textbook fines, and negative food service account balances. Seniors with outstanding obligations will be notified of their outstanding obligations and will need to fulfill all obligations before they are eligible to participate in the graduation ceremony.

Seniors are expected to behave appropriately up through graduation. Inappropriate behavior could result in a variety of consequences, including their removal from the commencement ceremony.

## **HONOR STUDENT DESIGNATION**

Those students graduating with a cumulative grade point average of 3.70 or higher will be designated as "Highest Honor Students". Students with a cumulative G.P.A. of 3.5 to 3.699 will be designated as "Honor Students." The determination of these grade-point averages will be made after the first semester of the student's senior year. Those designated as "Highest Honor Students" will receive an honor cord and medallion to be worn at commencement. Those designated "Honor Students" will receive an honor cord to be worn at commencement.

## **LAW ENFORCEMENT AGENCIES**

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

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

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

## **LOCKERS**

Students are assigned to a locker and while students have the right to expect some privacy, lockers remain the school's property. School officials reserve the right to search a student's locker.

## **LUNCH FOR SENIORS**

An open-campus lunch period will be an option for seniors during the school year. This privilege will be taken away from seniors who are tardy to their next class and/or abuse the privilege.

## **MID-YEAR GRADUATES**

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

## **MINIMUM CLASS LOAD**

The minimum class load for all students at Northfield High School shall be six courses each semester. Students in grades 9-12 are required to be in school seven periods each day unless he/she has arranged with the assistant principal for a senior transition or he/she is enrolled in a high school vocational class or post secondary courses.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization designed to recognize scholarship, stimulate a desire to give service to others, promote leadership and develop character in students. Students participate in activities providing service to the school and community. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Students in grades 11-12 who have a cumulative grade point average of 3.5 are eligible.



## **NURSE**

### **663-0634**

The nurse is on duty each day from 7:30 a.m. until 3:00 p.m. Students **MUST** have a pass from a teacher in order to visit the nurse. **All students who become ill during the school day are required to check out with the nurse's office, prior to leaving the building. Check out must include parent contact between school officials and parents/guardian PRIOR TO LEAVING THE BUILDING. Failure to properly check out with the nurse's office will cause the student to be unexcused.**

Legitimate visits to the nurse during class time are excused, counted absences.

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

Prescription medications (i.e. Ritalin, Imitrex, Zoloft ) that are dispensed at school **need to have a written prescription from the physician** indicating medication, dose, route, time, duration and diagnosis as well as a parent/guardian signature. The physician/parental consent form can be obtained through the nurse's office. The medication must be sent in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) Permission for Tylenol, Ibuprofen and other over the counter medications may be given on the emergency form provided to you by the school. Additional forms are available upon request. **Emergency Forms are mandatory, are updated annually** and must be turned in to the nurse's office. Individual health care plans are written when appropriate. **Students must bring an unopened, sealed bottle of Ibuprofen or Tylenol to the nurse's office if they need these medications on a regular basis.**

## **PARKING LOT/VEHICLE POLICY**

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$150.00 per year (or \$75.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may **not** be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given.

Any unauthorized parking offense will result in the following:

### Permitted Vehicles

- 1<sup>st</sup> Offense: Written Parking Violation Warning
- 2<sup>nd</sup> Offense: **Loss of Parking Permit for 2 weeks and/or Saturday School** Administrative Referral
- 3<sup>rd</sup> Offense: Loss of Parking Permit and/or towed at owner's expense

### Non-Permitted Vehicles

- 1<sup>st</sup> Offense: Written Parking Violation Warning
- 2<sup>nd</sup> Offense** Administrative Referral
- 3<sup>rd</sup> Offense:** Vehicle towed at owner's expense

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. **All vehicles on school property are subject to search.**

Bicycles and mopeds are to be parked in the rack provided.

## **PASS-FAIL**

A course taken under the pass-fail procedure will be evaluated with a "pass" or "fail" rather than the standard A, B, C, D, F grade. The following steps will be followed:

1. At time of registration, the student must make known to the counselor the desire to take a "pass-fail" class.
2. The course must place the student beyond the projected required total number of credits for graduation.
3. The course must be an elective.
4. The guidance office will provide written approval to take a class on the "pass-fail" basis. This form must be signed by the teacher and



returned to the guidance office. A "pass-fail" course will NOT be considered in figuring commencement academic honors.

5. Once a class has begun, a student on "pass-fail" will NOT be permitted to switch to the standard grading.

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

PSEO is a state-sponsored program which allows students to take college-level courses during high school. A variety of public and private 2-year and 4-year schools throughout Minnesota participate in this program. Tuition and textbooks are provided at no cost to the student. Students may participate part-time or full-time in PSEO. Juniors and seniors interested in PSEO should contact their counselor. If a student intends to use a PSEO course to meet a graduation requirement (i.e. Economics) check with the counselor in advance to ensure the class is applicable. Administrative approval is required prior to the start of these courses.

### **POSTING OF INFORMATION**

Students may put up poster/signs in designated areas. All signs must be approved by the Principal's Office.

### **PROM**

The prom is a special event specifically designed for juniors and seniors. **Ninth and Tenth graders will not be allowed to attend the prom under any circumstances.**

### **REPORT CARDS**

Report cards are posted in Family Access every quarter (nine weeks) grading period. Students and parents will be able to access their report cards via Family Access electronically after grades are posted each marking period. Posting dates will be published in school announcements and newsletters.

### **SCHEDULE CHANGES**

Students must meet with a guidance counselor to initiate any change in their class schedule. Schedule changes are made only in exceptional circumstances.

### **SCHOOL DANCES**

All dances are for Northfield High School students. NO MIDDLE SCHOOL STUDENTS are permitted to attend. A student ID is required to enter.

Northfield students may attend with a date that is not a student at Northfield, if the date is of high school age and a guest pass is presented at the admission door. Guest passes may be secured in the office prior to the dance. Students leaving the dance are not permitted to re-enter. Admittance to the dance ends one half hour after the start of the dance. Students who know they will be coming later than one half hour, due to work or other legitimate reasons, need to get permission from the advisor in advance. All school rules apply.

### **SCHOOL DISTRICT POLICIES**

The most successful school creates mutual trust and respect among students, parents, teachers and administrators. A complete list of school district policies are on file in the Office of the Superintendent and online at [northfieldschools.org/about/board/policies/](http://northfieldschools.org/about/board/policies/)

### **SPORTSMANSHIP STATEMENT**

Northfield school district students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in activities.

Students representing NHS are expected to conduct themselves in a manner that will not cause the school parents, our community, and team/group nor coaches/advisors embarrassment. This applies whenever the student is part of any activity; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The MSHSL Code of Responsibility allows school authorities to discipline students for violation of League rules.

### **SENIOR FEES**

A fee will be collected at the beginning of the year to cover senior expenses such as transcripts and graduation.

### **SENIOR HONORS PROGRAM**

Through an agreement with St. Olaf College and Carleton College, Northfield High School seniors have the opportunity to enroll in lower-level college courses at no cost to the student. Each college has a specific application process. Application forms are available to students in late spring of their junior year. During the summer, students will be informed of the college's decision and given instructions on how to register for classes. If you intend to use a Senior Honors course to meet a graduation requirement (i.e. Economics), please check with your counselor in advance to ensure that the class is applicable. Administrative approval is required prior to the start of these courses. Information may be obtained from the counselors for obtaining high school and/or college credits upon successful completion of the course. A senior in the Senior Honors Program who wishes to access the media center or computer lab during his/her work time must arrive at the beginning of an hour and stay the entire hour. All media center rules apply.



## **SENIOR TRANSITION**

Only seniors may obtain a 1<sup>st</sup> or 7<sup>th</sup> hour transition period. Forms are available in the office. Students who have a transition period may not be in the school building or on school grounds during that time. If a senior with a transition period wishes to access the media center or computer lab during their transition period, he/she must have a pass, arrive on time and stay the entire period. **Senior Transition will be revoked if a student is not making adequate academic progress.**

## **SPECIAL EDUCATION PROGRAMS**

Special Education programs are an educational service provided to students who are having difficulty achieving in the regular school program and who meet state eligibility requirements that are verified through an assessment made by qualified personnel. The difficulties a student may encounter could be academic or emotional/behavioral. The student or parent/guardian may contact a guidance counselor, administrator or teacher for information about referrals. At that point, the child study procedure will begin and parent/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

## **STUDENT DRESS POLICY**

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

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

1. presents a danger to the students' health
2. exhibits profanity, lewd or vulgar expressions
3. can be construed as gang related, including bandanas
4. is found to be offensive
5. interferes with the educational environment of the school or classroom.
6. advertises products that are illegal for minors including weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors

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

- Undergarments should be hidden from view.
- Breasts and midriffs should be covered.
- Sagging pants are not allowed.

## **STUDENT PLANNERS**

Student Planners are available on Schoology or may be downloaded.

## **STUDY CENTER INFORMATION**

### **STUDY CENTER AND STRUCTURED STUDY CENTER GUIDELINES**

1. Students are expected to arrive on time and bring study materials.
2. All students **will report at the beginning** of each study center for attendance and then students who have passes will be released to the media center/computer lab, and to other teachers' classrooms.
3. Study center supervisors will not give students passes to spend the period in another class or media center. These passes must come from the classroom teacher.
4. Students wanting to go to the Guidance Office must have a pass signed by a counselor with the appropriate appointment time or return with a signed pass from the Guidance Office.

Structured Study Center Placement:

Counselors and teachers may place students for academic reasons. (i.e. If a student receives an "F" for a quarter or semester grade, or if a student receives one failing midquarter or two or more D's. )

Individual Structured Study Center teachers may implement further guidelines.

## **TEACHER ASSISTANT (TA)**

A student may, upon approval of the teacher, the counselor, and the assistant principal, become a Teaching Assistant (T. A.). The T. A. program is designed primarily for students who have completed and received credit for the particular course in which they will be a T.A. and for students who wish to assist in the office areas, media center or assist individual teachers. Students will designate, upon registration for T. A., whether they intend to receive credit for the course. Grading will be on a pass/fail basis only, with 1/2 credit being awarded for one full year of participation. Applying for status as a T.A. student does NOT guarantee acceptance. Only 1/2 teacher assistant credit may be applied toward the credits required for graduation.

## **VISITOR POLICY**

All visitors, upon entering the building, are to check in at the security desk. Students wishing to bring friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitors pass is for a guest to visit our school and learn more about NHS. Visits to NHS should be limited to one visit during any school year. Students may not have visitors during the last two weeks of the semester or school year.



## **VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY**

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

## **WEBSITE**

Northfield High School Website can be accessed at [northfieldschools.org](http://northfieldschools.org)

## **USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS**

Student use of technology and the Internet is governed by district policy 524-2 regarding use of technology and telecommunications systems. The policy can be viewed at:

<http://northfieldschools.org/files/policies/524.2boardpolicy.pdf?file=policies/524.2boardpolicy.pdf>

See the Student iPad Loan Agreement for additional details about iPad implementation.

## **APPENDIX A**

### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased.

Students who have a negative lunch balance will not be allowed to purchase a la carte items. The School District recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing School Messenger for both low balance and negative balance calls and emails. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished. For information on our negative meal account balance process please visit

<http://northfieldschools.org/departments/food/payments/>.

### **Menus**

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

### **Offer vs. Serve**

The "offer vs. serve" federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their



preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

**Food Allergies and Special Dietary Needs**

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

**Free and Reduced Meals**

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal’s Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first login to Family Access or visit <http://northfieldschools.org/departments/food/reduced/> and follow the instructions provided. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. **Benefits from the previous school year will be carried over until October 15, 2018. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15, 2018 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

**Meal Prices**

Meal prices for the 2017-18 school year are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

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

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

**Staff Meals, Adult Meals, Visitor Meals and Second Meals**

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



### A la Carte

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

### **2017-18 Meal Times**

<b>School</b>	<b>Breakfast</b>	<b>Lunch</b>
ALC	7:30 a.m. – 8:20 a.m.	12:05 a.m. – 12:35 p.m.
High School	7:30 a.m. – 7:51 a.m.	11:14 a.m. – 12:14 p.m. (M,T,TH,F) and 11:46 a.m. – 12:46 p.m. (W)
Middle School	7:30 a.m. – 8:05 a.m.	10:48 a.m. – 12:07 p.m.

### Payments

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

Payments using a credit or debit card can be made online through Family Access.

Steps for making online payments through Family Access are as follows:

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

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

- Go to [northfieldschools.revtrak.net](http://northfieldschools.revtrak.net) Make sure this is a link
- Click Food Service Payments then follow prompts to complete payment.

### Account Balance Statements

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

### Refunds

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



## Questions/Comments

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

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

## APPENDIX B DISCIPLINE GUIDELINES

<b>Abuse, Verbal-</b> 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.	*	2-3 day suspension	3-5 day suspension
<b>Alcohol or Chemicals, Possession or Use-</b> 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 recommendation 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.	3-5 day susp. Referral for chemical evaluation Police referral	Social worker intervention 5-10 day susp. Chemical assessment Police referral Possible recommendation for expulsion	10 day susp. Recommendation for expulsion Police referral Chemical assessment
<b>Alcohol or Chemicals, Possession With Intent to Distribute or Sell-</b> Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic or controlled substance is prohibited.	10 day susp. Recommendation for expulsion Police referral		
<b>Bullying-</b> Bullying is defined as behavior that is intimidating, threatening, abusive or hurtful conduct, objectively offensive, or 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.	*	Saturday School Possible suspension	1-3 day OSS Possible expulsion
<b>Disruptive Behavior-</b> Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	*	*	1-3 day susp.
<b>Driving, Careless or Reckless-</b> Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	*	Revocation of parking permit to identified time period Police referral	3 day susp. Permanent revocation of parking permit Police referral
<b>Fighting-</b> Engaging in any form of fighting where blows are exchanged is prohibited	1-3 day susp.	3-5 day susp.	10 day susp. Possible recommendation for expulsion
<b>Firearms-</b> Firearms are prohibited in all school district locations. "Firearm", for the purpose of this policy, is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air and may cause serious injury or death. All offenses will be reported to the MN Department of Education.	10 day susp. Recommendation for expulsion Police referral		
<b>Gang/Threat Group Activity-</b> Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.	*	1-5 day susp. Police referral	5-10 day susp. Possible recommendation or expulsion Police referral
<b>Harassment &amp; Violence-</b> Racial, gender, religious, age, disability, sexual orientation, marital status, & public assistance harassment & 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 & 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 of effect of unreasonably interfering with the student's	1-3 day susp. Police referral	3-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion

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.			
<b>Insubordination-</b> Deliberate refusal to follow an appropriate direction or identify self when requested.	*	1 day susp.	1-3 day susp.
<b>Records or Identification Falsification-</b> Falsifying signatures or data, forging notes is prohibited.	*	1-3 day susp.	3-5 day susp.
<b>Safety-</b> 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.	*	*	*
<b>Sexual Misconduct-</b> 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.		10 day susp. Possible recommendation for expulsion Police referral	
<b>Technology and Telecommunication Misuse:</b> 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 the Acceptable Use Procedures. Parents are expected to read & discuss this guideline with their child.	*	*	*
<b>Theft, Receiving or Possessing Stolen Property-</b> The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving or such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.	1-3 day susp. Police referral Restitution	3-5 day susp. Police referral Restitution	5-10 day susp. Recommendation for expulsion Police referral Restitution
<b>Threat, Direct/Indirect-</b> 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 a 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.	Up to 10 day susp. Recommendation for expulsion Police referral		
<b>Tobacco Possession-</b> 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 has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes and vaping	1 day susp. /Saturday School Police referral	2-3 day susp. Police referral	3-5 day susp. Police referral
<b>Transportation-District Policy-</b> 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)	*	Parents contacted Up to 5 days off the bus	Parent meeting Up to 10 days of the bus
<b>Truancy-</b> 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 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.	Detention	Detention	Loss of credit Notify county



<b>Unauthorized Areas-</b> Students in areas that are off-limits or where students are not authorized to be.	*	Detention	Saturday School
<b>Vandalism-</b> 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.	*	1-5 day susp. Restitution Police referral	5-10 day susp. Possible recommendation for expulsion Restitution Police referral
<b>Vehicle, Unauthorized Parking (Policy 527)-</b> 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.	*	Saturday School or 2 week loss of parking permit	Loss of parking permit or tow at owner's expense
<b>Weapons (exclusive of firearms)-</b> 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 MN Dept. of Education.		3-10 day susp. Police referral Possible recommendation for expulsion	5-10 day susp. Police referral Possible recommendation for expulsion

A complete list of Discipline Guidelines are available on-line or in the Student Citizenship Handbook

\* Indicates disciplinary action assigned by the building administrator

**DRAFT**

# **CO-CURRICULAR ACTIVITIES HANDBOOK**



**Northfield Public Schools**

**~~2017-2018~~**

**2018-2019**



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## INTRODUCTION

The intent of this handbook is to provide coaches and advisors with the policies and procedures of the Northfield Public Schools' Activity Program. Personnel connected with the program are responsible for becoming acquainted with the material contained in this handbook.

We believe in co-curricular activities and the positive effect which they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

Handbook adopted by the Board of Education: **June 2017**

## DEPARTMENT ORGANIZATION:

The Activities Department is under the direction of the Activities Director. The Activities Director reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. Coaches Advisory Council - this council is made up of the head coaches of all varsity athletic teams and the advisors of cheerleaders and dance team. This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings.
2. Activities Advisory Council - this council is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.
3. Activities Advisory Committee - this committee is made up of parents, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.
4. R.A.L.I.E. (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.
5. All coaches and advisors (head and assistants) are encouraged to give input to the Activities Department. This can be done through the head coach or advisor or by direct contact with the Activities Director.



## ACTIVITIES PROGRAM

### Athletics

Fall            Bowling  
                 Boys and Girls Cross Country (7-12)  
                 Football  
                 Boys Soccer  
                 Girls Soccer  
                 Girls Swimming (7-12)  
                 Girls Tennis  
                 Volleyball  
                 Cheerleading

Winter        Boys Basketball  
                 Girls Basketball  
                 Girls Gymnastics (7-12)  
                 Boys Hockey  
                 Girls Hockey  
                 Boys Swimming (7-12)  
                 Boys/Girls Nordic Skiing (7-12)  
                 Boys/Girls Alpine Skiing (7-12)  
                 Wrestling  
                 Cheerleading  
                 Dance Team (7-12)  
                 Weight lifting

Spring        Baseball  
                 Boys Golf (7-12)  
                 Girls Golf (7-12)  
                 Softball (7-12)  
                 Boys Tennis  
                 Boys/Girls Track  
                 Boys/ Girls Lacrosse (7-12)

### Activities

Band  
Chess Club  
Choir  
Spring Drama  
Fall Musical  
Rock 'n Roll Revival  
Knowledge Bowl  
Math Team  
Mock Trial  
Music Listening  
One-Act Play  
Orchestra  
Science Olympiad  
Speech

MINNESOTA STATE HIGH SCHOOL LEAGUE 2017-2018

Sport	NHS Levels	First Practice	Max # Contest	First Contest
Baseball	V, JV, F	March 19, 2018 *	20	2 Weeks
B Basketball	V, JV, B, F	November 20, 2017	26	2 Weeks
G Basketball	V, JV, F	November 13, 2017	26	2 Weeks
B Cross Ctry	V, JV	August 14, 2017	10	2 Weeks
G Cross Ctry	V, JV	August 14, 2017	10	2 Weeks
Football	V, JV, F	August 14, 2017	9	2 Weeks
B Golf	V, JV	March 19, 2018	16	1 Week
G Golf	V, JV	March 19, 2018	16	1 Week
Gymnastics	V, JV	November 13, 2017	16	3 Weeks
Boys Hockey	V, JV	November 13, 2017	25	2 Weeks
Girls Hockey	V, JV	October 30, 2017	25	2 Weeks
B Lacrosse	V, JV	April 2, 2018	13	2 Weeks
G Lacrosse	V, JV	April 2, 2018	13	2 Weeks
B Nordic Ski	V, JV	November 13, 2017	16	1 Week
G Nordic Ski	V, JV	November 13, 2017	16	1 Week
B Alpine Ski	V, JV	November 13, 2017	16	1 Week
G Alpine Ski	V, JV	November 13, 2017	16	1 Week
B Soccer	V, JV, F	August 14, 2017	16	2 Weeks
G Soccer	V, JV, F	August 14, 2017	16	2 Weeks
G Softball	V, JV, F	March 12, 2018	20	2 Weeks
B Swimming	V, JV	November 27, 2017	16	2 Weeks
G Swimming	V, JV	August 14, 2017	16	2 Weeks
B Tennis	V, JV	March 26, 2018	16	1 Week
G Tennis	V, JV	August 14, 2017	16	1 Week
B Track	V, JV	March 12, 2018	14	2 Weeks
G Track	V, JV	March 12, 2018	14	2 Weeks
G Volleyball	V, JV, B, F	August 14, 2017	17	2 Weeks
Wrestling	V, JV	November 20, 2017	18	2 Weeks
Dance	V, JV	October 23, 2017	15	2 Weeks

\*Baseball—arm conditioning ONLY may begin on March 12, 2018



## NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

The athletic program at Northfield High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The athletic program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components are necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
  2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
  3. In Sophomore (B-Squad) programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at the middle school and/or freshman levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
  4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and a coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
  5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1-15 is encouraged.
- “Playing time” shall go to the athlete whom is most-able to make a positive contribution to the “best effort to win.”
6. Coaches must maintain communication with athletes, parents, and the community.
  7. The athletic program should promote, teach, and exemplify proper conduct for players, parents, coaches, and spectators.
  8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
  9. No student will be denied participation because of inability to pay the athletic fee, (See Eligibility Permission Form).

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

## Objectives of the Northfield Athletic Program

### **For the Student/Athlete:**

1. Acquire fundamental athletic skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.
4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible; both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

### **For the School/Student Body:**

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the athletic program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.

### **For the Northfield Community:**

1. Enjoy High School Athletics as a recreational opportunity and recognize that the program is primarily for the benefit of the student athlete participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting student athletes through attendance at athletic events.

### **For the Northfield School District:**

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

Responsible Authority: Activities Director



## NORTHFIELD SCHOOL DISTRICT 659

### JOB DESCRIPTION- ATHLETIC DIRECTOR

- TITLE:** Activities Director - Northfield School District 659
- QUALIFICATIONS:**
1. Holds current Minnesota teaching certification.
  2. Successful experience as a head coach or director of a student activity in a high school program.
  3. Previous athletic director experience desired.
  4. An established record of improving oneself through
    - a) attainment of an advanced degree (not required)
    - b) attendance at workshops and clinics.
  5. Minimal professional growth qualifications to include graduate level course work in administering student activity programs.
- REPORTS TO:** Northfield High School Principal
- JOB GOAL:** To provide leadership for the development and supervision of the student activity program for boys and girls grades 7-12. To provide each enrolled student of secondary school age an opportunity to participate in the co-curricular student activity program that will foster physical skills, a sense of self-worth and competence, a knowledge of the pleasures derived from participation in activities, and an understanding of the principles of fair play.
- PERFORMANCE RESPONSIBILITIES:** The Activities Director has the responsibility of leading and supervising the total student activity program within the policies of the School District, rules of the National Federation, the Minnesota State High School League, and the Big Nine Conference. The Director of Student Activities must see that the activity program maintains its proper perspective in the total school program while attaining the objectives which best meet the needs for the students and community. These responsibilities include but are not limited to the following:
1. Administer and supervise the total Activity Program. grades 7-12.
  2. Schedule all activity events, coordinate preparations for all practices and contests, and schedule all transportation.
  3. Implement an on-going evaluation of present programs to determine their effectiveness in meeting the goals of the School District and the philosophy of the high school.
  4. Provide leadership in establishing policies and procedures to ensure a safe and high quality activity program.
  5. Serve as chairperson of the Coaches Advisory Council and Activity Advisory Council; serve as an ex-officio member of the Activity Advisory Committee and the Northfield Booster Club Board of Directors.
  6. Serve as the advisor for R.A.L.I.E. - Raider Activity Leaders Inspiring Enthusiasm.
  7. Assist in planning and administrating events such as homecoming, snow week, pep fests, prom and graduation.
  8. Attend home activity events to the extent possible.
  9. Prepare the annual budget for the activity program, approve all purchase orders, initiate payment of all invoices and maintain accurate accounting of all expenditures and receipts for the activity program.

10. Provide leadership in recruiting, hiring, assigning, supervising and evaluating all personnel who coach or direct a student activity.
11. Develop and maintain a handbook for coaches and advisors which outlines district, building and department policies and procedures.
12. Implement a well-defined supervisory procedure for helping to improve the job performance of all head coaches and advisors/directors of activity programs.
13. Develop and administer an awards system for the activities program.
14. Coordinate publicity and communication for all activity/ athletic events and programs. This includes communication with local and area media as well as with students, coaches, parents and the community. The Activities Director will also act as a resource person for community activities, projects and service organizations.
15. Supervise the use and maintenance of all school-owned equipment, supplies and physical facilities used by the activities program.
16. As a member of the National Interscholastic Athletic Administrators Association, Minnesota Interscholastic Athletic Administrators Association, and Minnesota Coaches Associations, the Activities Director will attend appropriate meetings, read publications and be actively involved in order to enhance his/her knowledge and skills in the area of athletics and student activities and to have input in decisions at the regional, state and national levels.

**TERMS OF EMPLOYMENT:** Forty-six (46) weeks. Salary based on individually contracted amount.



## **Job Description - Head Athletic Coach**

**TITLE** - Head Coach

### **QUALIFICATIONS**

1. Meets the Minnesota State Statute to be a head coach in Minnesota (see MSHSL website).
2. Prefer employment as a teacher in Northfield School District.
3. Has the ability to organize and supervise a total sports program.
4. Prefer previous successful coaching experience in assigned sport.
  5. The Head Coach must have substantial knowledge of the technical aspects of the sport.
  6. Works collaboratively with students, parents and other members of the community.

### **REPORTS TO**

The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

### **SUPERVISES**

1. Students participating in his/her sport and any other students when such control is needed.
2. In several instances the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the High School Activities Director, Middle School Activities Director, and respective principal.

### **JOB GOAL**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of acceptable values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **GENERAL**

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives and philosophy of the NHS Activities Program.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance of function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. Work collaboratively with all other coaches within the district when sharing student-athletes and facilities.

### **DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the policies approved by the Northfield Board of Education and is responsible for its implementation by the entire staff of that sports program.
2. Has knowledge of existing system, state, MSHSL and Conference regulations; implements same consistently and interprets them for staff.



3. Strives to improve skills by attending clinics and using resources made available.
4. Understands the proper administrative line of command refers all requests or grievances through proper channels. Is aware of all public/staff/departmental/conference and Region/Section meetings that require attendance and attends unless excused by the AD.
5. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

### **STAFF RESPONSIBILITIES**

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conference, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, and encourages professional growth by encouraging clinic attendance according to school policies.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Activities Director/Principal.

### **ADMINISTRATIVE DUTIES**

1. Provides leadership and direction to lower level programs, those within the school system as well as those in the community, when appropriate.
2. Maintains a record of team statistics, recommends who receives awards as outlined in the awards policy and distributes all awards.
3. Assists the Activities Director in scheduling games, scrimmages, practices, transportation, etc.
4. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
5. Provides assistance to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
6. Provides proper safeguards for maintenance and protection of assigned equipment sites.
7. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.
8. Advises the Activities Director and recommends policy, method or procedures changes.

### **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives attention to a student athlete's grades and conduct.
3. By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Follows all procedures and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities or nurse's office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.
8. Assists athletes in their college or advanced educational selection by providing information to colleges and to athletes as requested and when appropriate.
9. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
10. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.



## **FINANCE AND EQUIPMENT**

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment, collects all equipment at season's end, keeps accurate record of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

## **PUBLIC RELATIONS**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media (within coach's control).
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. Conducts an awards program within one month of the conclusion of the sports season according to school policies.
7. Reports or delegates reporting of all game results to the appropriate news media and makes appropriate announcements at school.

## **Job Description - Assistant Athletic Coach**

**TITLE** - Assistant Coach (High School and Middle School)

### **QUALIFICATIONS**

1. Prefer Minnesota teaching and coaching certification.
2. Prefer employment as a teacher or substitute teacher in the Northfield School District.
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.
5. Works well with students, parents and community members.

### **REPORTS TO**

The Head Coach, in conjunction with the Activities Director and respective principal.

### **SUPERVISES**

Students participating in his/her sport and any other students when such control is needed.

### **JOB GOAL**

To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

### **DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the athletic policy approved by the Northfield Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state, MSHSL, and conference regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/ departmental meetings that require attendance and attends unless excused by the Head Coach or AD.
4. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

### **ADMINISTRATIVE DUTIES**

1. Assists the Head Coach in scheduling games, scrimmages, practices, transportation, etc.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility time.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.
4. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

### **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities office or nurse's office within 24 hours.
4. Directs student managers and statisticians on respective teams.
5. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or serious disciplinary measures are taken.



## **EQUIPMENT AND FACILITIES**

1. Those who coach their "own team" are accountable to the Head Coach for all equipment, collect the cost of any equipment lost or not returned, arrange for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning same.
2. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

## **PROGRAM RESPONSIBILITIES**

1. Assists the Head Coach in carrying out his/her responsibilities.
2. Makes press releases and school announcements as appropriate for the level he/she coaches.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
4. Works within the basic framework and philosophy of the Head Coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Never criticizes, admonishes or argues with Head Coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
10. Attends contests, when possible, of other teams in the program.
11. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

## **THE ATHLETE'S CREED**

### THE PLAYER

~~Lives clean and plays hard. Plays for the love of the game. Wins without boasting. Loses without excuses and never quits. Respects officials and accepts their decisions without question.~~

### THE COACH

~~Inspires in the athletes a love for the game and the desire to play to win. Teaches them that it is better to lose fairly than to win unfairly. Leads players and spectators to respect officials by setting a good example.~~

### THE OFFICIAL

~~Knows the rules. Is fair and firm in all decisions. Treats players and coaches courteously and demands the same treatment. Knows the game is for the athlete and lets them have the spotlight.~~

### THE SPECTATOR

~~Never boos a player or official. Appreciates a good play, no matter who makes it. Knows the schools get the blame or the praise for their conduct.~~



## **Northfield High School and the Big Nine Conference** (taken from *Big Nine Conference Manual*):

Purpose: To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.

### Fundamentals of Good Sportsmanship

1. Know, understand, and appreciate the rules of the contest.
2. Show respect for the officials. Good sportsmanship implies willingness to accept and abide by the decisions of the officials.
3. Show respect for the opponents at all times. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate the skill of a performance regardless of team affiliation.
5. Maintain self-control at all times. Good sportsmanship is a responsibility for all who are involved in the game.
6. Show a positive attitude in cheering refraining from intimidation or negative cheering. Good sportsmanship is cheering your own team "to a victory".

### Acts of Misconduct

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters or banners which show disrespect for opponents, officials, band, or other performing groups.
5. The use of noise makers.
6. Entry onto the playing surface at any time.

THESE ACTS OF MISCONDUCT WILL NOT BE TOLERATED AND WILL RESULT IN AUTOMATIC REMOVAL WITHOUT REFUNDED ADMISSION!

## BIG NINE CONFERENCE - Sportsmanship Guide

### Fundamentals of Sportsmanship:

1. Show Respect for the Team Opponent at all Times. The contesting team or team opponents should be: greeted cordially on the playing floor, and accorded the patience, respect and generosity of all human beings.
2. Show Respect for the Officials. The officials should be recognized as impartial arbitrators who are trained to apply the rules of the game, and who can be expected to do it to the best of their ability. Good sportsmanship requires the willingness to accept and abide by the decisions of the officials.
3. Know, Understand and Appreciate the Rules of the Contest. A thorough understanding of the current rules of the game and the recognition of their application for a fair contest is essential. Good sportsmanship requires that each participant must conform to the spirit as well as the letter of the rules.
4. Maintain Self Control at all Times. A prerequisite of good sportsmanship requires individuals to understand their bias for their own team and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained in order that the educational values of athletic competition can be realized. Good sportsmanship requires appropriate behavior of all involved in the game.



## Responsibilities of Sportsmanship

Coaches shall:

1. follow rules of the sport during the progression of the game.
2. accept the decision of officials without showing inappropriate emotions.
3. keep players together in entering or leaving the playing area.
4. avoid public display of criticism in front of players or spectators.

Participants should:

1. display at all times the qualities of sportsmanship.
2. display respect for opponents at all times, including injured players.
3. avoid unsportsmanlike gestures or language.
4. respect the judgment of game officials.
5. concentrate on playing the game with as little regard to spectators as possible.
6. accept both victory and defeat with pride and compassion, never being boastful or bitter.

Spectators should be expected to:

1. cooperate with cheerleaders.
2. respect property.
3. respect the judgment of the coach and game official.
4. avoid abusive and vulgar language and obnoxious behavior.

Cheerleaders should be expected to:

1. cultivate an attitude of good sportsmanship and realize their responsibility as leaders for promoting sportsmanship among spectators.
2. lead positive cheers for their own teams. No negative cheers, disparaging or insulting comments to opposing teams or fans are to be used or tolerated.
3. use discretion in selecting type and timing of cheers to stimulate sportsmanlike crowd response.
4. give encouragement to injured players and recognize outstanding performance by either team.

Bands should be expected to:

1. choose appropriate music and time for performing.
2. dress appropriately for the events.
3. display respect toward officials, opponents, and spectators.

### **Big Nine Conference Membership:**

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester JM
Rochester Mayo	Winona

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play.

We ask you to join with us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!



**ACCESS POLICY:** The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator's expectations and a program's limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: Criteria for participation will be developed and communicated prior to decisions regarding participation being made. The advice of the Activities Director would be sought prior to a decision being made. Previous participation in a "non-school" program will not be criteria for participation. In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

**STUDENT SELECTION:** Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activity's individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

**USE OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS:** Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students may not displace 9<sup>th</sup> grade students on 9<sup>th</sup> grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

**ACCIDENT-INJURY REPORT:** Coaches must report all injuries to athletes which require medical attention. This means any injury for which an athlete goes to the doctor. This covers injuries in either practices or games. You may fill out the "Accident Report" form yourself or just give the appropriate information to the athletic trainer or school nurse. The nurse/athletic trainer may then fill out the form and return it to you for your signature. The form is then given to Activities Director who signs it and forwards it to the nurse. The nurse sends it to the central office where it is kept on file. The reason for this is to have records for insurance purposes. Signing this form does not admit liability. (A sample form is located in Appendix B)

**\*\*\*NOTE: This is to be done the day of or the next day following an injury.\*\*\***

**PARTICIPATION AFTER INJURY REPORT:** Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This signed release is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

**ACTIVITY ACCOUNTS:** Each sport or activity may have an activity account. This account is separate from the General Fund budget for our athletic and activity programs. These accounts are administered by the Activities Office and the High School Principal's Office. No school district funds are budgeted for these accounts. All revenue is from fundraising by, or donations to, a particular activity. These funds can be spent at the discretion of the head coach or advisor (in consultation with the team members) and upon approval of the Activities Director and/or the High School Principal. Money from activity accounts cannot be transferred to a General Fund account. Any supplies, materials, equipment, or other expenditures from the Activity Account must be approved prior to ordering.



There are many acceptable expenditures which can be made from these accounts with the general rule that money in these accounts must be spent for the direct benefit of the students. Expenditures could include transportation for scrimmages; purchase of equipment, materials or supplies not budgeted for through the General Fund; food or beverages for a team or parent gathering or meeting; awards for invitational tournaments, etc. School District employees cannot be paid any salary from Activity Account funds. Any questions on acceptable expenditures should be directed to the Activities Director. All activity accounts must maintain a balance in the "black" at all times. ~~Any coach or advisor who has such an account shall turn in an annual budget for that account which will include current balance, anticipated revenue, anticipated expenses and the projected balance at the end of the year. This should be done in the spring of each year.~~

**ADVERTISING:** The use of advertising of products within the schools is a decision of the appropriate building principals or program level administrators. The bias in these decisions should be toward limiting the growth of advertising within the schools and prohibiting advertising that would alter or change the schools' curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

**ANNUAL REPORT:** The Head Coach/Advisor of each sport/activity is required to turn in a completed Annual Report form within two weeks of the conclusion of the season. (A sample form is located in the Appendix C).

**AWARDS - Letter Requirements:** Every Head Coach/Advisor must submit "Specific Requirements" for awards in his/her sport/activity. These requirements are kept on file in the Activities Office. In setting the requirements each coach/advisor should be within the framework of the philosophy as expressed below:

1. The following factors shall guide each coach/advisor in the granting of awards:
  - a. Amount of actual varsity contest participation or specific contribution to a team such as scoring a specific number of points or placing at a specific level in competition.
  - b. Length of time spent in practice and faithfulness in attendance.
  - c. Number of seasons engaged in activity (3 years, including the senior year, qualifies for a letter).
  - d. Attitude toward self-improvement, team play and general practice regulations and procedures.
  - e. Observance of training and academic regulations.
  - f. Special factors such as injuries, illness, etc.
  - g. General conduct - sportsmanship in all school activities including athletic and non-athletic activities.
2. A student manager earns a letter award for one season of service.
3. Head Coaches shall explain to their squad the rules and regulations for earning an award at the beginning of each season.
4. When writing requirements, use percentage figures for expressing "playing time." An example would be "51% of the quarters," as opposed to 20 quarters.

Any questions regarding specific requirements or policy in this area should be directed to the Activities Director.

**AWARDS SYSTEM:** The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Pep Band, Science Olympiad, and Speech. Music activities that would be considered co-curricular may also use this system.

**Participation Certificates:** Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.



**Letters:** A chenille “N” will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

**Metal Pin Inserts:** Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.

**Metal Bar Inserts:** Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.

**Captain’s Awards:** Captains will receive a captain’s certificate and a metal star insert for each “season” in which they are elected as a captain. The selection of captains is covered under special awards.

**Conference Championship Patch:** All members of a varsity team which win a conference championship will be awarded a conference championship patch. Coaches determine who receives the patch. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

**State Letter:** A specially-designed, white letter “N” will be awarded to those who qualify for the state tournament. Coaches determine who receives the white “N”. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

**All-State:** A specially-designed, white letter “N” will be awarded to any student/participant who receives official recognition as All-State.

## **SPECIAL AWARDS**

<u>Award</u>	<u>Sport/Activity</u>
1. 12 Season Athlete	Cheer Team, all Varsity Teams
2. Captain(s) Certificate	Cheer Team, all Varsity Teams
3. Most Valuable Player	Cheer Team, all Varsity Teams
4. Outstanding Female Senior Athlete	Individual and Team Sports
5. Outstanding Male Senior Athlete	Individual and Team Sports
6. Booster Club Scholarship	Senior Athlete
7. Raider Spirit Award	Senior Athlete
8. MSHSL Triple A Award Winners	Senior Student/Athletes (one male/one female)
A. Method of Selection	
1. 12 Season Athlete – Successfully complete 12 athletic seasons grades 9-12 at NHS	
2. Captains	
a. Captains may be designated prior to the season, at the end of the season, or after the season for the following year. Note: Students don’t need to be a team captain, to be a team leader.	
b. If captains are elected by members of the team, those elected are to receive the awards (certificate and pin) at the end of the season.	
c. If captains are not elected by the team, the coach will determine who is to receive the award.	
d. Up to three individuals may receive the captains award. <del>In special situations a third captain may receive awards, upon approval of the Activities Director.</del>	
3. Most Valuable Player	
a. MVP awards are elected by members of the varsity team/group. One (1) athlete shall be designated for the Most Valuable Player Award. Upon the vote of the varsity team, the team may choose not to recognize a MVP. Any student who has been voted team Most Valuable Player, and has served a chemical eligibility, code of responsibility, or academic suspension during the academic calendar year will not be recognized for this award at the Maroon and Gold Awards Ceremony, or receive the medallion given to the MVP’s.	



#### 4. Outstanding Female and Male Senior Athlete

- a. The Activities Director will provide names of all senior athletes to varsity head coaches previous to a meeting where the election takes place.
- b. Varsity Head Coaches will then make nominations in writing using the nomination form. This list of nominees will be sent to all Head Coaches. All coaches can then gather background information on athletes they coach. This information will be shared at the selection meeting.
- c. Varsity head coaches shall nominate, second, and elect the awardee. Written documentation of accomplishments shall accompany each nomination.
  - d. Varsity head coaches shall be given an opportunity to discuss the nominees at a meeting.
- e. The election shall be by secret ballot. Ballots will be distributed and counted at a meeting of head coaches. Each head coach shall have one vote. A coach who is the head coach of more than one sport may have an assistant attend and vote as a representative for additional sports they coach. Absentee votes will not be accepted unless prior approval is given by the Activities Director. Head coaches who cannot be in attendance may be represented by an assistant coach upon approval of the Activities Director. If an even number of head coaches are voting the AD will also participate in the voting process.
- f. Special consideration may be given to athletes whose participation is limited due to athletic-oriented injuries.
- g. A candidate must receive 51% or more of the votes cast in order to receive the award.
- h. Qualifications - Outstanding Female and Male Senior Athletes - based upon athletic ability, performance and other subjective criteria such as character and contributions to the team. A candidate must be a senior letter winner in at least one sport. Performance in individual sports may be considered when voting for the team award and performance in team sports may be considered for the individual award. Individual sports are those sports when participants may qualify for state as individuals. Team sports are those when the only way to qualify for a state tournament is when an entire team qualifies.

#### 5 Northfield Booster Club Scholarship

- a. The committee selecting the recipient shall consist of the Scholarship Selection Committee organized by the High School Principal. The Activities Director should be allowed to provide guidance in the final selection.
- b. The recipient must be a graduating senior of Northfield High School and in at least one sport; multiple sport athletes will be given special consideration.
- c. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
- d. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

#### 7. Raider Spirit Award

Nominees must be a senior who has participated in this sport for at least 3 years (others may be considered upon the recommendation of the Head Coach and approval of the Activities Director and Selection Committee). Award is given to motivate and to recognize students who do not qualify for other awards and recognition. Criteria: Team Player, Coachable, Supportive of Teammates, Supportive of Coaching Staff, Abides by all team and school rules, Exhibits good citizenship both in and out of school, Respectful of opponents and officials, Exhibits good sportsmanship, Maintains a positive attitude, Excited about the accomplishments of teammates and others, Participates and has a great attitude towards all aspects of the program: practices, games, team gatherings, team meetings, etc., Goes the extra mile -- helps with picking up equipment, volunteers for extra duties, assists coach when asked or even if not asked, etc. Nominated by head coaches, screened by sub-committee, voted upon at Coach's Advisory Council for award.

~~**ACADEMIC ALL-CONFERENCE AWARDS:** Purpose is to recognize those students who excel in both co-curricular and academics and to demonstrate to students and the community the importance of both academics and activities. Students in grades 9-12 who meet the following requirements will receive this award:~~

- ~~1. Participate at the Varsity level in a conference-sponsored activity (varsity sports, first Band and Chorus, Knowledge Bowl, Dance Team, Cheerleading, etc.) Managers are included.~~
- ~~2. Fulfill all activity requirements as established by the coach, director or sponsor.~~



~~3. A semester GPA of 3.5 or higher during the semester in which they are involved in the sport or activity. Students who earn this award will be presented with a Missota Conference certificate. This certificate will be distributed to students at the end of each semester. Those earning this award will be acknowledged by school announcements, school newspaper and local radio and newspaper coverage.~~

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**AWARD PROGRAMS:** Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities. This program may be done in various ways. There may be a meal involved or there may simply be “coffee and dessert.” The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May. Individual award programs are not to rival this event. Programs may be held at the school, local churches or other restaurants or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program. Coaches/Advisors are reminded that all programs are to be self-supporting. All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program. If possible other awards such as all-conference or all-state should also be presented at this program. Note that the MVP medallion is **not** to be awarded until the Maroon and Gold Awards Reception. All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

**ADDITIONAL AWARDS:** Any other awards presented must be in accordance with Minnesota State High School League rules and must have the prior approval of the Activities Director.

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described on pages 18-19. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Letter awards are to be made with requirements for such in accordance with page 18 of this handbook.

**ATTENDANCE POLICY - STUDENTS:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

**ATTENDANCE AT LOCAL, CONFERENCE, REGION (SECTION) AND STATE MEETINGS:** All head coaches/advisors are expected to attend all Coaches Advisory Council or Activities Advisory Council meetings as called by the Activities Director. The CAC and AAC will meet at least once per year. Additional meetings may be called if necessary. These meetings will be held at times which do not conflict with your activity or athletic obligations. Your attendance at these meetings is important in order for the Activities Department to conduct its business in an orderly fashion and to ensure a high level of communication among staff members. These meetings are also your opportunity for input into our program. All coaching or activity staff members are expected to attend any special coaches/advisors meetings which may be called. These will only be held on an occasional basis. All head coaches/advisors are expected to attend all conference, regional, sectional and state meetings to which they are invited. If it is not possible to attend you are to contact the Activities Office. If possible, an alternate (assistant coach) should attend in your place. If this is not possible other arrangements may have to be made. It is extremely important for your programs and the students



involved in your programs that you attend these meetings both to give input as well as to keep abreast on conference, regional and state-wide affairs.

All coaches must complete the Continuing Education Requirements (CER's) per the Minnesota State High School League's instructions. In addition, Head Coaches must meet the State Statute to be a head coach in Minnesota, again, per the MSHSL requirements.

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**BLOOD-BORNE PATHOGENS:** For the benefit of both the coach/advisor and the student, procedures for dealing with blood/bodily fluids/blood-borne pathogens must be followed without exception. **All coaches must receive annual training.** A complete list of these procedures is located in Appendix A. Our department policy is to train students to deal with their own bodily fluids whenever possible and appropriate. In all cases, clean up of bodily fluids should be done by coaches or custodians - not students. Coaches desiring further information, further training, or shots to prevent hepatitis B should contact the Activities Director.

**BUDGETING PROCESS AND PROCEDURES:** All head coaches/advisors will be highly involved in the budgeting process as it affects their particular program. This process may begin in January of each year. At that time, you will receive forms and instructions for making your requests for expenditures that should be included in the budget for the following fiscal year. This information will be turned into the Activities Office in February/March. All head coaches will be expected to have exact specifications by March 15<sup>th</sup>. ~~During that month a sporting goods dealer will be present to help you with your specifications. From these specs exact quotations will be received.~~ The Activities Director, in consultation with the coaches and advisors, will make the final decisions as to the actual purchases which will be approved and from whom the purchases will be made. Final figures and budget will depend upon the total needs of the department and the total funding available from the school district. Purchasing decisions will be made in April. Final budgets should be approved in May and purchase orders will be sent out. The time line for activity advisors and spring athletic coaches may vary. All coaches/advisors are expected to participate in this process and to turn in forms and requests in a timely fashion.

**BUSING POLICY:** Regular school buses will be the norm, but at times when it's prudent, motor coaches will be used for transportation. ~~If coaches/teams desire the use of a motor coach they may use one only if the difference in cost between a coach bus and a school bus is paid by an outside source (booster group, activity account, student contribution, etc.). Exceptions may be made to policy for state tournament events.~~ Reasons for a motor coach include, but are not limited to:

- a.) the length of trip.
- b.) the number of participants to be transported.
- c.) equipment to be transported with the team.
- d.) necessary wifi for homework.

**CANCELLATION OF A SPORT OR ACTIVITY SCHEDULE:** Cancellation of a sport or activity schedule could occur for reasons such as inability to hire a qualified coach, insufficient number of student/athlete participants or inability to secure a sufficient number of contests. The definition of "insufficient number" can vary according to the sport/activity involved. This number will be determined by the head coach/advisor, activities director and building principal.

**CAPTAINS PRACTICES:** Coaches/Advisors are not to organize "Captains Practices." Any practice organized by a coach/advisor or located on school property is a regular practice and the coach/advisor must be in attendance, providing proper supervision. Student/Athletes may not organize practices/workouts on their own which are held on school district property. **All coaches are expected to follow the MSHSL rules in regard to out-of-season coaching in the strictest sense.**



**CHEERLEADING:** ~~The cheerleading program is governed by a detailed list of procedures. These procedures shall be enforced by the cheerleading advisor.~~ Cheerleaders are expected to be a positive representative of our school and athletic program. They are to have a positive influence on both the team and the fans at athletic contests. Cheerleaders for fall sports shall be selected in the spring and cheerleaders for winter sports shall be chosen in the fall. The number of cheerleading squads shall depend upon the number of girls who try out and are able to cheer at an acceptable level. ~~Specific expectation and responsibilities are outlined in the cheerleading procedures.~~ Students (or others) who are not members of a cheerleading squad are not to be in uniform and are not allowed to lead cheers as a cheerleader or with cheerleaders.

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**TRANSPORTATION OF CHEERLEADERS:** All cheerleaders will ride the team bus to and back from away events. They are to be at the designated spot on time and will be under the direction and supervision of the cheerleading coach, head coach of the team for whom they are cheering, and/or cheerleader parent chaperone. Cheerleaders are expected to conduct themselves in an appropriate manner both on the bus and at the site of the game. Under NO circumstances are cheerleaders to leave the site of the contest. Those who break these rules will be suspended from the squad. Subsequent violations could lead to dismissal from the cheerleading squad.

**CHEERLEADERS PROVIDING REFRESHMENTS:** Cheerleaders are not to pay for or to raise money to pay for refreshments for the players. If teams would like the cheerleaders to provide refreshments, they may collect money from the players or parents of players. The cheerleaders can then take this money, purchase the refreshments and serve it to the players. Players are not to expect or to exert pressure on the cheerleaders to provide the refreshments.

**CLINICS/WORKSHOPS:** All coaches/advisors are strongly encouraged to attend clinics and/or workshops regarding their sport/activity. Coaches/Advisors are expected to “keep up” with the changes and developments in their sport/activity. The Activities Department is provided with a budget for attending clinics. ~~This money may be supplemented with activity account money if necessary.~~ There is also a separate mileage account that will be used to reimburse for travel. All clinic expenditures are to be approved, in advance, by the Activities Director. There is a “Clinic Request” form available in the Activities Office for this purpose. Approval must also be received for any release time or expenditures for food and lodging. (A sample of this form is located in Appendix C). Head Coaches/Advisors are also encouraged to hold local clinics/workshops for lower level coaches/advisors.

**COACHES ASSOCIATION:** All coaches are encouraged to join the Minnesota State High School Coaches Association (the school district covers the cost of membership). This provides an opportunity to stay informed and have a voice on issues affecting your particular area as well as high school athletics in general, provides additional liability insurance, and allows the opportunity for our students/teams to be recognized for both athletic and academic success. Advisors are also encouraged to join their respective professional organizations.

### **COACHES/PROGRAM ASSESSMENT**

**Purpose:** All of us need feedback concerning our performance. Feedback helps us to feel good about ourselves; helps us to recognize what we do well; and helps us to become more effective in what we do. The intent of this program of assessment is to do just that. The ultimate goal is to help coaches maintain and improve the instruction athletes receive. Other purposes of this assessment system include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording opportunity to identify and give recognition to quality coaching and instruction.
3. Identifying the need for means of improving the quality of performance of a total staff.
4. Providing the information required to support a coach against accusations which question his/her ability to coach.
5. Providing for exchange of ideas and creating an avenue of communication between the coach and the activities director.



6. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that this staff is to be accountable for the quality of performance.

**Informal:** Programs and coaches will be assessed on an informal basis continually. This could include drop-in observations, game situations and conduct, duties and responsibilities, etc.

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### **COACHES/PROGRAM ASSESSMENT (continued)**

**Formal:** A formal assessment of the coach and the entire program will take place at least once every three years. This assessment will include the following:

1. Head Coach completes a self-evaluation.
2. Players/Parents complete a survey.
3. Activities Director completes a formal evaluation consisting of:
  - a) Same evaluation form as head coach.
  - b) Identification of strengths, and areas of growth.
  - c) Target 2-4 areas of growth (if necessary).
  - d) Develop a plan for improvement (if necessary).

**During Two "Off-years:** The head coach will evaluate assistant coaches and continue to work on the established improvement plan (if so identified), and have a post-season conference with the Activities Director.

**Evaluation of AD:** As part of this assessment process the Activities Director is also assessed every three years, by a random sample of constituents with whom the AD works. The Building Principal also conducts an assessment of the AD, per the School District's requirements.

**COACHES - CHILD CARE:** Coaches are hired by the district to coach our student/athletes. Care for your own children must not interfere with this duty. In general, coaches are discouraged from having their children at practices/games on a regular basis. There are variables which affect this decision such as age of the children, nature of the sport being coached, when and where you practice, etc. Coaches are to consider the following: 1) safety of your child or children; 2) the affect they have on your performance, concentration; 3) safety of the student/athletes you are coaching; 4) the affect or concern it causes for other coaches you work with; 5) the affect it has on your athletes; 6) the message it sends to athletes and parents as to your dedication or commitment to your sport. When having children at practices/games is causing a problem it will be dealt with and will be handled on an individual basis.

**COACHING GUIDELINES:** There are a number of rules and policies of the Minnesota State High School League by which our programs and coaches must abide. Information on key policies which affect coaches are included in Appendices A & B. All coaches are responsible to know and follow these rules and regulations.

**COACHING OF STUDENTS DURING SUMMER VACATION PERIOD:** A student may compete as an individual or as a member of a non school team even though competing on a high school team in the same sport. Students may receive coaching by their high school coach during the summer (June 1-July 31), but must adhere to the MSHSL summer "black out period." Coaches may coach their athletes on teams or at camps during the summer vacation period, provided the coach has the proper waiver forms on file in the Activities Office. This coaching contact shall end on July 31 unless an extension is granted by the Activities Director, as allowed by the MSHSL policy. Penalties for breaking this rule are similar to that for violating chemical eligibility rules, and are outlined in the permission forms which students and parents must sign prior to participation.

A student may not use any type of high school uniform. Balls may be issued at school administration discretion. Goalie equipment may be issued for summer use.



**CO-CURRICULAR COMMITTEE (CCC):** This committee, made up of administrators, teachers, and the Activities Director, reviews the responsibilities and requirements associated with the approved co-curricular assignments and recommends appropriate levels or adjustments in salary for specific positions. All co-curricular salaries have been established through this committee. In addition, new positions are reviewed by the CCC as well. Concerns regarding relative pay level for a specific position or appropriate pay levels for new positions should be brought to this committee. The co-curricular pay schedule in total is established through the negotiations process. Recommendations for changes can be brought to the co-curricular committee who will then make recommendations to the Board of Education.

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**CONFERENCE POLICY MANUAL:** The Big Nine Conference publishes a Conference Manual which is updated annually. All coaches and advisors are expected to read and be familiar with this manual and in particular with policies affecting their sport or activity. Manuals are available online ([www.big9.org](http://www.big9.org)) and the Activities Office.

**DISMISSAL (EARLY) PROCEDURES:** There are times when it is necessary for student/athletes to be dismissed early. The actual time of dismissal will be determined by the Activities Director depending upon departure of the bus. ~~After a coach/advisor has turned in the transportation request form, the dismissal time will be determined.~~ The Activities Office will send out a master list for the entire season which will include date, destination, time of departure and time of dismissal. Along with this list will be a list of all participants. These lists will be distributed to all teachers and will be used by them to determine who is dismissed early. It is the responsibility of the coach/advisor to keep the Activities Office informed of changes in the list of participants. If new students join a team or if students quit, this must be indicated on the daily attendance list. Coaches must also notify the Activities Secretary of dismissal times if Middle School students are involved in their program. Communication with the Middle School Attendance Office is critical and the communication should come from the Activities Secretary.

NOTE: Any request for early dismissal other than those on the master list must be approved by the Activities Director.

## **ELIGIBILITY REQUIREMENTS**

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Science Olympiad	Band	Choir	Orchestra
Knowledge Bowl	Drama	RALIE / LOA	Music Listening
Cheerleading	Speech	Mock Trial	Rock 'n Roll Revival

### **Academic Eligibility Policy-Adopted June, 2008**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the



consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

#### Ineligibility:

When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performances and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

#### Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

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### **Academic Eligibility (continued)**

#### Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

#### Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

#### Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

#### Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.



2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

**CHEMICALS** - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. ~~Note that in several instances these rules are more stringent than that of Minnesota State High School League rules.~~ Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

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### **Chemical Eligibility Rules-adopted June 2008**

**Philosophy and Purpose:** We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.**

Policy: During the calendar year:

1. A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

2. **Penalties for Category I Activities**

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

**A. First Violation Penalty**

The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.

**B. Second Violation Penalty**

The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.



### C. Third or Subsequent Violation Penalty

- 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) The student is assessed as chemically dependent, and
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

### D. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

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- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

### 3. Penalties for Category II Activities

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

#### • Fine Arts and Academic Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music Activities.
- 3) Visual Arts Activities.
- 4) Chess, Knowledge Bowl, Math Team, Mock Trial, Music Listening, Science Olympiad, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play.



Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

**In addition:**

1. A student who is guilty of a chemical offense within the calendar year cannot serve as team captain and will not receive any awards associated with being a captain.
2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.

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**CODE OF RESPONSIBILITIES: Adopted June 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

**MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will show respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

**POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.



C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

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#### CODE OF RESPONSIBILITIES (continued)

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

#### STEROID AND SUPPLEMENT POSITION

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

#### STUDENT/COACH EJECTION FROM A CONTEST

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the



penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

**Student:** Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

~~**Appeal:** A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.~~

**ATTENDANCE:** Students who attend Northfield Middle School, Northfield High School, St. Dominic's, or who live in the Northfield district and are home schooled are eligible for 9<sup>th</sup> Grade, B Squad/JV/Varsity competition. Students attending St. Dominic's on the "Shared-Time" program may compete in Middle School programs if that sport is not offered at St. Dominic's. Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School and 9<sup>th</sup> grade levels. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

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**EMERGENCY CARE PLAN:** An Emergency Care Plan will be developed for each sport (and level). See Appendix for copy of form (Anyone Can Save a Life). This is to be completed within the first week of practice and is to be on file with the Activities Office, and posted in the coach's office for that sport and a copy should be in each 1<sup>st</sup> aid kit. This plan must be reviewed with the team.

**EMERGENCY CARE PROCEDURES:**

- I. Administer immediate first aid
  - a. control bleeding
  - b. cardio-pulmonary resuscitation
  - c. treat for shock
  - d. fractured bones
- II. Notify Parents
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture or if unconscious).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
  - a. Activities Director - call at home if necessary.
  - b. If the Activities Director cannot be reached, contact the building principal.
  - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.



**AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

**EMERGENCY CLOSING OF SCHOOL:** In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

**END OF SEASON OBLIGATIONS:** Approximately two weeks prior to the end of each season, a memo is sent out describing the end-of-season obligations of all coaches. This memo includes the details of each obligation. Head Coaches and/or Advisors are expected to complete these obligations within two weeks after the end of the season. If this timeline cannot be met, the Activities Coordinator should be contacted. End-of-season obligations include the following:

- Letter and Numeral Awards and Participation Certificate
- Annual Report - Varsity only
- School Records Updated - Varsity only
- Inventory of Equipment
- Return of all other equipment checked out: stopwatches, etc.
- Check all players' lockers to be sure they have been cleaned out
- Schedule a meeting with the Activities Coordinator to discuss past season, personnel, and future needs and recommendations
- Schedule Awards Program
- Turn in a list of students who have outstanding equipment.

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**EQUIPMENT POLICY:** All coaches and advisors are expected to keep accurate records of equipment checked out to students. Students who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport or activity. ~~Diplomas of graduating seniors will be held if they have unmet obligations.~~ If students do receive equipment before it is discovered that there is outstanding equipment, they will not be allowed to participate until the equipment has been returned or paid for. In order for this policy to work, all coaches must keep accurate records and must communicate with the Activities Office on a timely fashion. Prior to the end of the season you will be sent a form to use indicating who has outstanding equipment. Please keep the Activities Office informed when these athletes do return their equipment.

The equipment form (sample in Appendix C) should be used to keep track of equipment which is checked out. ~~Blanks can be filled in which will fit your particular sport/activity and the form can then be reproduced. It is suggested that you use the print center and reproduce it on card stock in 4 colors - one for each grade level. By using this form, participants acknowledge our policy by signing their name.~~ If this policy is to be successful, we must be sure that student/athletes are aware of the policy and we must be consistent in administering the policy.

**EXPENSE AND MILEAGE REIMBURSEMENT:** Coaches and Advisors may receive mileage and expense reimbursement when attending workshops, clinics, meetings or other similar events involved with their sport or activity. In order to receive this reimbursement, you must fill out the appropriate form, list the event you attended, site, mileage, date, etc. This form can be picked up and turned in to the Activities Office (a sample of this form is located in (Appendix C). Upon approval by the Activities Director, you will receive payment directly from the business office. ~~This will be paid to you on a check separate from your paycheck.~~ Such reimbursements will be made in accordance with School District policy.



**FAN BUSES:** Normally there are not fan buses for games played out of town. If a group wishes to sponsor a fan bus, the following must be done:

1. Check with Activities Secretary to determine an approximate cost.
2. Determine the cost of tickets, number of tickets needing to be sold, and establish a deadline as to when the bus must be ordered.
3. Obtain adult supervision for the bus. Chaperones must be school district staff **teachers** or must be approved by the Activities Director. The recommended number of chaperones should be one chaperone for every 25 students.
4. Sell tickets for the bus on a pre-sale basis.
5. If enough tickets have been sold to cover the estimated cost of the bus by the deadline established, the bus will be ordered. If not enough tickets have been sold, the bus will not be ordered and money collected must be refunded.
6. Under no circumstances are students allowed to order buses.
7. Costs for fan buses may be fully or partially underwritten by the Northfield Booster Club.

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**DISTRICT #659 ACTIVITIES FEE INFORMATION 2017-18**

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

**Athletics - High School**

<b>Full</b>	<b>Reduced</b>	<b>Free</b>	
<b>Fee – 100%</b>	<b>Meal – 40%</b>	<b>Meal – 20%</b>	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball–Basketball–Dance Team-Football-Softball-Swimming Volleyball-Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

**Academic and Fine Arts Activities - High School**

<b>Full</b>	<b>Reduced</b>	<b>Free</b>
<b>Fee – 100%</b>	<b>Meal – 40%</b>	<b>Meal – 20%</b>



\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening Speech-Drama-One-Act Play-Science Olympiad
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**Athletics - Middle School**

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

**Academic and Fine Arts Activities – Middle School**

<b>Full</b>	<b>Reduced</b>	<b>Free</b>	
<b><u>Fee – 100%</u></b>	<b><u>Meal – 40%</u></b>	<b><u>Meal – 20%</u></b>	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

**Family Limit**

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

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**\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

ALL 6<sup>TH</sup> – 12<sup>TH</sup> GRADE STUDENTS ARE ABLE TO PURCHASE AN ATHLETIC PASS FOR \$5. THE PASS ALLOWS ADMITTANCE TO ALL HOME REGULAR SEASON ATHLETIC EVENTS. A SPECIAL STICKER DISPERSED BY THE ACTIVITIES OFFICE THAT IS PLACED ON THE STUDENTS' ID BADGE SERVES AS THIS PASS. **There will be a charge of \$5 to replace a lost pass. Please be aware that misuse of the pass will result in confiscation of the student's pass.** Student athletic passes may be picked up or purchased in the High School Activities Office.

**WAIVER:** School District Policy allows athletic fees to be partially waived in the case of low income or undue hardship. Any student who receives free or reduced lunches also qualifies for the athletic waiver. ~~In order to receive the waiver, a copy of this letter needs to be turned in to the Activities Office.~~ A waiver can be in effect for an entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office.

**REFUND:** A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach). After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- Full refund up until the first contest/public appearance.
- One-half refund after the first contest/public appearance through the first one-quarter of the season.
- One-fourth refund through the first half of the season. (Length of season is first practice date through the first scheduled game of post-season competition).
- Refund must be requested during the academic year of the activity.

**FOOD IN LOCKER ROOMS:** All coaches are expected to inform their team members that no type of food product is to be kept in the locker room. Coaches are also expected to enforce this rule. This rule is necessary in order to keep the locker rooms clean and free of roaches, etc.



**FUNDRAISING – HANDLING OF FUNDS:** The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money:

1. Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. ~~See the Faculty Handbook for school policy.~~ “Fund Raiser Request” forms are available in the Activities Office. (A sample form is located in Appendix C).
2. All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (within 24 hours) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
3. Re-Sale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
5. Gift Cards may NOT be purchased from Activity Account funds. In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
6. Under no circumstances should money be collected or spent without it being “run through” the activity account and the appropriate procedures.

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**GIFTS AND DONATIONS:** There is School Board Policy which governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$1,000, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Director should be consulted early in the process so that proper procedures are followed.

**HEAT AND COLD RECOMMENDATIONS:** We will follow the heat and cold recommendations from the MSHSL. There are guidelines for both practice and competition. These specific guidelines can be found in Appendix A.

**INITIATIONS/TEAM GATHERINGS (POLICY):** No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation events must not be held.**

Team gatherings can be held and are encouraged but only under the supervision of a coach. All activities at these gatherings must be supervised by a coach. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. Students who violate this rule – both those who conduct the initiation and those who take part will be *suspended* from competition for a *minimum of two events/contests.* This suspension will be enforced during the next two (or more) consecutive contests.

**INVENTORY:** At the end of the season, each head coach is expected to turn in a detailed, itemized inventory of all uniforms, supplies and equipment for that sport or activity. Forms are provided. While taking the inventory, coaches are to add any new items purchased and to delete any items disposed of. Missing items should be accounted for. Coaches are also asked to indicate the condition of items as they are inventoried. This enables us to keep a year by year record of all uniforms, equipment and supplies and is also very helpful during the budgeting process. This inventory is expected to be completed within two weeks after the completion of the season. ~~The Activities Office Secretary will type a final inventory and a copy will be returned to the head coach.~~ (A sample form is located in the Appendix C). All uniforms, equipment and supplies are to be stored in a neat and orderly fashion. All uniforms must be clean. Anything needing repair should be brought to the attention of the Activities Director.



**KEYS AND BUILDING ACCESS:** There are various keys needed by coaches. All key requests are made by coaches to the Activities Director. The Activities Director reviews the request(s) and if approved asks the Head of Buildings and Grounds for the key(s) to be cut. The coach will then check the key out from the Head of Buildings and Grounds (his/her secretary). ~~Unless there is a specific need, keys should be returned at the end of the season.~~ Keys may be kept from year to year, however, coaches and advisors are asked to keep close track of their keys. Any lost or missing keys should be reported. All coaches and advisors must be aware that the High School doors are locked when custodians are not on duty. The building will be open from 6:30 a.m. to 11:00 p.m. on days school is in session and on Saturdays typically from 3:00-11:00 p.m. during the school year. On days when school is not in session check to see if the building will be open. If it is necessary for you to get into the building at a time when it will not be open, you may use your school issued badge. Your badge will open the Lower Cafeteria entrance (Door #10). Some coaches may need their badges to work at other school district buildings as well; coaches must inform the Activities Director of this possibility and access will be requested. Students and coaches can then access locker rooms and coach's offices. In order to access the building when it is not "open", you must have a security code and know how to use the security system. Whenever using the building, **it is imperative that the building is secured when you leave.** Be sure all lights have been turned off and all doors are locked. Students are not to be left unattended in the building! ~~If necessary, provide a ride or have the student go to someone's home to wait for a ride.~~

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**LOCKS AND LOCKERS:** Any athlete may get a lock from the Activities Office by paying a \$10 refundable deposit. Only school-issued locks are allowed in the locker rooms. Both lockers and locks must be recorded by number and serial number respectively. Each particular sport or activity will be given a specific area of the locker room to which the athletes are to be assigned. Head Coaches/Advisors will have access to combinations of the locks and will also have access to a master key to allow them to enter any locker as may be necessary. **It is absolutely imperative that these combination lists and keys are kept safely and out of the hands of students or other individuals not on the staff. Under no circumstances should a student use a key or look at lists of combinations.** Keys and combinations can be obtained in the Activities Office. At any time athletes may turn in their lock and receive their \$10 deposit. It is the coach/advisors' responsibility to be sure that lockers are emptied and all equipment is returned. Locks left on lockers at the end of the school year will be confiscated.

**LAUNDERING OF UNIFORMS:** Team members are responsible for cleaning school-issued uniforms. All uniforms should be clean when turned in. Uniforms may be sent out to be cleaned. Contact the Activities Director when this service is necessary.

**MAROON AND GOLD RECEPTION:** The Maroon and Gold Reception is the annual athletic awards event sponsored by the Northfield Booster Club. The reception is held near the end of May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. All MVP medallions will be presented and the Outstanding Male and Female Athletes will be announced. All head coaches will be involved in the presentation of these awards.

**MEALS, LODGING AND OVERNIGHT TRIPS:** Any meals and lodging expenses must be paid by the coaches/advisor and/or athletes. The only exceptions to this are for those participating in state tournaments; coaches using budgeted money when attending clinics and/or meetings; or use of Activity Account money. When involved in a state tournament, head coaches/advisors should obtain a cash advance from the Activities Office. The standard amounts allowed for breakfast, lunch and dinner are \$5.00, \$7.50 and \$14.00 respectively. ~~In most cases, because of our proximity to the Twin Cities (where most tournaments take place) lodging expenses are not covered.~~



Coaches/Advisors who schedule events located a long distance from Northfield or desire to take “overnight” trips **must make arrangements in advance** with the Activities Office. Financial arrangements must be made, parents’ permission obtained and other details arranged well in advance in order for such a trip to occur. In most cases all costs must be paid for by the students – either personally or through fundraising efforts. NOTE: There is a special form to use when making trip arrangements and seeking approval for such a trip. There is a second form to use to obtain parental permission for any overnight or “extended” trip. This form must be signed by student and parent and be on file in the Activities Office prior to departure. (Copies of both forms are contained in the Appendix C).

**OFFICIALS:** Officials for all contests are scheduled through the Activities Office; typically the officials are scheduled for the entire season prior to the first game on the season. ~~All coaches will receive a list and/or verification for payment card for all officials assigned for home contests, along with their phone numbers.~~ The Activities Office confirms with the officials the day before or the day of the scheduled event. ~~Be sure to have this information at the site of the contest and readily accessible in the event that an official does not show up.~~ If an official does not show up ~~first attempt to contact the official.~~ contact the Activities Office or the Administrator supervising at that contest (if there is one). The next step is to contact the Activities Director via cell phone. If none of these steps results in a solution, coaches will have to use their best judgment. Possibilities include going with less than a full set of officials (for a varsity game there is a minimum number of officials required, per the MSHSL) ~~finding someone else locally or “in the crowd” to fill in or, if absolutely necessary, the game would have to be delayed and eventually postponed.~~ These decisions should be made in consultation with the opponent and with NHS administration if at all possible. Games should be postponed only as a last resort and after consultation with the Activities Director if at all possible. If one of these situations occurs, be in contact with the Activities Office after the contest so that proper people are paid and follow-up on the incident can take place.

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(Verification for payment cards “vouchers” must be filled out and turned in to the Activities Office as soon as possible after the contest so officials can be paid). The vouchers are usually handled by a site manager, administrator, but not in all cases. Sometimes the head coach will need to take care of getting the vouchers to the officials and then returning them to the Activities Office.

**OPEN GYMS:** Coaches are allowed to hold open gyms both in and out of season. However, they must meet the definition of open gyms as stated in the MSHSL Policy Manual. Basically these events must be **open for a variety of activities** and must be **open to all students**. There cannot be any specific coaching being done. There MUST be a supervisor in attendance at all times. Any open gyms must be scheduled through the Activities Office and in most cases a facilities use permit must be obtained.

**PARENT MEETINGS:** All head coaches are required to hold a parent meeting early in the season. These meetings may be held individually for each sport or they may be held in combination with one or more other sports. The main purpose of these meetings is to improve communication between coaches, players and parents. This is a great opportunity for coaches to outline their philosophy, coaching purpose, and their expectations for players and parents. You can also use this as an opportunity to explain and promote your program. Coaches should plan in advance so that these meetings can be held in a timely fashion. Many times this meeting will be scheduled along with the meetings for all of the other sports for that particular season. The Activities Office will be in contact with all head coaches when this occurs.

Topics which should be discussed with parents include the following:

1. \* MSHSL Rules regarding eligibility (General Rules).
2. \* MSHSL Rules regarding use of chemicals and coach’s expectations.
3. \* Rules regarding Academic Eligibility and Code of Responsibility. Include: that you will be monitoring their academics and perhaps obtaining GPA’s and other academic information for team and individual awards.
4. Practice and game schedules.
5. Commitment expected from players and parents.



6. \* Behavior policies and expectations - including NHS initiation policy.
  7. Team rules.
  8. ~~Basic~~ Coaching philosophy (Coaching Purpose).
  9. Team goals and objectives.
  10. \* Philosophy in regard to playing time.
  11. \* Requirements for lettering.
  12. \* Expectations of parents and how they can help. Remind parents that their major role, and ours should be to make a student athlete's involvement in athletics a fun and positive experience. Speak with parents of how they can support their children and not get overzealous.
  13. Upcoming events during the season.
  14. Information on care of uniforms and equipment.
  15. Policy on returning equipment.
  16. Sportsmanship.
  17. \* Warning of risk and possibility of injury (waiver of participation form).
  18. Introduction of coaching staff.
  19. \* Answer parent questions (be sure to allow adequate time for this to occur).
  20. Encourage parents to communicate with their child first regarding questions, issues, etc. and then directly with you.
  21. Other areas you feel are pertinent to your sport/activity.
  22. Educate everyone regarding scholarships, professional athletic careers, publicity and awards versus participation for sociological betterment, self-esteem, competitive maturity and fitness.
  23. \* Student/Athletes' number one goal in participating in athletics is to have FUN!!!
- \* **Items to be emphasized**

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**PARTICIPATION IN MORE THAN ONE SPORT:** In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered. The first step is for the student and parents to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the schedule to determine the expectations of the student/athlete in each sport. This plan must be acceptable to the Activities Director, coaches, parents and students before dual participation will be allowed. Detailed process and procedures for this policy are available in the High School Activities Office.

**PEP BAND:** The pep band is primarily comprised of volunteers from our regular band program. They will play at a limited number of events during the fall and winter sports seasons. The schedule as to when they will play will be established by the Activities Director in conjunction with the Pep Band ~~student~~ Director. Specific guidelines for this group have been established, including lettering and guidelines as to when and how often the band will play and when the band will play at tournament events.

**PICTURES:** All head coaches are responsible for ~~scheduling~~ following through with an established photo session (arranged by the Activities Office) with the designated photographer. Team and individual pictures will be taken of all levels, grades 9-12. Envelopes (available in the Activities Office) should be passed out to each team member at least one day in advance. ~~All coaches/advisors are encouraged to offer the "Memory-Mates" package to their participants.~~ All money and picture orders are to be handled by the photographer. Individual pictures in a variety of sizes may be purchased from the photographer.



**EVENTS/PRACTICES - SUNDAYS/WEDNESDAYS:** No practices and/or games are to take place on Sunday per MSHSL rules. Other school activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade practices must end by 6:30 p.m. and all 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade practices are to end by 6:30 p.m. ~~There are no exceptions to this rule.~~ Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

**PRACTICES - HOLIDAY/VACATION PERIODS:** ~~Practices are not to be held on Thanksgiving Day, Christmas Day, or New Year's Day. According to MSHSL Rules, practices may not be held on Sundays.~~ Middle School teams will not hold practice or have events on any day school is not in session, with a rare exception of a Saturday and perhaps a few days prior to the start of school. ~~9<sup>th</sup>, sophomore and JV coaches, teams are not to hold a practice on any holiday.~~ Varsity 9-12 grade coaches will not conduct practices or have any event(s) scheduled on Thanksgiving Day and/or Christmas Day. Additionally, coaches are encouraged to avoid practices on New Year's Day, when possible. ~~If practices are held, practice times and expectations are to be clearly communicated at least one week in advance.~~ Any participants who are involved in family activities are to be fully excused from practices. ~~with no consequences.~~ Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents.

**PRACTICES – WORKSHOP/INSERVICE DAYS:** Practices on workshop/in service days are not to be held prior to 4:00 p.m. unless the coach/advisor has received prior approval from ~~his/her building principal~~ the Activities Director. This rule does not apply to coaches/advisors who are not employed as teachers in the District.

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**PRACTICES – PARENT CONFERENCE DAYS:** Practices on days of parent conferences must not take place during times conferences are scheduled unless the coach/advisor is not employed as a teacher in the District. Practices are also not to be held prior to 4:00 p.m. on these days unless the coach/advisor has received prior approval from his/her building principal. Once again, this does not apply to those coaches/advisors not employed as teachers in the District.

**PRIVATE LESSONS DURING THE HIGH SCHOOL SEASON:** Students may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

**PUBLIC RELATIONS/USE OF MEDIA:** We owe it to our programs and our participants to cooperate in any way possible to ensure that we receive as much publicity as possible. Head Coaches/Advisors are to be sure to report results to the following:

- a. Northfield News
- b. KYMN Radio (Northfield)
- c. KDHL Radio (Faribault)
- d. Minnesota.Scores.net – if appropriate
- e. Minneapolis and St. Paul Papers – if appropriate

All Coaches/Advisors should be sure to report results and recognize outstanding accomplishments over the morning announcements at the High School. This ~~information can be called in to the Activities Office~~ should be emailed to the high school principal's secretary prior to 8:05 AM or can be sent in with a student. ~~These results will also be displayed on the message board.~~ Coaches/Advisors should be alert for other possibilities to promote their programs and participants. Contacts to the local media can lead to publicity for specific purposes or events, but it will take the initiative of the coach for this to occur. Coaches/Advisors are expected to



cooperate with both local and area media in honoring their requests for information regarding their teams, groups or programs. It is important that you provide this information in a timely manner.

**PURCHASING:** NO purchases are to be made without prior approval from the Activities Office. If special needs arise it is the responsibility of the Head Coach/Advisor to present these needs to the Activities Director. All requests should be made during the budgeting process. However, occasionally special needs do arise. ~~We attempt to meet these needs whenever possible.~~ Coaches/Advisors at times are given permission to purchase some items themselves. ~~This usually happens with items purchased locally.~~ These items must be charged or a purchase order used. ~~Coaches cannot be reimbursed for expenditures unless it is less than \$20. All other items will be purchased by issuing a purchase order through the District Business Office.~~ For all purchases it's best to use school issued purchase orders, when possible. For ~~our own~~ everyone's protection, it is essential that we all follow ~~these~~ school district procedures when making purchases.

**RETIRED COACHES (honoring of):** Recognizing the service given and the dedication shown by coaches to the athletic program of the Northfield School District, the Coaches Advisory Council will recognize and honor retiring/resigning coaches. Those who qualify for the honor will receive a plaque recognizing the sports and years of service which they have provided. This plaque will be presented to the coaches at the Maroon and Gold Awards Reception. Any coaches retiring/resigning during or after the 1986-87 school year will be eligible to receive the award. In order to qualify a coach must meet the following criteria:

1. Coach in any athletic program, grades 6-12, sponsored by the Northfield School District as either a head or an assistant coach.
  - a. Coach for twenty (20) ~~years~~ seasons in one sport or fifteen (15) ~~years~~ seasons in more than one sport.

~~Coaching girls and/or boys in the same sport will both count toward that sport, but only one year will be counted for each calendar year of coaching. For example, if a coach, coaches girls' swimming for four years and then coaches boys' swimming for three years, they would qualify as having coached swimming for seven years. However, if that coach worked in both girls' and boys' swimming in the same year for four years, they would not qualify since they would only have four years of service. This same procedure would be used in determining those who qualify for fifteen years in more than one sport. In other words, they would have had to serve the district as a coach for ten calendar years but their service could be spread between more than one sport.~~

- b. Years coached do not have to be consecutive in order to qualify for the award.
- c. If a retiring/resigning coach receives an award and then returns to coaching, they would not receive an additional award unless they again qualified for the award. The other option, at the coach's discretion, would be to have the engraving on the plaque changed to reflect the change in the total number of years of service. The plaque awarded will include the coach's name and the number of years of service to the athletic program.

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**SAFETY GUIDELINES:** (These are responsibilities of all coaches)

1. Team Supervision: One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre/post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should be the first "member of the team" to arrive at the locker room/designated meeting site and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. Facilities Inspection: Check all facilities you will be using for safety. This should include but is not limited to fields, gyms, activity areas, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. Equipment Inspection: Check all equipment issued to players or used by players for safety. Particular



care should be given when inspecting protective equipment. Report all problems to the Activities Director.

4. Fitting Equipment: The coach has the principle responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets must be fit according to manufacturer's instructions.
5. Training Kit and Ice: The coach should see that the training kit is properly stocked with first aid supplies. The kit must be readily available during practices, scrimmages, and games as does an ~~an~~ Igloo cooler with ice.

**SCHEDULING:** The scheduling of all contests should be done in cooperation with the Activities Director. This applies to all contests scheduled, grades 7-12. Head Coaches/Advisors are asked for their input on establishing schedules. Feel free to discuss this topic with the Activities Director at any time. If you are contacted directly by another school, be sure to check with the Activities Office and have us finalize the arrangements. This is essential to insure that we comply with MSHSL regulations and avoid conflicts with other events and the use of our facilities.

**SCHEDULING AND USE OF FACILITIES:** Any time you will be using any of the school facilities you should check in the Activities Office to be sure that the facility is available. Any use of school facilities after ~~4:00~~ 2:45 PM (on a school day) requires us to obtain a building use permit from Community ~~Education and Recreation Office~~ Services. This can easily be done and our programs have the first priority for use of facilities. The Activities Office will assist in obtaining these permits. Preferably, facilities are used when custodians are on duty. However, there are occasions when it is necessary for coaches/advisors and their teams/groups to use buildings at other times. This can be done but you ~~must check out special keys from the Activities Office and~~ must be sure to take the proper steps to ensure building security. Whenever using facilities when custodians are not on duty ~~of the normal school day~~, be sure to receive clearance from the Activities Office.

**USING FACILITIES WITHOUT CUSTODIANS ON DUTY:**

1. You, the coach/advisor and employee of the School District, must be the person in charge. You must be the first to arrive and the last to leave.
2. Below is a list of duties to follow - without exception - when you are in charge of a building. The basic rule is to leave the building in better condition than you found it!
  - Schedule during regular custodial hours whenever possible.
  - Large group activities (concerts, dances, athletic contests, etc.) should always have a regular custodian on duty.
  - Activities using kitchens require kitchen employees and must have a regular custodian on duty.
  - Schedule space with Community Services to avoid double booking.
  - Be the first to arrive, last to leave.
  - Know location of ~~emergency phones:~~ AED's.
  - ~~Know District building use policy, accident reporting procedure, facts about facility. (See your principal or custodian.)~~
  - Keep users in the area assigned and avoid "spill over" to other parts of the building.

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- Secure entrance once assigned group has arrived.
- Conduct general clean-up following the activity. Be sure to check locker rooms and bathrooms. Leave area in same condition, or better than you found it.
- Double check that all lights are off, all doors completely shut and locked.
- ~~Return key to administrator (as appropriate):~~
- Report any problems ~~or injuries to the building principal or~~ Community Services and the Activities Director.



- If building is not “open” and staffed you must have an ID Badge and know how to use the Badge and security system.

**SCRIMMAGES/LOWER LEVEL GAMES:** Scrimmages and ~~JV~~ other lower level games other than those scheduled by the Activities Office may be scheduled by the coach/advisor. Any such events scheduled must be cleared through the Activities Office. Facility availability must be cleared for home events and transportation must be arranged for out of town events. Transportation for such events must be paid for through an activity account or by a sport’s booster club, ~~the coach and participants~~ unless budgeted. ~~Buses and drivers may be hired, vans rented, or parents and/or coaches may drive.~~ **UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE OF NORTHFIELD** the school district’s boundaries (exception Clay Target). When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

**STATE TOURNAMENT ATTENDANCE/EXPENSES:** Coaches/Advisors are encouraged to attend the State Tournament of their respective sport even though their team is not participating. Coaches will be allowed to be released from teaching duties in order to attend tournaments but such absences must be cleared through the Activities Director and building principals. Normally the rule is that the coach/advisor may miss one day of classes to attend tournament events. However, this depends on the schedule of tournament games - time, location, etc. Therefore, requests for released time will be handled on an individual basis. Mileage will be paid for transportation to these events. Tickets may not be purchased through activity account money, but general fund monies may be used if budgeted for in advance. Other expenses are to be paid by the coach. Student/Athletes are also encouraged to attend State Tournaments of the activities in which they participate. They must follow school policy in regard to being excused from classes using advanced make-up procedures. Tickets may be purchased through the activity account. All other expenses must be paid for by the students. Coaches may not excuse individuals or an entire team to attend a state tournament if it causes loss of class time.

**STRENGTH-TRAINING PROCEDURES AND POLICIES:** All coaches and athletes are encouraged to use the Strength-training facility at the High School. This is open for general use after school from 3:15-5:15 on school days. The doors to this facility are to be locked at all times when it is not in use. Athletic teams “in-season” have priority in using the strength-training facility. **-There MUST be adult supervision at all times** whether use is by individuals or teams. Particular concern must be paid to safety and to following the rules which are posted and/or conveyed by the weight room coaches/supervisors. Those using the facility must establish and follow a specific program approved by the strength-training supervisor. ~~Individual students, not currently involved in a sport but using the facility, must turn in the same permission form as used for all athletic activities.???????????~~

**SUPERVISION:** Supervision of athletes/participants is the most important duty of coaches/advisors. At **NO TIME** are athletes/participants to be left unsupervised. Any time that there is an official gathering of a team or group the coach/advisor or an assistant must be present. A coach/advisor must also be the **first person to arrive** and the **last person to leave** - this includes practices, games, open gyms, team meetings, social gatherings, etc. Any informal gatherings not supervised by a coach should clearly not be set up or directed by a coach and **must not** be held on school property. We must all be constantly reminded of our liability. If there is any doubt make sure that you or an assistant do supervise.

**SWIMMING POOL USE:** The Middle School swimming pool may be used by athletic/activity teams/groups. In order to use the pool it must be scheduled through Community Services. There **MUST be a CERTIFIED lifeguard on duty** and adult supervision as listed previously. Anyone using the pool must shower before entering the pool.



## **TICKET POLICIES/CONFERENCE AND REGION PASSES:**

**ATHLETICS:** Ticket prices, as established by the ~~Missota~~ Big Nine Conference, for all regular season home athletic events are \$4.00 for students and \$6.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate.

ALL 6<sup>TH</sup> – 12<sup>TH</sup> GRADE STUDENTS ARE ABLE TO PURCHASE AN ATHLETIC PASS FOR \$5. THE PASS ALLOWS ADMITTANCE TO ALL HOME REGULAR SEASON ATHLETIC EVENTS. A SPECIAL STICKER DISPERSED BY THE ACTIVITIES OFFICE THAT IS PLACED ON THE STUDENTS' ID BADGE SERVES AS THIS PASS. There will be a charge of \$5 to replace a lost pass. Please be aware that misuse of the pass will result in confiscation of the student's pass. Student athletic passes may be picked up or purchased in the High School Activities Office.

Employees of the Northfield Public Schools, who work half-time or more, may purchase a **Employee's Family Pass** for \$80. All teachers and other district staff who work twenty hours or more per week, and all retired employees are granted a free **Staff Pass**. The **Staff Pass** can only be used by the designated staff person, or retiree, and can only be used at home regular season athletic events, and/or all band, choir and orchestra concerts. The public may purchase an individual **All-Sports Pass** for \$65. The public may also purchase a family pass for \$65 for each adult plus \$25 for each student aged child of the immediate family. Additionally, a 10-punch pass may be purchased for \$45 and a student 10-punch pass for \$25. These passes are like cash and if lost, cannot be replaced.

The Student Athletic Pass, Employee Family Pass, and All-Sport Pass are good for all regular season home athletic events.

All coaches, grades 6-12, ~~are given~~ may request an athletic pass which is good for free admittance to all regular season home athletic contests.

**CONFERENCE PASSES:** Issued to ~~all~~ High School Varsity Coaches ~~who desire to have one~~ of those sports where admittance is required. One pass is good for admittance for two to any regular season athletic event at ~~Missota~~ Big Nine Conference schools. Additional conference passes may be available in the Activities Office and may be checked out by coaches for personal use. These passes may also be checked out for the purpose of scouting. All passes checked out ~~must be returned immediately~~ should be returned after use so they are available to others. Those who need passes for scouting have priority over other users.

**REGION/SECTION PASSES:** Also available and can be checked out from the Activities Office. These passes are good for Bearer and Guest. Other rules for the use of these passes are the same as for conference passes. With your cooperation there should be passes available for all legitimate needs. As staff members, you are encouraged to attend as many Northfield athletic and activity events as possible.

**ACTIVITY EVENTS:** Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$8 for adults and \$6 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

**PASSES FOR ACTIVITY EVENTS:** All salaried personnel working on a production will receive two complimentary tickets, to be used by that person or their immediate family (or significant others). In order to manage the tickets and seating, it is necessary that these tickets be requested so that tickets may be set aside.

**PROCEEDS:** All proceeds from admissions to athletic events are deposited in a general fund revenue account. Indirectly all revenue is used to offset the costs of the athletic program. This is also true of all revenue generated from fees. Proceeds from activity events are used to offset the cost of that particular program or event. This money is deposited in an activity account for that particular activity.

**TRAINING ROOM/TRAINER/SUPPLIES:** The Athletic Training Room is for the use of all athletic programs. All training supplies and equipment are stored in this room. Coaches have the responsibility to make



sure they have the proper medical supplies and equipment available at all practices and games. The minimum is a well-stocked medical kit and ice. Stocked kits are available in the training room. If supplies are needed, the kit may be exchanged for one that is stocked. All kits should be checked in and out. Coaches should contact the trainer or the Activities Office if they are in need of any supplies not available in the training room and should budget for specific medical supplies needed for their program. **Students are not to be in the training room unless they are under the supervision of a coach or trainer.** Northfield High School employs the services of an Athletic Trainer(s). The trainer(s) will provide service in the training room after school and at many events. Exact training room schedules will be determined for each sport season. The trainer(s) is available to give free injury evaluations. This can be done during regular training room hours or with an appointment. This is an excellent first step when not sure whether or not the injury is serious enough to see a doctor. The trainer is available to establish both rehabilitation and injury prevention programs. They will also serve as a liaison between the coach, athlete, parent, and medical profession. Coaches are strongly encouraged to take advantage of the services which are available.

**TRANSPORTATION:** ~~Coaches/Advisors are to turn in a transportation request form to the Activities Office as requested by the Activities Director. Upon receipt of this request the Activities Office will make the necessary transportation arrangements, including early dismissal of students from class if necessary. After the departure and dismissal times have been approved, you will receive a copy of those times. (A sample form is in the Appendix.)~~

The Activities Director will make the necessary transportation arrangements, including early dismissal of students from class, if necessary. Coaches will be able to view the transportation schedule on [www.Big9.org](http://www.Big9.org) and must communicate with the Activities Office secretary to make any adjustments. The complete season transportation schedule will be ready to view prior to the start of the season; coaches should view the schedule and request adjustments well in advance. You will also receive a confirmation of the vehicle ordered 2-3 days the week prior to your trip. It is the responsibility of the coach/advisor to check this ~~confirmation slip~~ transportation schedule for accuracy of time, date, and type/size of bus(es). ~~You are to check to be sure that you receive this confirmation. If you do not receive one,~~ It is the coaches' responsibility to contact the Activities Office to verify and confirm any changes to the transportation schedule. ~~that proper arrangements have been made.~~ Be sure to do this several days in advance of your trip. By following these procedures we eliminate problems or mistakes in the scheduling of transportation.

**TRAVEL RELEASES:** Student participants are to ride to and back from all contests and events with the team unless special arrangements have been made in advance with the coach and/or the Activities Director. ~~This will be done on only very rare and special circumstances on trips to games/contests.~~ On return trips students may ride with their own parents or the parent of a friend/teammate, only if the coach/advisor has written permission from the student's parents. This permission slip is to be ~~filed with the Activities Office~~ kept by the coach/advisor for up to one week after the the conclusion of the trip. There may be rare exceptions where students are allowed to leave with someone other than parents but only if cleared in advance with the coach/advisor and/or the Activities Director. Forms for this purpose are available in the Activities Office. (A sample form is in the Appendix C).

**UNIFORMS:** All athletic teams and cheerleaders representing Northfield High School shall wear school-owned and issued equipment and uniforms. All uniforms will use school colors unless special approval is granted. Any exceptions must receive approval from the Activities Director. All such-issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are not to be worn for personal use. They are only to be worn for practices, games or other specific school activities, or to promote school spirit.

**VIDEO TAPING - USE OF AV EQUIPMENT:** The Activities Department has the use of ~~camcorder~~, digital video cameras, tri-pods, ~~VCR~~, video projection machines and a movie screen. Other AV equipment is available and can be checked out from the High School Media Center. Coaches/Advisors are all encouraged to use this



equipment for the taping of games and practices (many teams have their own equipment as well). Videotape is an excellent teaching tool. Equipment which belongs to the Activities Department can be checked out through the Activities Office. Since many different ~~people~~ programs are using this equipment, it is imperative that the equipment is properly cared for and is returned to the Activities Office immediately after its use. Blank digital video tapes may also be checked out through the Activities Office.

**VOLUNTEER COACHES/ADVISORS:** Volunteer coaches/advisors may be used at various levels of the District 659 activities programs, upon prior approval of the Activities Director and a District 659 initiated background check. Volunteer coaches have the same MSHSL requirements as paid coaches/advisors. This applies to personnel, including student teachers, who are not under contract for coaching/ advisor services with District 659.

Volunteer coaches **MUST MEET** with the Activities Director prior to coaching. The general responsibilities of volunteer coaches/advisors (including student teachers) should be assigned by the coach/advisor in charge of the particular sport and team that the volunteer will assist. The volunteer should be regarded as an extra aid to the coach.

The volunteer coach/advisor:

1. does not assume the sole responsibility for a student or group of students and always works directly with the contracted coach. This does not prohibit the volunteer coach from working alone with a student or group of students. It emphasizes the ultimate responsibility and accountability of professional personnel for all activity performed by volunteer personnel.
2. does not treat any injuries sustained by students, though appropriate first aid may be applied.
3. does not represent the school district in any respect that is traditionally delegated to contracted coaches.
4. does not make reports to parents, guardians, or school administration.
5. does not prescribe disciplinary action relating to student-athletes.

The volunteer coach is expected to keep all privileged information concerning the team and the school to himself/herself and to exhibit the ultimate degree of loyalty to the school district. Volunteer coaches are covered by school district insurance when performing in a capacity as described above and in performing duties to the extent as directed by a supervising coach. The basic rule is that negligent acts would be covered but deliberate acts are not covered.

~~**WEIGHT ROOM:** See Strength-Training Procedures and Policies.~~

**WORK-RELATED INJURIES:** Any coaches or advisors who are injured while on the job should immediately report the injury, even if considered minor, to the Activities Director. The Activities Director will collect all appropriate information, complete and sign the "Supervisors Report of Accident" and forward it to the Personnel Office. This procedure is important to ensure coverage of injuries under workers' compensation.



# APPENDIX

## General Changes

Several forms were updated to their most current version.

Outdated information/forms were eliminated

The Appendix was organized into three parts.

# APPENDIX A

## Authorization and Eligibility Guidelines & Permission Packet

- NHS Athletics
  - NHS Fine Arts Activities
-





# Northfield High School Athletics

## Authorization and Eligibility Guidelines 2018-2019

Instructions for students and their parents or guardians:

1. Please read all of the guidelines, rules and forms which are included in this authorization packet.
2. Sign where your signature is required.
3. A physical examination is required every three (3) years and MUST BE SIGNED BY A PHYSICIAN. A copy of the form can be found on the MSHSL league website [www.mshsl.org](http://www.mshsl.org). This form can also be found at local clinics.
4. Attach the fee for the first sport in which the student will participate. Only one copy of these signed forms is necessary for the 2018-19 school year and must be turned in before the first season of participation.
5. For each additional season/sport, the appropriate second season or short form must be turned in along with a form indicating the student's name and the sport. This form is available in the Activities Office or available online on the High School Activities Home page.

### GENERAL INFORMATION FOR STUDENT ATHLETE

#### 1. ACADEMIC POLICY- adopted June, 2008

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director. Ineligibility: When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performance and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

#### Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

#### Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

#### Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

#### Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

#### Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

#### **Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Eligibility Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Band	Choir	Orchestra	Mock Trial
Music Listening	Drama	R.A.L.I.E.	Speech
Academic Challenge	Cheerleading	Science Olympiad	Rock 'n Roll Revival



## 2. CHEMICAL ELIGIBILITY RULES: Northfield High School Policy adopted June, 2008

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, Their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.

Policy: During the calendar year:

1. A student shall not at any time, regardless of the quantity:
  - A. use or consume, have in possession a beverage containing alcohol;
  - B. use or consume, have in possession tobacco; or,
  - C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
  - D. use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made , or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
  - E. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs ,gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

### 2. Penalties for Category I Activities

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
  - Fine Arts Activities
    - 1) Debate
    - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. **First Violation Penalty**  
The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.
- B. **Second Violation Penalty**  
The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.
- C. **Third or Subsequent Violation Penalty**
  - 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
  - 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
    - a) The student is assessed as chemically dependent, and
    - b) enters treatment voluntarily, and
    - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- D. **Applying the Penalty**
  - 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
  - 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
  - 3) Counting Weeks:
    - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
    - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
    - c) At the beginning of the season, practice and conditioning weeks are counted.
    - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
  - 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
  - 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
  - 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
  - 7) If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.
- ### 3. Penalties for Category II Activities
- Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.
- Fine Arts and Academic Activities
  - 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
  - 2) Music Activities.
  - 3) Visual Arts Activities.
  - 4) Chess, Academic Challenge, Math Team, Mock Trial, Music Listening, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play, Science Olympiad



Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

**In addition:**

1. A student who is guilty of an offense after being named or elected as a team captain can no longer be a captain and will not receive any awards associated with being a captain.
2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.

**3. CODE OF RESPONSIBILITIES: Northfield High School Policy adopted June, 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

**MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will show respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.**

**POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

**STERIOD AND SUPPLEMENT POSITION**

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

**STUDENT/COACH EJECTION FROM A CONTEST**

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.



**Student:** Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

**Appeal:** A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

**4. ATTENDANCE POLICY:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the assistant principal or Activities Coordinator will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

**5. EQUIPMENT POLICY:** All athletes are responsible for school-owned equipment which is used to them. Athletes who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport. Diplomas of graduating seniors will be held if they have unmet obligations.

**6. INITIATIONS/TEAM GATHERINGS:** No teams or activity groups are to hold initiations or other similar events which are designed to become "part of the team". Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons to prevent hazing and/or harassment, initiation events must not be held. Students who violate this rule – both those who conduct the initiation and those who take part – will be suspended from competition for a minimum of the next two events/contests.

**7. INJURIES:** Please be sure that coaches are informed of all injuries. An accident/injury report must be filed for any injury which requires a doctor's attention. This form is filed by school personnel. NHS athletes may see the Athletic Trainer for a free consultation. The trainer is available daily after school in the training room or can be called at the Center for Sports Medicine. Any treatment received at the hospital or Center for Sports Medicine must be paid for by the athlete. After seeing a doctor the athlete must receive a signed permission slip from the doctor before being allowed to return to action.

**8. TRAVEL RELEASE:** All student/athletes are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student/athlete rides with their parents or another parent. This will only be allowed with the written permission of the parents. If possible this should be done in advance.

**9. LAST DATE TO JOIN A TEAM:** To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday after the official start of that sport season. Gymnasts must be on the school's team not later than the third Monday after the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

#### MINNESOTA STATE HIGH SCHOOL LEAGUE ATHLETIC ELIGIBILITY RULES

**AGE** A. Students who participate in the Adapted Athletics Program shall be under 22 years of age.. A student under age 22 who has started a Sport season will be permitted to complete that sports season.

B. A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

**AMATEUR** A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose his/her amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

#### **ATHLETIC CAMPS AND CLINICS**

A. School Year – Students may attend athletic camps and clinics which have been approved by their high school principal.

B. Summer Vacation Period: non-school sponsored camps and clinics do not require approval.

1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.

2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes or serves as an instructor or is a staff member during the student's attendance.

C. Penalty: First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates. 2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater. 3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater. 4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

**AWARDS BYLAWS** Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**COLLEGE OR UNIVERSITY TEAMS** Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** Students must be officially enrolled in (as defined by the Minn. Dept. of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15<sup>th</sup> calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**FAIR HEARING PROCEDURE:** The league Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A Complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school.

**FOREIGN EXCHANGE STUDENTS** Foreign Exchange Students participating in a private exchange or an approved exchange program are limited to 1 calendar year of high school eligibility beginning with their 1<sup>st</sup> date of enrollment and attendance.



**GRADUATE** A student shall not be a graduate of a four (4) year high school or any secondary school.

**GENERAL ELIGIBILITY** In order to be eligible for regular season and MSHSL tournament competition, a student must be properly enrolled as defined by the Minn. Dept. of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the Principal.

#### **NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS**

A. During the High School Season: During the high school season, a student may not participate as a member of a non-school team, in the same sport. Season defined: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, softball and skiing are exceptions to this rule. Exception: Summer Vacation Period – Students may participate on a non-school team in the same sport as they currently play at the high school level during the summer vacation period. Summer Vacation Defined: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day. Summer Coaching waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension is granted by the school's athletic director.

B. During the School Year, Prior To and Following the High School Sports Season: A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity high school coaching staff.

1. Student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B Squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity high school coaching staff in that sport.
4. A student's fee for non-school coaching or training must be provided by the student or the student's parents or guardians unless approved by the Board of Directors.

C. Summer Vacation Period:

1. A student may compete as an individual or as a member of a non-school team. Summer Defined: The day following the fourth Friday in May through Labor Day.
2. Students may receive coaching from their high school coach.

D. Penalty: See Penalty under Athletic Camps and Clinics.

E. Special Considerations

1. National Teams and Olympic Development Programs – the MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
  - a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
  - b. Directly funded by a national governing body on a national level.
  - c. Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or on a U.S. Olympic Development Program provided the student receives an individual invitation from the U.S. Olympic Com. Or the U.S. National Governing Body on the national level for that sport.
3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

#### **SEASONS OF PARTICIPATION**

1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than six seasons in any sport while enrolled in grades 7-12.
2. Participation, no matter how limited, will count as one season of participation.

**SEMESTERS ENROLLED.** Students shall be eligible for participation in League-sponsored activities for twelve consecutive semesters (six years) beginning with their initial entrance into the 7th grade. Counting Semesters: The student has twelve consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not. The twelve consecutive semesters begin with the student's initial entrance into the 7th grade..

**GRADE LEVEL ELIGIBILITY** Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

**Elementary students in grades K-6 are not eligible to participate in any League activities.**

1. A **Continuation School** is one that is under the same administrative head and governing board.

2. A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school and where no other opportunity for participation on a high school team exists; is eligible to participate for a high school team provided the high school and the non-continuation school have established a joint agreement for participation in all League activities. The participation agreement for each activity or athletic program can be formed with:

A. The public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school in #1 above declines the request for participation agreement the non-continuation school may form a participation agreement with any other public high school; or

B. Any non-public high school.

3. All participation agreements shall be established for a minimum of two years. If either or any of the schools involved in the participation agreement wish to dissolve the agreement, they may do so provided a minimum of one year's notice is given to the other school(S) unless the schools involved mutually agree to discontinue the agreement.

4. A Non-continuation school can form only one participation agreement for each athletic or activity program.

#### **TRANSFER RULE: Domestic Students**

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.

2. A transfer student is eligible for varsity competition if:

A. **9th Grade Option:** the student is enrolling in 9th grade for the first time.

B. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move. If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects



either of the current enrollment options above, the student will be fully eligible upon transfer to the new school. A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

- C. **Court Ordered Residence Change for Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
  - D. **Custody of Student:** A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
  - E. **Move From Out of State:** If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.
  - F. **Enrollment Options Program:** A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:
    - 1) retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled; or
    - 2) be eligible only at the non-varsity level in the school to which the student has open enrolled for one (1) calendar year.
3. If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance in the new school.
- A. Students are immediately eligible for competition at the non-varsity level.
  - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
  - C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Section 2 (above), the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student while serving a one-year transfer suspension transfers to another school and none of the provisions of Section 2 (above) are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.
  - D. A student who transfers from one MSHSL member school to another MSHSL member school is ineligible for varsity competition for fifteen (15) calendar days from the first day the student attends practice in the fall or attends classes in the new school for the first time. Upon transfer, the student will be ineligible at the former school and may practice at the new school but may not compete in any varsity activity at the new School. The student will retain full eligibility at the former school if the student chooses to return to the former school during the fifteen (15) calendar day period. If the student remains at the new school, following the fifteen (15) calendar day period, the student will become eligible at the varsity level only when the Student has fully met all of the transfer criteria and has been deemed to be eligible both by the new school and the League Office. If any of the transfer criteria has not been met, the student will be ineligible for varsity competition at the new school and must then choose between varsity Participation eligibility criteria.
    - a. The student may elect to decline the 15 day window to become eligible to compete at the varsity level at the Receiving School once the school administration determines the student has met all of the varsity participation eligibility criteria.
    - b. A student may utilize this provision one time per 365 calendar day period.

The Minnesota State High School League Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the League have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300 series of bylaws in the most current League Official Handbook.

**FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS** – information available through the Activities Director, or online with the Minnesota State High School League.

**CHEMICAL/TOBACCO USE/ABUSE** See Northfield High School Policy #2 under General Information

#### **RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE**

##### **A. Definitions**

1. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or c. otherwise adversely affects an individual's employment or academic opportunities.
2. Racial Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to race.
3. Religious harassment consists of physical or verbal conduct relating to an individual's religion when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
4. Religious Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to religion.
5. Assault is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death; or
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
6. Sexual harassment is a form of sex discrimination which violates Sect. 703 of Title VII of the Civil Right Act of 1964, as amended, 42 U.S.C. 20003, et. Seq., and Minnesota Statutes Sections 363.01-14, the Minnesota Human Rights Act.
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  - b. Sexual harassment may include but is not limited to: 1) verbal, written/graphic harassment or abuse; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against the individual's body; 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; 7) any unwelcome touching of a sexual nature.
2. Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.241, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.



a. Sexual violence may include, but is not limited to: 1) touching, patting, grabbing or pinching another person's intimate parts, either same sex or opposite sex; 2) coercing or forcing sexual touching on another; 3) coercing or forcing sexual intercourse on another; 4) threatening to force sexual touching or intercourse on another.

3. Hazing: a. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: 1) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student. 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. C. Reporting procedures: 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. 3) Teachers, administrators, officials, volunteers and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or had other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments. d. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assist, or participates in an investigation or against any person who testifies, assist or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. Bylaw: During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the MSHSL. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

C. Penalties for Category I Activities:

1. Racial/Religious/Sexual Harassment Violations

a. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.

b. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist or psychologist.

c. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.

d. Accumulative Policies: penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.



## DISTRICT #659 ACTIVITIES FEE INFORMATION 2018-19

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

### Athletics - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball-Basketball-Dance Team-Football-Softball-Swimming-Volleyball-Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

### Academic and Fine Arts Activities - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening-Speech-Drama-One-Act Play-Science Olympiad

### Athletics - Middle School

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

### Academic and Fine Arts Activities – Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

### Family Limit

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined.

\*\*\*Middle School students participating in a high school program will pay the high school fee and need to fill out the high school registration forms. This fee will be paid at the high school.

### ATHLETIC PASS

ALL STUDENTS IN GRADES 6-12<sup>TH</sup> NORTHFIELD MIDDLE SCHOOL AND NORTHFIELD HIGH SCHOOL STUDENTS MAY PURCHASE A STUDENT ATHLETICS PASS FOR \$5.00. Student athletic passes may be picked up or purchased in the High School Activities Office.

**REFUND** – A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach.) After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- a. Full refund up until the first contest/public appearance
- b. ½ refund after the first contest/public appearance through first ¼ of the season
- c. ¼ refund through the first half of the season (Length of season is first practice through the first scheduled game of post-season competition.)
- d. Refunds must be requested within the academic year of the activity.



# NORTHFIELD HIGH SCHOOL ATHLETICS — Eligibility/Permission Form 2018-19

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE ACTIVITIES OFFICE ALONG WITH THE ATHLETIC FEE AND PHYSICAL FORM (IF NEEDED) 24 hours before the start of the first practice.



SPORT: \_\_\_\_\_ School Attending: \_\_\_\_\_  
(name of sport)

Fee attached \_\_\_\_\_ Family fee pd (please itemize fees paid to date) \_\_\_\_\_

If you would like to help support another athlete with a scholarship donation, please indicate the amount you wish to include in your fee. \_\_\_\_\_ Thanks!

Fee Waiver Requested: (Please check which applies) Fee Waiver Amount \_\_\_\_\_ (Fee waiver form must be attached)

Fee Waiver form is Available on the Northfield Public School website under Activities and Events Home Page.

Reduced lunch (40%) \_\_\_\_\_ Free Lunch (20%) \_\_\_\_\_

\*\*\* Free/ Reduced Letter must be accompanied with this form\*\*\*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

(Student Name)

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Parent Email address (for use only by coaches and Activities Director with your permission) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone of Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_

Names of Mother/Father or Guardians \_\_\_\_\_

If you are new to the Northfield School District in 2018-2019, please indicate name and location of school last attended and date of enrollment in Northfield School District: \_\_\_\_\_

## MSHSL ANNUAL SPORTS HEALTH QUESTIONNAIRE

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check Yes or No boxes for each question or Circle question numbers for which you cannot answer.

**IN THE LAST YEAR, since your last complete Sports Qualifying Physical Exam with your physician or your Year 2 Annual Health Questionnaire, HAVE YOU HAD ANY CHANGES TO THE FOLLOWING QUESTIONS:**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. In the last year, has a doctor restricted your participation in sports for any reason without clearing you to return to sports? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| IMPORTANT HEART HEALTH QUESTIONS ABOUT YOU IN THE LAST YEAR  |                          |                          |
| 2. In the last year, have you passed out or nearly passed out <i>during</i> or <i>after</i> exercise?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In the last year, have you had discomfort, pain, tightness, or pressure in your chest during exercise?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In the last year, does your heart race or skip beats (irregular beats) during exercise? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In the last year, do you get light-headed or feel more short of breath than expected during exercise?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In the last year, have you had an unexplained seizure?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| IMPORTANT HEART HEALTH QUESTIONS ABOUT YOUR FAMILY IN THE LAST YEAR  |                          |                          |
| 7. In the last year, has anyone in your immediate family died suddenly and unexpectedly for no apparent reason? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. In the last year, has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including an unexplained drowning, an unexplained car accident, or Sudden Infant Death Syndrome)? .....                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. In the last year, has anyone in your immediate family had instances of unexplained fainting, seizures, or near drowning?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. In the last year, has anyone in your immediate family developed hypertrophic cardiomyopathy, Marfan Syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT Syndrome, short QT Syndrome, Brugada Syndrome, or catecholaminergic polymorphic ventricular tachycardia?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. In the last year, has anyone in your immediate family been diagnosed with Marfan Syndrome, arrhythmogenic right ventricular cardiomyopathy, long or short QT Syndrome, Brugada Syndrome, or catecholaminergic polymorphic ventricular tachycardia? .....                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. In the last year, has anyone in your immediate family under age 50 had a heart problem, pacemaker, or implanted defibrillator? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| MEDICAL RISK QUESTIONS IN THE LAST YEAR  |                          |                          |
| 13. Have you had infectious mononucleosis (mono) within the last month? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. In the last year, have you had a head injury or concussion that still has symptoms like continuing headaches, concentration problems or memory problems?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. In the last year, have you had numbness, tingling, weakness in, or inability to move your arms or legs after being hit or falling? .....   | <input type="checkbox"/> | <input type="checkbox"/> |

**Parents or Legal Guardians: Please note below any health concerns, medications, or allergies that may be important for the coaches or athletic/activities director to know.**

\_\_\_\_\_

I do not know of any existing physical or additional health reason that would preclude participation in sports. I certify that the answers to the above questions are true and accurate and I approve participation in athletic activities.

Parent or Legal Guardian Signature \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Athletic/Activity Director Notes: (a YES answer to any of the questions above requires a clearance note from a physician prior to participation.)**



## 2018-2019 MSHSL Athletic Eligibility Statement

I GIVE MY CONSENT FOR THE STUDENT NAMED ON THE FRONT SIDE OF THIS SHEET TO:

1. Represent his/her school in approved athletic activities except those indicated by an examining medical doctor.
2. Receive through a medical doctor of the school's choice, emergency medical care which may become reasonably necessary in the course of athletic activities or travel.
3. Use the NHS Strength Training Facility, but only when properly supervised by a coach or staff member and only in accordance with all rules and policies as established and posted in the facility.
4. Be photographed and have photos posted in accordance to all rules and bylaws instituted by the MSHSL.

**We, the student and parent fully understand** that Northfield Public Schools does not provide any accident or health insurance coverage for my son/daughter while participating in interscholastic athletics. I **fully understand** that it is my responsibility to provide insurance coverage for my son/daughter. I **further agree** not to hold the school or anyone acting in its behalf responsible for any injury or death occurring to the student named on the back of this page in the proper course of such athletic activities or travel. These statements apply to all athletic programs (including cheerleading and dance team) offered by the Northfield Public Schools in which I give my son/daughter permission to participate.

**We, the student and parent have read, understand, and acknowledge receiving the 2018-2019 Northfield High School Athletic Eligibility information/policies and guidelines which contain a summary of the eligibility rules of the Minnesota State High School League.** I understand that a copy of the Official handbook of the MSHSL is on file with the High School Activities Director and/or principal and that I may review it, in its entirety, if I so choose.

**We, the student and parent understand** that a member of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor but that local rules may be more stringent than MSHSL rules.

**We, the student and parent further understand that the Minnesota State High School League regulations provide that any student intends to participate in high school interscholastic athletics must have on file in this school a record of a satisfactory physical examination performed by a physician within the previous three years.** More frequent examinations may be required.

**We, the student and parent have reviewed** the Concussion Management Recommendations for MSHSL Athletes contained in the Eligibility Brochure and on the following website: [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**AS A STUDENT participating in my school's interscholastic activities,** I understand and accept the Code of Responsibilities as outlined on the second page of the registration packet.

**Penalty for Disqualification:** Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and at all other games/meets in the interim at any level of competition. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled events.

**Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and/or death and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries and/or death are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program and inspect their own equipment daily. PARENTS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT/GUARDIAN'S SIGNATURE.

**\*\*\*By signing this sheet we, parents and student, acknowledge that we have read the preceding information and agree to abide by the principles and regulations contained herein.**

As the parent/guardian signing this, I

A) Grant the above-named student permission to participate in all NHS-sponsored activities. B) Grant permission for the school to take the student on supervised trips connected with school-sponsored activities. C) Understand that the student must refrain from practice or play during medical treatment until he/she is given a written permit by the attending physician to resume participation. D) Certify that the answers to the questions are correct and true. E) Certify that the above-named student is physically fit to participate in all high school interscholastic activities. F) and agree to assist in the enforcement of these policies to the best of my ability.

**Also:** 1. I grant permission for a certified athletic trainer to evaluate, provide initial first aid to, and treat (if necessary) any athletic injury incurred by the student-athlete during school athletic events. 2. I understand that if the student-athlete has seen a physician for any athletic-related injury, in order for the student-athlete to return to activity (practice or competition), a signed note from the physician detailing the extent of the injury & when the student-athlete may return to play, must be filed with the school certified athletic trainer. 3. I grant permission for the school certified athletic trainer to give information regarding any athletic-injury may incur, to only a parent/guardian, coach, and/or school administrator/site supervisor.

I do not know of any existing physical or additional health reason that would preclude participation in sports. I certify that the answers to the above questions are true and accurate and I approve participation in athletic activities.

- The above-named student is given permission to participate in ANY sport and/or activity sponsored by Northfield High School EXCEPT the following: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of PARENT/GUARDIAN: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of STUDENT: \_\_\_\_\_





# NORTHFIELD HIGH SCHOOL FINE ART ACTIVITIES

## Authorization and Eligibility Guidelines 2018-19

- This package contains:
1. Permission and Acknowledgement Form
  2. General Information
  3. MSHSL Rules (speech and Music only)
  4. MSHSL Policy

**INSTRUCTIONS:** - Return this attached sheet, **signed by both student and parent**, to the High School Activities Office. This form must be returned prior to participation of the student in any activity.

1. Permission and Acknowledgement This form is required and must be signed by the parent and student after reading all information on the form and the attached pages.
2. General Information/Policies For information and future reference including MSHSL Rules  
**GENERAL INFORMATION FOR STUDENT ATHLETES**

### 1. **ACADEMIC ELIGIBILITY: Northfield High School Policy adopted June, 2008**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

Ineligibility:

When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performances and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Eligibility Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Band	Choir	Orchestra	Mock Trial
Music Listening	Drama	R.A.L.I.E.	Speech
Academic Challenge	Cheerleading	Science Olympiad	Rock 'n Roll Revival



**2. CHEMICAL ELIGIBILITY RULES: Northfield High School Policy adopted June, 2008**

**Philosophy and Purpose:** We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.**

**Policy:** During the calendar year:

1. A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

2. **Penalties for Category I Activities**

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

A. **First Violation Penalty**

The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.

B. **Second Violation Penalty**

The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.

C. **Third or Subsequent Violation Penalty**

- 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) The student is assessed as chemically dependent, and
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full

D. **Applying the Penalty**

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) If student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

3. **Penalties for Category II Activities**

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Fine Arts and Academic Activities
  - 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
  - 2) Music Activities.
  - 3) Visual Arts Activities.
  - 4) Chess, Academic Challenge, Math Team, Mock Trial, Music Listening, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play

Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

**In addition:**

- 1. A student who is guilty of an offense after being named or elected as a team captain can no longer be a captain and will not receive any awards associated with being a captain.
- 2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.



## CODE OF RESPONSIBILITIES: Northfield High School Policy adopted June, 2008

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

### MSHSL Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will show respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.**

### POLICY

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

-Theft

-Hosting a party where alcohol or other drugs are being used

-Disrespect to a teacher or other staff member

-Vandalism

-Cheating

-Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

-When a student receives a penalty or suspension for a violation of school code of conduct policies or a violation of MSHSL bylaw 206-Good Standing, the student and his or her family shall have the opportunity to have a review of the penalty or suspension by the high school principal or designee.

**STEROID AND SUPPLEMENT POSITION** Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

### **STUDENT/COACH EJECTION FROM A CONTEST**

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season. Student: Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

Coach: Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

Appeal: A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

5. **ATTENDANCE POLICY:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the assistant principal or Activities Coordinator will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

5. **INITIATIONS/TEAM GATHERINGS:** No teams or activity groups are to hold initiations or other similar events which are designed to become "part of the team". Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons to



prevent hazing and/or harassment, initiation events must not be held. Students who violate this rule – both those who conduct the initiation and those who take part – will be suspended from competition for a minimum of the next two events/contests.

6. **TRAVEL RELEASE:** All student/athletes are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student/athlete rides with their parents or another parent. This will only be allowed with the written permission of the parents. If possible this should be done in advance.

### **MINNESOTA STATE HIGH SCHOOL LEAGUE ATHLETIC ELIGIBILITY RULES**

- AGE** A. Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.  
B. A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

**AMATEUR** A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose his/her amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

**AWARDS BYLAWS** Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**COLLEGE OR UNIVERSITY TEAMS** Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** Students must be officially enrolled in (as defined by the Minn. Dept. of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15<sup>th</sup> calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**GRADE LEVEL ELIGIBILITY** Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

**SEMESTERS ENROLLED.** Students shall be eligible for participation in League-sponsored activities for twelve consecutive semesters (six years) beginning with their initial entrance into the 7th grade. Counting Semesters: The student has twelve consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not. The twelve consecutive semesters begin with the student's initial entrance into the 7th grade..

**CHEMICAL/TOBACCO USE/ABUSE** See Northfield High School Policy #3 under General Information

### **RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE**

#### **A. Definitions**

1. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or c. otherwise adversely affects an individual's employment or academic opportunities.

2. Racial Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to race.

3. Religious harassment consists of physical or verbal conduct relating to an individual's religion when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. otherwise adversely affects an individual's employment or academic opportunities.

4. Religious Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to religion.

5. Assault is:

- a. an act done with intent to cause fear in another of immediate bodily harm or death; or
- b. the intentional infliction of or attempt to inflict bodily harm upon another; or
- c. the threat to do bodily harm to another with present ability to carry out the threat.

6. Sexual harassment is a form of sex discrimination which violates Sect. 703 of Title VII of the Civil Right Act of 1964, as amended, 42 U.S.C. 20003, et. Seq., and Minnesota Statutes Sections 363.01-14, the Minnesota Human Rights Act.

a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.

b. Sexual harassment may include but is not limited to: 1) verbal, written/graphic harassment or abuse; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against the individual's body; 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; 7) any unwelcome touching of a sexual nature.

2. Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above of underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.241, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

a. Sexual violence may include, but is not limited to: 1) touching, patting, grabbing or pinching another person's intimate parts, either same sex or opposite sex; 2) coercing or forcing sexual touching on another; 3) coercing or forcing sexual intercourse on another; 4) threatening to force sexual touching or intercourse on another.

3. Hazing: a. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: 1) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or



physical health or safety of the student. 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student. 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. C. Reporting procedures: 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. 3) Teachers, administrators, officials, volunteers and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or had other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments. d. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assist, or participates in an investigation or against any person who testifies, assist or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. Bylaw: During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the MSHSL. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

C. Penalties for Category I Activities:

1. Racial/Religious/Sexual Harassment Violations

- a. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.
- b. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist or psychologist.
- c. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
- d. Accumulative Policies: penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

## DISTRICT #659 ACTIVITIES FEE INFORMATION 2018-19

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

### Athletics - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball–Basketball–Dance Team-Football-Softball-Swimming-Volleyball-Wrestling
\$155	\$62	\$31	Golf, LaCrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

### Academic and Fine Arts Activities - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening-Speech-Drama-One-Act Play-Science Olympiad

### Athletics - Middle School

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

### Academic and Fine Arts Activities – Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

### Family Limit

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)



# NHS FINE ART ACTIVITIES



## - Eligibility/Permission Form

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE ACTIVITIES OFFICE ALONG WITH THE ACTIVITY FEE BEFORE THE STUDENT WILL BE PERMITTED TO PRACTICE OR PLAY. ( 24 hour rule-must have forms/ fees in 24 hours before start of 1<sup>st</sup> practice)**

Activity: \_\_\_\_\_ School Attending: \_\_\_\_\_  
(name of activity)

Fee attached: \_\_\_\_\_ Family fee pd (please itemize fees paid to date): \_\_\_\_\_

If you would like to help support another athlete with a scholarship donation, please indicate the amount you wish to include in your fee. \_\_\_\_\_ Thanks!

Fee Waiver Requested: (Please check which applies) Fee Waiver Amount \_\_\_\_\_ (Fee waiver form must be attached)  
Fee Waiver form is Available on the Northfield Public School website under Activities and Events Home Page.

Reduced lunch (40%) \_\_\_\_\_ Free Lunch (20%) \_\_\_\_\_

\*\*\* Free/ Reduced Letter must be accompanied with this form\*\*\*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_  
(Student Name)

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Parent Email address (for use only by coaches and Activities Director with your permission) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone of Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_

Names of Mother/Father or Guardians \_\_\_\_\_

If you are new to the Northfield School District in 2018-19, please indicate name and location of school last attended and date of enrollment in Northfield School District:  
\_\_\_\_\_

### Use of Chemicals

NORTHFIELD HIGH SCHOOL and MSHSL rules regarding the use of alcohol, tobacco and drugs apply to students participating in any NHS co-curricular activity. The specific rules are found on a separate sheet in this packet. Parents of students who violate the regulations will be notified of the offense and the number of weeks or contests the student will be ineligible for participation. A student who is ineligible is prohibited from participating in any public performance. This includes concerts, plays, contests, etc. Students who are in more than one activity or both activities and athletics may not participate in any activity or sport during the time of the ineligibility.

AS THE UNDERSIGNED, I \_\_\_\_\_ grant that the above-named student is given permission to participate in ANY activity sponsored by Northfield High School EXCEPT the following:  
\_\_\_\_\_

Grant permission for this student to take supervised trips connected with NHS activities.

Fully understand that Northfield Public Schools does not provide any accident or health insurance coverage for my son/daughter while participating in the NHS Activities Program. I full understand that it is my responsibility to provide insurance coverage for my son/daughter. (Insurance coverage is available through Norwest Insurance Agency; information and forms are available in Activities Office.)

Agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the student named at the top of this page in the proper course of such activity participation or travel. These statements apply to all activity programs offered by the Northfield Public Schools in which my son/daughter participates.

I have read, understand, and acknowledge receiving the 2018-19 information in regard to NHS rules, policies and general information pertaining to the Activities Program, including rules and policies in regard to the Use of Chemicals, Attendance and Academic Eligibility and MSHSL General Rules (which apply to all NHS CO-Curricular Activities).

I have read the foregoing and will abide by the principles and regulations contained therein

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

# APPENDIX B

## Coaching Guidelines

- Guidelines for Concerns regarding Activities Program
- Weather Guidelines (Heat/Cold/Lightning/Threatening)
- Procedures - Infectious Disease
- Coaching MSHSL-sponsored Activities



## GUIDELINES FOR CONCERNS REGARDING ACTIVITES PROGRAM

### General Information:

1. As coaches/advisors we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all of your concerns can be resolved to your liking, but we can promise that we will listen to your concerns and respond to the best of our ability.
2. In order for our programs to be successful we must all work together-- parent, coach and participant. We all want to do what is best for each individual student-athlete whenever possible. As teachers and coaches/advisors we care a great deal about your son or daughter and want to contribute to their individual development in a positive way.
3. Complaints and concerns need to be expressed and dealt with, however, positive comments and/or suggestions are also appreciated. Your input is needed and is helpful as we plan and conduct our programs.

### How to Handle a Problem or Concern:

1. When a problem or concern exists, parents are strongly encouraged to have the student/participant discuss the problem or concern with the coach or advisor. This is a great opportunity for the student to learn and practice valuable skills. Of course there may be concerns that need to go directly from the parent to the coach/advisor, and parents may always contact the coach if they do not feel that this initial contact has resolved the problem.
2. Parents are urged to contact the coach or advisor directly, before contacting the Activities Director, when the problem or concern deals with a particular activity. If the concern is not resolved, the parent should contact the Activities Director. If still not resolved, the High School Principal would be the next appropriate level to contact.

### Guidelines for Contacting Coaches:

1. When participants need to talk to their coach or advisor, after practice is best; or even better, ask the coach before practice if you can set a time at which you can speak with them. Coaches who teach in the building can many times meet with participants during the school day if necessary. This can be much more productive than a rushed meeting before or after practice.
2. Other than to request a meeting or to ask that the coach call you, do not approach the coach in a public setting. This can put both of you in a difficult position.
3. It is best to first call (or write) the coach. If a personal meeting is desired this can be requested. Calling first will allow such a meeting to be scheduled in a private setting and at an appropriate time.
4. If possible call the coach at school during the day. If the coach cannot be reached leave a message for him/her -- through the main office or through the activities office. The coach will then return the call.
5. Please avoid contacting the coach at home in the evenings as our coaches have very little free time with their families -- especially during the season in which they are coaching.
6. Avoid discussing problems with a coach on game days, or during a practice. Before a practice is also a difficult time for the coach to discuss problems.

Continued on back...

**Playing Time Issues:**

1. A suggested approach when concerned about a playing time issue, is to ask the coach/advisor what your son or daughter needs to work on or in what areas they need to improve in order to receive more playing time. This approach can be used by the participant, as well. (Note that some coaches may address playing time issues with students only).
2. Keep in mind that the coach must work with a particular activity keeping a large picture in mind -- what is best for the entire team or group, not just what is best for an individual athlete. Coaches see participants at each practice and are constantly evaluating to determine who deserves to play/participate, in order for the team to compete at the highest level possible (within our school district philosophy). There may be factors other than ability and individual performance that also come into play.

**How You Can Assist Us:**

1. Please share unique information or insight in regard to your son or daughter, including effective ways in which to deal with them that you have discovered as a parent. How can we best motivate your child; what styles of teaching/coaching do they react to the best, etc. This type of information can be of great help to a coach.

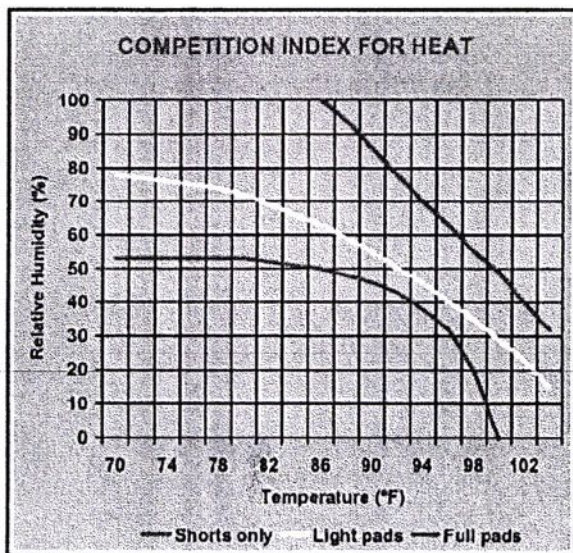
**Flow Chart:**

(if unresolved the issue may be taken to the next higher level)

- |    |                                |          |
|----|--------------------------------|----------|
| 1. | Student contacts Coach         | Resolved |
| 2. | Parents contact Coach          | Resolved |
| 3. | Parents contact A. D.          | Resolved |
| 4. | Parents contact Principal      | Resolved |
| 5. | Parents contact Superintendent | Resolved |
| 6. | Parents contact School Board   | Resolved |



# Practicing and Competing in the Heat



Reprinted with permission from Kulka TJ Kenney WI. Heat balance limits in football uniforms: how different uniforms ensembles alter the equation. Phys Sportsmed 2002;30(7):29-39.

- Green Line: Regular practices with full practice gear can be conducted for conditions that plot to the left of the green line.

- Red Line: Cancel all practices when the temperature and relative humidity plot to the right of the red line. Practices may be moved into air-conditioned spaces.

- Between Red and Yellow Lines: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the red and yellow lines.

- Between Yellow and Green Lines: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the yellow and green lines.

- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.

- Add 5 degrees to temperature between 10 AM and 4 PM from mid May to mid September on bright, sunny days.

- Practices should be modified to reflect the conditions for the safety of the athletes.

## Using the heat guidelines

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity Vs air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

## Additional Resources:

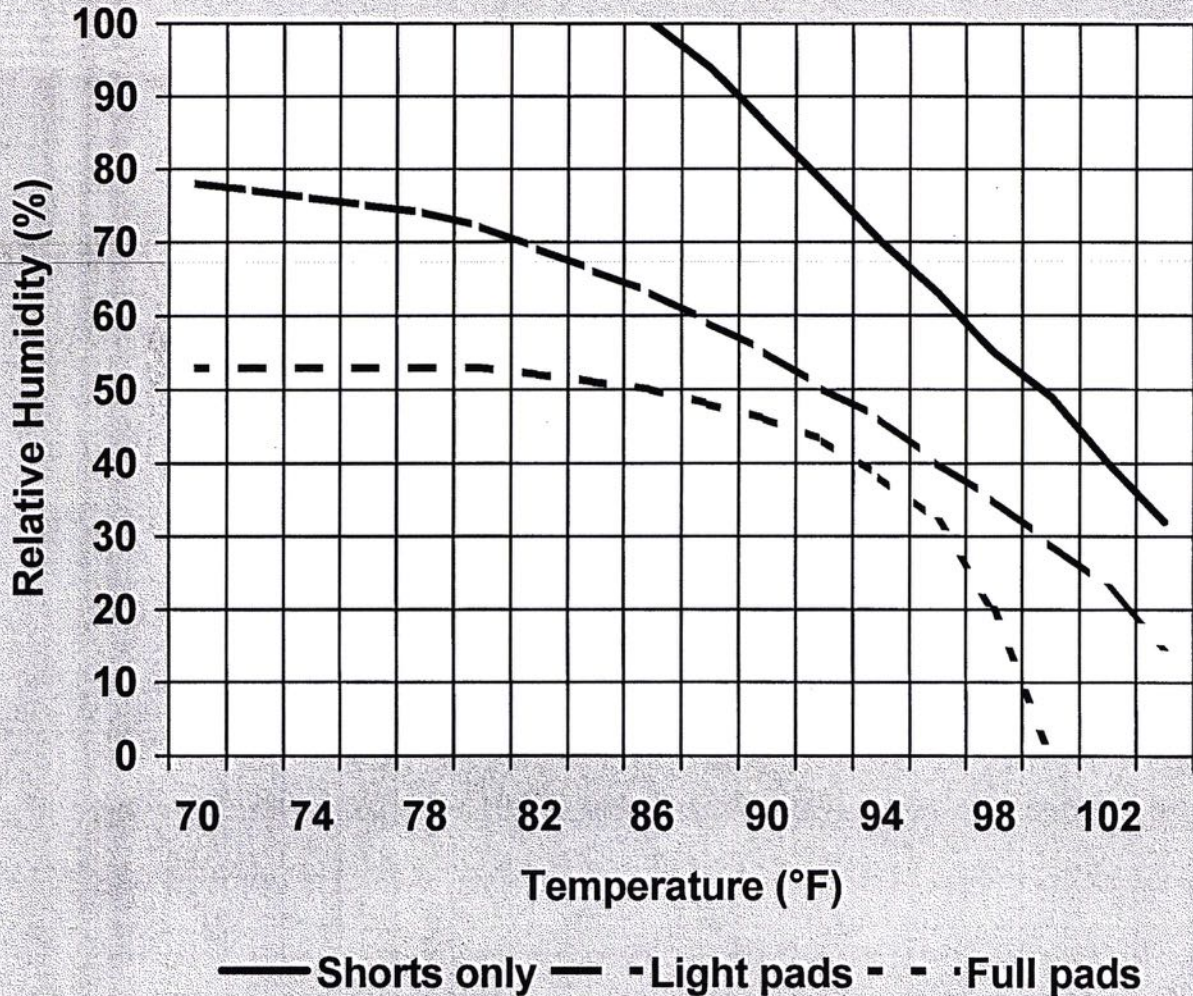
- ACSM renews caution for preseason training: [Death by heat in youth football is preventable](#)
- Heat and Stress in Football: [Role of the Uniform - What does it take to keep your players from overheating?](#)
- Read the article written by Dr. William O. Roberts, a member of the League's Sports Medicine Advisory Committee, [Death in the heat: Can football heat stroke be prevented?](#)
- Read about [Heat Stress & Athletic Participation](#)
- Review [Intravenous versus Oral Rehydration: Which is best for your athletes?](#)
- Review how to recognize a [Heat-Related Illness](#)

## Coaches Checklist:

- Follow the Heat Index shown
- Watch kids closely
- Take lots of breaks
- Make sure athletes are hydrated
- Athletes who take antihistamines or beta blockers may be at a greater risk
- Trust Kids . . . They know what their bodies can take.
- Don't let peer pressure force kids to make decisions that may cause harm



## COMPETITION INDEX FOR HEAT



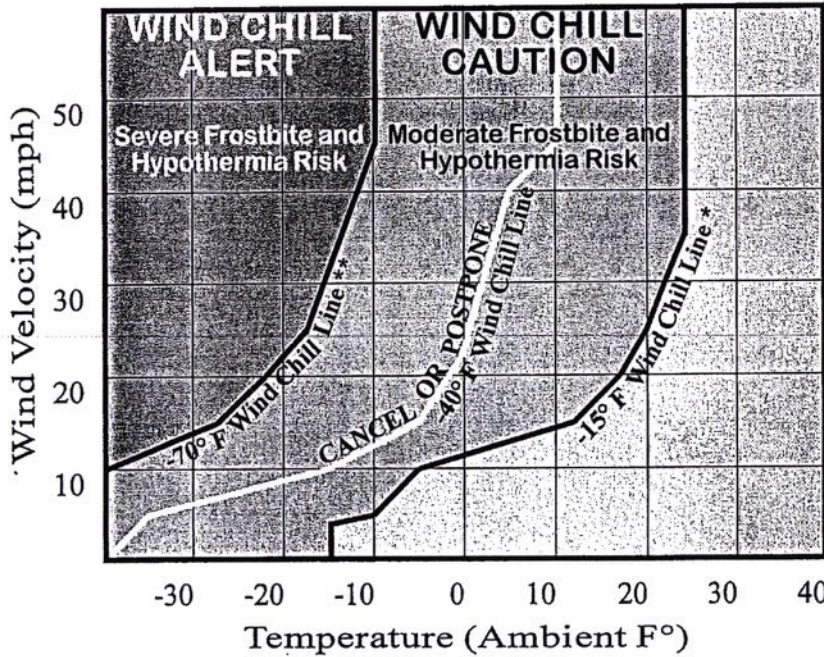
### Heat Stress Risk Temperature and Humidity Graph

Reprinted with permission from Kulka TJ, Kenney WL. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Phys Sportsmed* 2002;30(7):29-39.

- ----- LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the ----- line.
- ——— LINE: Cancel all practices when the temperature and relative humidity plot to the right of the ——— line; practices may be moved into air-conditioned spaces.
- BETWEEN ——— AND ----- LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the ——— and ----- lines.
- BETWEEN ——— AND ----- LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the ——— and ----- lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.
- Practices should be modified to reflect the conditions for the safety of the athletes.



## PART 2 – COMPETITION INDEX FOR COLD



## COMPETITION INDEX FOR COLD

**CANCEL OR POSTPONE:**

- Competitor >1 minute duration at -4° F
- All Activity at -20° F or at -40° Wind Chill

**Notes:**

- \* -15° F or greater Wind Chill — Exposed flesh can freeze in 1 minute
- \*\* -70° F or greater Wind Chill — Exposed flesh can freeze in less than 30 seconds

### CANCEL OR POSTPONE:

- Competitor >1 minute duration at -4°F
- All Activity at -20°F for or at -40° Wind Chill

### NOTES:

- \* -15°F or greater Wind Chill – Exposed flesh can freeze in 1 minute
- \*\* -70°F or greater Wind Chill – Exposed flesh can freeze in less than 30 seconds

### CURRENT STANDARD FOR ALPINE SKIING

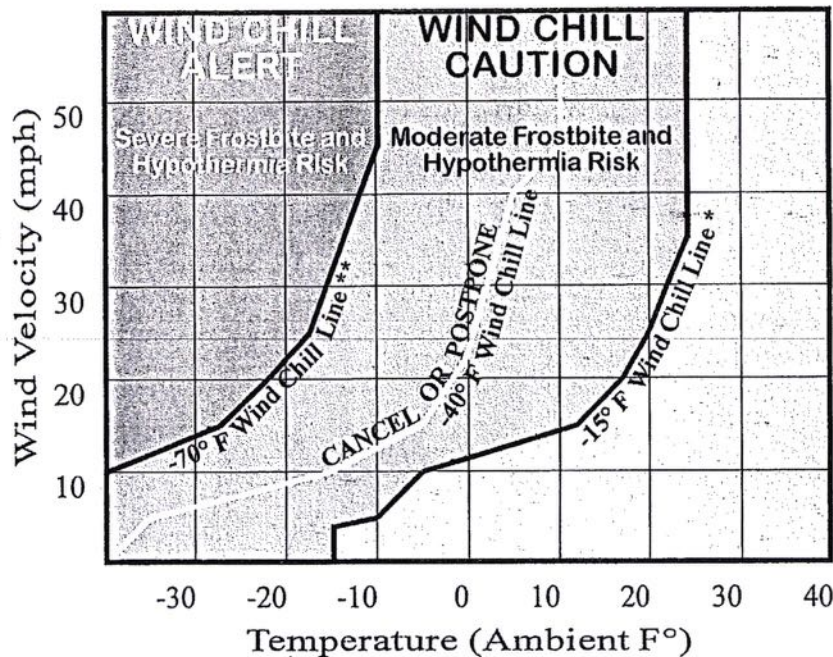
>-4 °F Ambient Temperature	Check for frostbite on exposed skin.
-4 °F to -10 °F Ambient Temperature	Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Modify pre race protocol to limit athletes' cold exposure to <30 minutes in duration total time.
< -10 °F Ambient Temperature or -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Attempt to reschedule event. If competition cannot be rescheduled, a no strip rule will be enforced with all competitors wearing extra layers that include a wind shell for entire body. Modify pre race protocol to limit athletes' cold exposure to <20 minutes in duration total time.
< -40 degrees F wind chill	Postpone/cancel competition

### CURRENT STANDARD FOR NORDIC SKIING

<-4 °F Ambient Temperature	FIS* - No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia.
< -20 °F Ambient Temperature or < -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Wear extra layers. Wind shell for entire body.



## PART 2 – COMPETITION INDEX FOR COLD



## COMPETITION INDEX FOR COLD

**CANCEL OR POSTPONE:**

- Competition >1 minute duration at -4° F
- All Activity at -20° F or at -40° Wind Chill

**Notes:**

\* -15° F or greater Wind Chill — Exposed flesh can freeze in 1 minute  
 \*\* -70° F or greater Wind Chill — Exposed flesh can freeze in less than 30 seconds

**CANCEL OR POSTPONE:**

- Competition >1 minute duration at -4°F
- All Activity at -20°F for or at -40° Wind Chill

**NOTES:**

- \* -15°F or greater Wind Chill – Exposed flesh can freeze in 1 minute
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**CURRENT STANDARD FOR ALPINE SKIING**

>-4 °F Ambient Temperature	Check for frostbite on exposed skin.
-4 °F to -10 °F Ambient Temperature	Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Modify pre race protocol to limit athletes' cold exposure to <30 minutes in duration total time.
< -10 °F Ambient Temperature or -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Attempt to reschedule event. If competition cannot be rescheduled, a no strip rule will be enforced with all competitors wearing extra layers that include a wind shell for entire body. Modify pre race protocol to limit athletes' cold exposure to <20 minutes in duration total time.
< -40 degrees F wind chill	Postpone/cancel competition

**CURRENT STANDARD FOR NORDIC SKIING**

<-4 °F Ambient Temperature	FIS* - No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia.
< -20 °F Ambient Temperature or < -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Wear extra layers. Wind shell for entire body.



## Board Policy: Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators, and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions -- that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest, and cannot be over-ruled by the other party. When in doubt, error on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

**When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lighting or sound of thunder before returning to the field or activity.**

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletic events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning.

## NORTHFIELD HIGH SCHOOL

### Activities Department

#### PROCEDURES TO PROTECT AGAINST THE SPREAD OF INFECTIOUS DISEASES

1. Always deal with the wound first, uniform second and cleaning of the floor and equipment last.
2. Wear gloves when dealing with blood and other body fluids
3. Always wash hands and other exposed skin areas when finished -- even if gloves are worn.
4. When there is bleeding or an open wound a player ***must be removed from practice or competition*** until the wound is properly treated and uniform/equipment is disinfected.
5. Clean, disinfect and cover all wounds. Do not use alcohol to clean wounds. Any cuts or open sores should be covered prior to practice or competition.
6. Coaches/trainers or maintenance staff should clean up all blood spills -- students/athletes/student trainers should never do this.
7. Always have a kit available with appropriate supplies to treat all wounds.
8. Carry extra uniforms to all contests in case a uniform must be changed. The uniform may not be a perfect match, but should be the same color.
9. Disinfect uniforms contaminated with blood or body fluids with alcohol before continuing. A bottle of alcohol is in all kits. Use gauze, with the alcohol to clean the uniform.
10. Disinfect all blood contaminated surfaces before competition resumes. Wear gloves and use disinfectant.
11. If necessary to use CPR, use disposable masks which will be in all kits. AEDs are located in the foyer between the upper & lower high school cafeterias and should be used as necessary.
12. All soiled clothing/towels, etc. must be disinfected or disposed of. Washing with any detergent containing bleach will disinfect. Soiled items can be left in a red plastic bag, on top of the washer in the training room and they will be washed.
13. Any contaminated material must be disposed of properly in a biohazard waste bag (red). This bag must, in turn, be disposed of properly by placing in the labeled container in the training room.
14. Any sharp instruments - needles, scalpels, etc., must be disposed of in a sharps container. (Red box located in the training room) Do not place in a waste basket.
15. All medical kits must be picked up and returned from the training room before and after games/meet/competition. All kits will be continually checked and re-stocked. The specific procedure for signing out and returning kits will be in the training room.





# 2017-2018 COACHING MSHSL-SPONSORED ACTIVITIES

This document is intended to provide specific information regarding your high school coaching assignment and Minnesota State High School League bylaws pertaining to student eligibility. Review the following League bylaws which may affect your contact with your athletes outside of the high school sports season.

Contact your athletic/activities director or the League if you have any questions about these bylaws.

## Bylaw 203

### Camps/Clinics

#### DURING THE SCHOOL YEAR

During the school year, members of the high school coaching staff (full time, part time, head coach, assistant coach, volunteer coach, salaried or non-salaried) may not own, organize, administer, direct, or coach a camp or clinic, league, or tournament that is attended by players from the coach's school in that sport.

#### SUMMER WAIVER

High school athletes may attend a camp or clinic owned or coached by a member of his school's coaching staff provided the coach has been approved for a summer waiver. Consult with your athletic director for the summer waiver criteria.

**NOTE:** Camp/clinic participation fees must be paid by the student or student's parent or guardian. Coaches and/or booster clubs cannot pay for a student to attend a camp/clinic or participate on a non-school team.

Schools may not issue school uniforms for non-school use. Schools may rent or lease equipment, i.e. shoulder pads, football helmets, etc. to students for their personal use in camps, clinics, or leagues during the summer.

#### Penalties:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility IN THAT SPORT for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport.

**NOTE:** This means that a senior who violates the bylaws at the end of a sport season will lose eligibility for two games in the next sport season in which the student participates.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility IN THAT SPORT for the next six consecutive interscholastic contests.

3. **Third Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility IN THAT SPORT for the next twelve consecutive interscholastic contests.

4. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

## Bylaw 208

### Team and Individual Sports

#### 1. During the high school season:

A. Students may receive coaching, training or lessons in that sport from a source other than the school's coaching staff. Training shall be defined to include receiving instruction in the techniques and skills of a particular sport.

B. **Non-school training during the high school season for athletes who qualify as individual competitors to the state tournament:** (*Swimming, Cross Country, Tennis, Skiing, Gymnastics, Wrestling, Synchronized Swimming, Golf, and Track and Field*)

**Lessons/Training:** During the MSHSL high school season athletes may take lessons from professionals and other non-school coaches without limit as to where, when or who may provide the training. Athletes may not miss a high school practice, game, or meet to take a lesson or train for a non-school event.

**Competition:** Athletes will be able to compete in non-school events/competitions that do not match the events in which athletes currently compete in high school competition.

C. Coaches may continue to conduct practice and training for all squad members, including the students who have been eliminated from tournament competition, until completion of the state tournament in that sport.

**Season Definition:** The season begins with the official opening date of practice and ends when the student or student's team is eliminated from further MSHSL tournament competition.

#### 2. During the school year, prior to and following the high school sports season:

A. Coaches shall not influence or direct a student to participate as a member of a team or as an individual competitor in a non-school league, camp, clinic, or to take private or group instruction or lessons.

B. A student who has been a member of a high school team (B-squad, junior varsity or varsity) may not receive coaching, training or private lessons from a salaried or non-salaried member of the school's sophomore, B-squad, junior varsity or varsity coaching staff in that sport.

#### 3. During the summer vacation period:

During the summer vacation period, member schools may waive "2-B" above and permit students to receive coaching from a member of the high school staff under the provisions of the summer coaching waiver. Contact your athletic director for additional information.

#### Summer Vacation Definition:

With the exception of Baseball and Girls' Softball, the summer waiver period also includes a one-week no-contact period in July the week of July Fourth.

#### Captains Practice:

Captains practice is primarily for the purpose of physical conditioning and salaried or non-salaried school personnel may not be involved in any capacity. It is the responsibility of school officials to become aware of the pre-season activities in their school district and to verify that the spirit and intent of the League rules are respected.

#### Open Gym:

Open gym refers to the use of the school facilities for recreational activities. The characteristics of an open gym are that:

1. The school facilities are available for students to participate in a number of activities;
2. The recreational activities are open to all students;
3. There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program;

4. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

#### Interpretation:

Q. Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team.

A. *No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.*

## Bylaw 307

### Undue Influence on Students

A system of fines shall be imposed for schools whose personnel exert undue influence on students to participate on non-school teams or to attend camps, clinics, open gym, captains practice, weight training or other related activities.

## Bylaw 308

### Undue Solicitation of a Student

Any verbal or written contact initiated by a representative of another school resulting in the transfer of a student will be considered as asserting undue influence, for which the school may be publicly censured, removed from tournament competition, suspended from the League, or fined.

## Bylaw 406

### Physical Development Programs

Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during the same period is also encouraged. National Federation guidelines for conducting programs for physical development will apply. This means that coaching of sport techniques and skills to students who have participated on high school teams is a violation of the bylaw and must not be included in the program which would emphasize physical development rather than skills and techniques of specific sports. Chalk talks or "skull sessions" emphasizing sport skills and techniques is a violation of the bylaw. There shall be no compulsion on athletes to participate in the program as a qualification for being on a high school team.





## COMPLETION OF ONLINE RULES MEETING & CONTINUING EDUCATION REQUIREMENTS

All sport coaches and fine arts coaches and directors in speech, debate and one-act play are required to complete the League's Continuing Education Requirement once every three years and complete the annual Rules Interpretation Meeting.

## CODE OF ETHICS FOR COACHES

A coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:

- A. making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, through any public news media, social media or other electronic media;
- B. detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
- C. being ejected from any contest.

### Actions and Response:

Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

### Penalties:

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the League Board of Directors.

## PRIOR TO AND FOLLOWING THE HIGH SCHOOL SPORTS SEASON, A COACH:

### MAY

- Conduct a pre-season meeting to review team registration, MSHSL rules, tryout information and other administrative items. No coaching or instruction in the skills or strategies of the sport is permissible.
- Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
- Provide coaching during the summer vacation period if approved for summer waiver. *Ref. Bylaw 208.*

### MAY NOT

- Provide coaching, instruction, training, etc. to athletes of their high school B-squad, junior varsity, or varsity teams (unless approved for and during summer waiver period).
- Direct athletes to play in a league or to attend a camp or clinic.
- Place athletes on a roster, develop or organize a team roster, draft players for a team, select, secure, or otherwise influence the placement of athletes on a team for leagues, tournaments, camps, or clinics, other than those athletes approved for a summer coaching waiver.
- Direct or unduly influence an athlete to participate in open gym, captains practice, or on non-school teams, leagues, camps, clinics, or weight training.
- Organize, supervise, direct, or otherwise participate in the organization of captains practice.

## LAST DATE TO JOIN A TEAM

- A. To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday (the 22nd calendar day) from the official start of that sport season.
- B. Membership Defined: A student must:
  - 1) Be practicing with the high school team;
  - 2) Be on the school's master eligibility list; and
  - 3) Be under the bylaws of the League.
- C. Exceptions: At the member school's discretion, students may be allowed to join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season and be fully eligible for post-season competition if they meet any of the three conditions (1, 2 or 3) below.
  - 1) Transfer students who become eligible in their new school.
  - 2) Students, who are participating in another sport and wish to drop that sport or participate in a second sport during that same sport season, provided they have not delayed their membership in order to gain a competitive advantage.
  - 3) Students who were under the care of a physician and were medically unable to join the team by the specified date. Students must have written documentation from the physician.
  - 4) Students who join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season, but who also meet any of the three conditions (a, b or c) below are eligible **ONLY** for regular season competition, not post-season competition.
    - a) Participated on a non-school team or as an individual competitor;
    - b) Participated in a camp or clinic; and/or
    - c) Received private instruction in that sport during the high school season.





# APPENDIX C

## Coaching Forms

- NHS Athletic Checklist
- Annual Report
- Inventory of Equipment and Supplies
- Emergency Care Procedures
- Emergency Action Plan
- Accident Report
- Student Eligibility Agreement/Review of Registration
- School Transportation Request
- Activity Trip Request
- Overnight Trip Agreement
- Waiver Request
- Fundraiser Request
- Expense Reimbursement

# Northfield High School Athletic Checklist

**Sport** \_\_\_\_\_

**Coach** \_\_\_\_\_

- |  |   |
|--|---|
| _____ Held pre-season meeting with A.D.  | _____ Shared the Lettering Policy with the team.  |
| _____ Held pre-season meeting with coaching staff.   | _____ Distributed schedules to parents/athletes. Use <a href="http://www.Big9.org">www.Big9.org</a>   |
| _____ Read and will enforce all eligibility information.   | _____ Received eligibility list from A.D. and allowed only those cleared to practice/compete.   |
| _____ Completed MSHSL Continuing Education Requirements (including rules meeting (if necessary)).  | _____ Met with Trainer regarding kits for all squads.   |
| _____ Reviewed Big 9 Bylaws and MSHSL Bylaws regarding your sport.<br><a href="http://www.big9.org">www.big9.org</a><br><a href="http://www.mshsl.org">www.mshsl.org</a> | _____ Check out video-camera/tripod (if needed).  |
| _____ Verify status of budget with A.D.  | _____ Complete Anyone Can Save a Life Forms.  |
| _____ Understand that purchases may <b>not</b> be made without approval and a <i>Purchase Order Number</i> . <b>No reimbursement without prior approval.</b>             | _____ Turned in team roster to Activities Office for all levels.  |
| _____ Turned in typical practice schedule with times and locations to A.D.   | _____ "Equipment Check-Out Sheet" completed.  |
| _____ Verify competition schedule with A.D.  | _____ Assigned the responsibility for calling in scores to the media.   |
| _____ <b>All</b> special dates must be reviewed with the A.D. (parents night, alumni night, youth night, etc.)   | _____ Pictures scheduled/taken with _____ on _____.   |
| _____ Verify transportation schedule.  | _____ Communicated with Activities Secretary regarding awards and certificates for athletes. (allow at least a week for the certificates to be printed) |
| _____ Gave A.D. any special requests.  | _____ Communicated the date of your banquet with the Activities Office.   |
| _____ Understand Officials "voucher system," (if necessary).   | _____ Attended Big 9 coaches meeting to wrap up season and nominate All Conference/HM Athletes. Give info to Activities Secretary.                      |
| _____ Shared NHS rules with team about academics, attendance, Code of Conduct etc. (handbook).   | _____ Communicated with the Activities Office regarding post-season play.   |
|  | _____ Explained off season eligibility to the team.   |

2/13/2018



\_\_\_\_\_ Explained summer rules regarding camps and all star info from MSHSL.

\_\_\_\_\_ Did the follow-up to **collect all missing equipment.**

\_\_\_\_\_ Gave a detailed list of students with missing equipment to the AD. The list should contain an approximate cost for replacement.

\_\_\_\_\_ Returned medicine kits to Trainer.

\_\_\_\_\_ Returned any video cameras/tripods, etc.

\_\_\_\_\_ Inventory completed and recorded.

\_\_\_\_\_ Post season meeting with A.D.

**Will turn in:**

**♣ Post Season Report**

**♣ Self (program) Evaluation—every (3) years**

**♣ Inventory Sheet**





MSHSL Sub-Section, Section and State Results

Opponent

Score  
NHS Opp.

Site

Date

<u>Opponent</u>	<u>Score</u> <u>NHS</u> <u>Opp.</u>	<u>Site</u>	<u>Date</u>

MSHSL PLAY DOWN RESULTS (e.g., 3rd in Section, etc.):

CAPTAINS:

MOST VALUABLE PLAYER:

ALL-CONFERENCE:

HONORABLE MENTION ALL-CONFERENCE:

OTHER HONORS (Individual or Team):

Trophies won this season and added to trophy inventory of this sport:

**Northfield High School  
Activities Office**

**INVENTORY OF EQUIPMENT AND SUPPLIES**

**SPORT** \_\_\_\_\_

**Storage Location** \_\_\_\_\_

**Signature of Head Coach** \_\_\_\_\_ **Date** \_\_\_\_\_

<u>Item</u>	<u>Quantity Stored</u>	<u>Condition</u>	<u>Quantity Purchased this Year</u>	<u>Last Year's Inventory</u>	<u>Disposed</u>	<u>Comments</u>

- Instructions:**
1. Evaluate "Condition" by Good, Fair, or Poor.
  2. All equipment must be counted in order to submit the inventory.
  3. Any item where the previous inventory plus purchase for this year do not tally, the coach must give rationale for the discrepancy in the "Comments" column.



# NORTHFIELD HIGH SCHOOL

Activities Office

## EMERGENCY CARE PROCEDURES

### EMERGENCY CARE PROCEDURES:

- I. Administer immediate first aid
  - a. control bleeding
  - b. cardio-pulmonary resuscitation
  - c. treat for shock
  - d. fractured bones
  - e. automated defibrillator
- II. Notify Parents
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
  - a. Activities Director - call at home if necessary.
  - b. If the Activities Director cannot be reached, contact the building principal.
  - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.

**AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

# Emergency Action Plan Worksheet – Student Response Team

Coach/Advisor Name:	Activity:	Level:
---------------------	-----------	--------

## 1 911 TEAM

CALL 911		
CALL 911. Explain emergency. Provide location.		
	PRACTICE	EVENTS
Closest Phone		
EMS Access Point		
Street Intersection		
Student 1		
Student 2		

MEET AMBULANCE at EMS Access Point. Take to victim.		
	PRACTICE	EVENTS
Entry Door/Gate		
Student 1		
Student 2		

CALL CONTACTS. Provide location and victim's name.		
	NAME	CELL
Athletic Trainer		
Athletic AD		
Student 1		
Student 2		

## 2 CPR/AED TEAM

START CPR	
<ol style="list-style-type: none"> <li>1. Position person on back.</li> <li>2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.</li> <li>3. Take turns with other responders as needed</li> </ol>	
Coach	
Student 1	
Student 2	
Student 3	

WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
<ol style="list-style-type: none"> <li>1. Remove clothing from chest.</li> <li>2. Attach electrode pads as directed by voice prompts.</li> <li>3. Stand clear while AED analyzes heart rhythm.</li> <li>4. Keep area clear if AED advises a shock.</li> <li>5. Follow device prompts for further action.</li> <li>6. After EMS takes over, give AED to Athletic Administrator for data download.</li> </ol>	

## 4 HEAT STROKE TEAM

	PRACTICE	EVENTS
Tub Location		
Water Source Location		
Ice Source Location		
Ice Towel Location		
Student 1		
Student 2		

## 3 AED TEAM

GET THE AED		
	PRACTICE	EVENTS
Closest AED		
Student 1		
Student 2		
GET THE ATHLETIC TRAINER		
Typical location		
Student 1		
Student 2		

**CALL 911 for all medical emergencies.**  
**If unresponsive and not breathing normally, begin CPR and get the AED.**

PREPARE TUB DAILY		
	PRACTICE	EVENTS
Student 1		
Student 2		
<ol style="list-style-type: none"> <li>1. Remove equipment/excess clothing. Move to shade.</li> <li>2. Immerse athlete into cold ice water tub, stir water. *If no tub: cold shower or rotating cold, wet towels over the entire body</li> <li>3. Monitor vital signs.</li> <li>4. Cool First, Transport Second.                             <ol style="list-style-type: none"> <li>a. Cool until rectal temperature reaches 102°F if ATC or MD is available.</li> <li>b. If no medical staff, cool until EMS arrives.</li> </ol> </li> </ol>		



**ACCIDENT REPORT**  
**NORTHFIELD PUBLIC SCHOOLS- DISTRICT #659**

Building/location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Students name: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parents: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Physicians name: \_\_\_\_\_ Date first consulted: \_\_\_\_\_  
Under whose supervision: \_\_\_\_\_ Was he/she a witness? \_\_\_\_\_  
Other witnesses: \_\_\_\_\_

The accident happened while the student was participating in:

_____ practice-type sports	_____ travel to/from school
_____ game	_____ classroom
_____ travel	_____ physical education
_____ other _____	_____ on school grounds

What happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe conditions where the accident occurred:

\_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Raining \_\_\_\_\_ Snowing \_\_\_\_\_ Clear \_\_\_\_\_ Slippery  
\_\_\_\_\_ Other \_\_\_\_\_ School Equipment Involvement – Custodian notified

First Aid given: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Signature of person giving first aid: \_\_\_\_\_

\*Signature of staff in charge when accident occurred: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Were parents/guardian notified? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, why? \_\_\_\_\_

Name of parent notified: \_\_\_\_\_ Time: \_\_\_\_\_

Treatment/Outcome: \_\_\_\_\_  
\_\_\_\_\_

\*Principal /Athletic Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Faxed to Insurance Agent (507-645-8863) Date: \_\_\_\_\_

\_\_\_\_\_ Mailed original to District Nurse Date: \_\_\_\_\_



## Student Eligibility Agreement – Review of Registration

We are excited that you are participating in an activity/sport at Northfield High School.

Upon registration for your first activity/sport at Northfield High School, your electronic signature of agreement was provided. Please review these three expectation areas that could affect your eligibility to participate:

**Academics** – I agreed to stay on track in meeting graduation requirements. A failing quarter or semester course grade will affect eligibility.

**Chemicals** – I agreed to stay chemically-free, both in and out of season. The use or possession of alcohol, tobacco, vape, or any controlled substances and/or paraphernalia will affect eligibility.

**Behavior** – I agreed to represent Northfield High School in a positive manner. Behavior that does not support this mission may affect your eligibility.

Basic infractions to the above rules will incur the following MSHSL penalties:

Infraction	Penalty
1st	2 weeks or 2 competitions, whichever is greater
2nd	3 weeks or 6 competitions, whichever is greater
3rd	4 weeks or 12 competitions, whichever is greater

*Penalties are cumulative throughout your high school career.*

Details around these expectations and penalties are outlined more specifically in the full agreement provided at the time of registration and in the co-curricular handbook. Please refer to that information as needed.

**I understand the expectations for participation and the requirements for staying fully eligible.**

\_\_\_\_\_  
*Student Name- Printed*

\_\_\_\_\_  
*Activity/Sport*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*





SCHOOL TRANSPORTATION REQUEST

INSTRUCTIONS: Fill out this request and turn it in to the Principal to obtain approval. Once approved, the Principal's secretary will fax it to Benjamin Bus, Inc. at 645-5635. When bus transportation is confirmed, a copy will be placed in your mailbox. Benjamin Bus, Inc. phone number is 645-5720. Email is: dispatch@northfieldlines.com

Form box containing fields for Today's Date, Person Making Request, Phone, Email, Fax, School, Approval, and Confirmed.

DATE OF TRAVEL: \_\_\_\_\_ GROUP TRAVELING: \_\_\_\_\_

Load Bus Time: \_\_\_\_\_ AM PM (Standard Load time is 10 minutes. Please note if more time is needed)

Departure Time: \_\_\_\_\_ AM PM # of Passengers: \_\_\_\_\_ # of buses requested: \_\_\_\_\_

PICK UP GROUP AT:

\_\_\_\_\_ HS (Main Entrance East Side) preferred location \_\_\_\_\_ HS (Auditorium Entrance West Side)

\_\_\_\_\_ Middle School

\_\_\_\_\_ Bridgewater (Bus Lot)

\_\_\_\_\_ Greenvale Park (Bus Lot)

\_\_\_\_\_ Longfellow (Orchard Street)

\_\_\_\_\_ Sibley (Main North) \_\_\_\_\_ Sibley (Gym South)

\_\_\_\_\_ Other: \_\_\_\_\_

DESTINATION (Specific): \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

RETURN: Load Bus Time: \_\_\_\_\_ AM PM Departure Time: \_\_\_\_\_ AM PM

Estimated Return to Origination: \_\_\_\_\_ AM PM

SPECIAL INSTRUCTIONS (additional stops, wheelchair, etc.): \_\_\_\_\_

Two blank lines for additional information.

**Northfield High School Activities Department**

**ACTIVITY TRIP REQUEST**

\_\_\_\_\_ Sport/Activity \_\_\_\_\_ Date

\_\_\_\_\_ Destination

\_\_\_\_\_ Date & Estimated Time of Departure \_\_\_\_\_ Date & Estimated Time of Return

Purpose of Trip: \_\_\_\_\_

Transportation Arrangements: \_\_\_\_\_

\_\_\_\_\_ Est. Cost \_\_\_\_\_

Lodging Arrangements (Include Name, Address and Phone of Accommodations): \_\_\_\_\_

\_\_\_\_\_ Est. Cost \_\_\_\_\_

Meal Arrangements: \_\_\_\_\_

\_\_\_\_\_ Est. Cost \_\_\_\_\_

Dates & Time of Contests or Appearances: \_\_\_\_\_

Explanation of how the above expenses will be paid (include the estimated cost per participant):

Names of Coaches/Advisors/Faculty or other Adult Supervision: \_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Not approved**

\_\_\_\_\_ Principal

\_\_\_\_\_ Activities Director



# Northfield High School Activities Department

## OVERNIGHT TRIP AGREEMENT

\_\_\_\_\_ has our permission to participate  
Name of Student

in the overnight trip to \_\_\_\_\_  
Destination

\_\_\_\_\_

Sport/Activity

\_\_\_\_\_

Date(s) of trip

We understand that there will be adult supervision provided for the trip, and that precautions will be taken in the interest of student safety and well-being. We further understand that the school and supervisors will not be held liable for any accident or injuries which may occur in connection with this trip. We also authorize any necessary medical treatment required by our student while participating in this trip. Please list below medicines being taken and medicines allergic to in case of an emergency.

We understand, support and agree to abide by the following rules and procedures regarding student conduct:

1. Students are expected to dress appropriately and neatly.
2. Students shall not consume, possess or transmit alcoholic beverages, tobacco, or other chemical substances at any time regardless of age. VIOLATION OF THIS RULE WILL RESULT IN:
  - a. Immediate notification of parents and school officials.
  - b. The student being sent home immediately at parent expense.
  - c. The student being suspended from future activity trip participation and/or competition.
3. Students must abide by established curfews and other rules as established for each specific trip.
4. Students must recognize and cooperate with the authority of coaches/advisors and other supervisors.
5. Students must be respectful of others in terms of language and conduct.
6. Students must be respectful of property.
7. In general, behavior on this trip should be the same as that expected when at school.

**Infractions of any rules could result in the student being sent home at parent expense. Further disciplinary action may be taken upon returning to school. This could include detention, suspension from school, suspension from the activity, and/or suspension from participation in school-sponsored activity trips.**

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Date

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Work Phone

This form must be completed, signed by parent and student, returned to the coach/advisor and filed in the Activities Office prior to departure.

# Northfield

Public Schools I.S.D. 659 MINNESOTA  
NHS Activities Office

## Waiver Request Form

Parent of Guardian: To apply for waiver on the athletic/activity fee, please complete and return to NHS Activities Office for high school student or NMS Activities Office for MS student.

**1. STUDENT(S) FOR WHOM APPLICATION IS BEING MADE:**

Name	Gr	School Attending	Sport/Activity

**2. NAME OF PARENT/GUARDIAN** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**3. TOTAL NUMBER IN FAMILY (HOUSEHOLD):**

Do not include those members who no longer are family dependents \_\_\_\_\_.

**4. TOTAL FAMILY INCOME BEFORE DEDUCTIONS:** Include wages of all working members, welfare payments, pensions, social security, and all other income of the total number in the family noted above. Enter only one total amount below:

Yearly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

**FOR SPECIAL HARDSHIP CONDITIONS, COMPLETE THE FOLLOWING:**

**5. Cost of special hardship:**

Per Year \$ \_\_\_\_\_

Per Month \$ \_\_\_\_\_

**6. Special hardship condition: Describe the nature of the hardship:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Payment options:**

\_\_\_\_\_ I can pay the entire fee, but would like to do this in two payments. (one payment at beginning of season and one payment at season midpoint)

\_\_\_\_\_ I can pay 40% of the fee. Payment to be made at the beginning of the season.

\_\_\_\_\_ I can pay 20% of the fee. Payment to be made at the beginning of the season.

\_\_\_\_\_ I am able to pay the following amount \$ \_\_\_\_\_. Payment to be made at the beginning of the season.

I HEREBY CERTIFY that all of the information furnished above is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

The above information you provide is confidential and will be used only for the purpose of determining eligibility for fee waivers.

(For school use only)

**ACTION** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **Denied for following reason:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Activity Director

\_\_\_\_\_  
Date



## Fund Raiser Request Form

Date of Request \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Group Represented \_\_\_\_\_

Type of Fundraiser (Product to be sold) \_\_\_\_\_

Inclusive Dates for Raising the Funds \_\_\_\_\_

Purpose of Fundraiser (How will the funds be used – please be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Teacher/Coach/Advisor: \_\_\_\_\_

RETURN REQUEST TO ACTIVITIES OFFICE along with copy of Fund Raiser  
Reconciliation Form.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied for the following reason: \_\_\_\_\_

\_\_\_\_\_

Signature of Activities Director \_\_\_\_\_

Signature of Building Principal \_\_\_\_\_

# FUND RAISER RECONCILIATION FORM

The "Expected" column on this form should be filled out when application form is turned in. The "Actual" column is filled in at the conclusion of the fundraiser.

Product to be sold:

		<u>Expected</u>	<u>Actual</u>
<b>Revenue:</b>			
Number of Units Sold		_____	_____
Selling Price	X \$	_____	X _____
Total Revenue		_____	_____
Total Amount Deposited		_____	_____
(* Explain the reason for any discrepancies below.)			
<b>Expenses</b>			
Number of Units Sold		_____	_____
Cost per Unit	X \$	_____	X _____
Total Cost of Goods Sold		_____	_____
<b>Other Expenses:</b>			
1. Prizes/Incentives	\$	_____	_____
2. Advertising		_____	_____
3.		_____	_____
4.		_____	_____
Total Expenses	\$	_____	_____
<b>NET PROFIT</b> (subtract total expenses from total amount deposited)	\$	_____	_____

\* Explanation:

**RETURN THIS FORM WITH FUND RAISER REQUEST**

White Copy: Activities Office

Yellow Copy: Turned in at conclusion of fundraiser

Pink Copy: Advisor





# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 23, 2018

Northfield High School Media Center

### I. Call to Order

Board Chair Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Iverson, Pritchard, Quinnell and Stratmoen. Absent: Colangelo and Hardy.

### II. Agenda Changes / Table File

Table file was added.

### III. Public Comment

No public comment.

### IV. Announcements and Recognitions

- The Northfield High School choir had an opportunity to perform with the Iowa City West choirs at the Basilica of St. Mary this past Saturday.
- The Minnesota State Knowledge Bowl Meet is an annual, two-day academic quiz competition sponsored by the Minnesota Service Cooperatives. Northfield "Steel" finished 12/25 and Northfield "Chrome" finished 18/25 in Class AA, and Northfield "Steel" won the Heritage Spirit Award.
- Congratulations to Emily Rhoades, Northfield High School Junior, for receiving a Congress-Bundestag Youth Exchange (CBYX) scholarship to study in Germany in 2018-19. This program is jointly funded and administered by the governments of the U.S. and Germany.

### V. Items for Discussion and Reports

- A. Annual ThoughtExchange Report. Kailey Metcalf, Service Team Lead from ThoughtExchange, joined the Board via videoconference to share the "Discover" Step of the 2018 "Continue the Conversation" engagement process. We learned what conversations are important to the group and the most important things people are thinking about our schools. The top areas of concern identified this year were safety and security, class size, and technology. This information will be shared with the public and published in the District's staff newsletter.
- B. Proposed 2018-2019 Non-Operating Fund Budgets. The following proposed budgets for 2018-2019 were presented by Val Mertesdorf, Director of Finance:
  - Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.
  - Trust Fund (Scholarship Fund) is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee as well as annual gifts and donations for student scholarships.No action was required by the Board.
- C. Proposed 2018-2019 Internal Service Fund Budget. Director of Finance Val Mertesdorf presented the proposed 2018-2019 Internal Service Fund Budget. The purpose of this fund is to record the financial transactions of the District's self-insured health and dental plans. No action was required by the Board.

### VI. Committee Reports

No committee reports.

### VII. Consent Agenda

On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the following Consent Agenda items.

- A. Minutes. Minutes of the April 9, 2018 Regular School Board meeting.



- B. Financial Report - February 2018. Bills totaling \$1,590,676.92, payroll checks totaling \$3,150,120.07, and the financial reports for February 2018.
- C. Gift Agreements.
- A \$1,545 Redcat Access sound system with one microphone at Greenvale Park Elementary.
  - A \$1,545 audio system to Hand In Hand Preschool.
- D. Personnel Items
1. Appointments
    - a) Correction: Sandra Fjelde, 1.0 FTE Technology Specialist with the district, beginning 04/25/2018. \$54,559 (prorated for 2017-18) + Step 4, \$2,000 (prorated for 2017-18).
    - b) Correction: Marianne Moser, 1.0 FTE General Education EA at the High School, beginning 04/12/2018. Step 2-\$15.08/hr.
    - c) Kristen Cade, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Bridgewater, beginning 07/23/2018-08/17/2018; Yr. 23-\$28.82/hr.
    - d) Brenda Canning, Targeted Services PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, beginning 06/18/2018-08/02/2018; Yr. 1-\$27.11/hr.
    - e) Molly Gainey, Targeted Services Summer BLAST Site Assistant for up to 5.5 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 2-\$12.89/hr.
    - f) Stephanie Hagberg, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Greenvale Park, beginning 07/23/2018-08/17/2018; Yr. 8-\$28.22/hr.
    - g) Gretchen Heil, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Greenvale Park, beginning 07/23/2018-08/17/2018; Yr. 11-\$28.22/hr.
    - h) Madelyn Hessian, Soccer Supervisor for 1 hour/day for 4 days/wk with Community Services, beginning 04/23/2018-05/31/2018; \$10.50/hr.
    - i) Kathleen Kopseng, 1.0 FTE Long Term Substitute Family and Consumer Science Teacher at the High School, beginning 04/18/2018-05/20/2018; BA +45, Step 15
    - j) Kathy Lansing, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Sibley, beginning 07/23/2018-08/17/2018; Yr. 2-\$27.11/hr.
    - k) Claudia Perez, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day at Greenvale Park, beginning 06/14/2018-08/2/2018; Step 1-\$12.56/hr.
    - l) LuAnn Raadt, General Ed Structured Study Center EA at the High School, beginning 04/19/2018-06/08/2018; Gen Ed, Step 4-\$15.87/hr.
    - m) Patricia Rogne, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Sibley, beginning 07/23/2018-08/17/2018; Yr. 9-\$28.22/hr.
    - n) Caitlin Robertson, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Bridgewater, beginning 07/23/2018-08/17/2018; Yr. 1-\$27.11/hr.
    - o) Angela Schewe, Summer Bridges to Kindergarten Teacher for 4 hours/day, 4 days/wk at Bridgewater, beginning 07/23/2018-08/17/2018; Yr. 6-\$27.73/hr.
    - p) Anja Stromme, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day as needed at the Middle School or Greenvale Park, beginning 06/18/2018-08/2/2018; Step 1-\$12.56/hr.
    - q) Correction: Madelyn Hessian, Spring Recreation Position with Community Services, beginning 04/23/2018-05/31/2018; \$10.00/hr.
    - r) Grace Acheson, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Track \$9.65/hr.
    - s) Griffin Amy, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids \$9.65/hr.
    - t) Zane Anway, EL Educational Assist for 7 hours/day at the Middle School, beginning 04/27/2018-06/08/2018; Gen Ed Step 1-\$14.74/hr.
    - u) Maired Beithon, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids \$9.65/hr.
    - v) Maired Beithon, Summer Aquatics with Community Services, beginning 05/30/2018-08/31/2018; Swim Aide \$9.65/hr., Lifeguard \$10.00/hr., Class Lead \$10.50/hr.

- w) \*Jasper Blundred, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Baseball, T-Ball \$9.65/hr.
- x) Emily Garlitz, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids \$9.65/hr.
- y) Anika Guggisberg, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Softball Co-Supervisor \$10.00/hr., T-Ball \$10.00/hr.
- z) Isabele Hessian, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids, Softball and T-Ball \$9.65/hr., Ultimate \$10.50/hr.
- aa) Becca Hollister, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Lacrosse Supervisor \$10.50/hr.
- bb) William Kaul, Summer Maintenance Technician for 8 hours/day with the District, beginning 4/30/2018-approximately 10/31/2018; Step 5-\$14.00/hr.
- cc) Carl Ludewig, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Baseball, T-Ball \$9.65/hr., Ultimate Supervisor \$10.50/hr.
- dd) Bryce Malecha, Summer Aquatics with Community Services, beginning 05/30/2018-08/31/2018; Swim Aide \$9.65/hr., Lifeguard \$10.00/hr., Class Lead \$10.50/hr.
- ee) Connor Nagy, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Baseball, T-Ball, Super Kids and Track \$9.65/hr.
- ff) Grace Neuger, Summer Aquatics with Community Services, beginning 05/30/2018-08/31/2018; Swim Aide \$9.65/hr., Lifeguard \$10.00/hr.
- gg) Ella Palmquist, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Track \$9.65/hr.
- hh) Ella Palmquist, Summer Aquatics with Community Services, beginning 05/30/2018-08/31/2018; Swim Aide \$9.65/hr., Lifeguard \$10.00/hr., Class Lead \$10.50/hr.
- ii) Madeline Patterson, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids Supervisor \$10.50/hr.
- jj) Hunter Sannes, Summer Maintenance Workers for 8 hours/day with the District, beginning approximately 5/15/2018-approximately 9/14/2018; \$10.25/hr.
- kk) Rachel Taylor, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 1-\$12.56/hr.
- ll) \*Kendra Thompson, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids \$9.65/hr.
- mm) \*Rebecca Wesley, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Track Supervisor \$10.50/hr.

nn) Summer Recreation Position Hourly Rates #2660, Effective May 30, 2018 – August 31, 2018

Madelyn Hessian – Ultimate Supervisor \$10.50, SUPER Kids \$9.65, Soccer \$9.65  
 Beth LaCanne – Tennis Supervisor \$18.40  
 Abby Borene – Tennis \$9.90  
 Dezra Young – Tennis \$9.90  
 Sarah Will – Tennis \$9.90  
 Kate Adams – Soccer Supervisor \$10.50  
 Andrew Pahs – Baseball & T-Ball Supervisor \$10.50  
 Elizabeth Acheson – Track \$9.90  
 Trent Swartwoudt – Track \$9.90  
 River Dittrich – Skateboarding Supervisor \$10.90  
 Lucas Herreid – Skateboarding \$9.90

Summer Recreation Position Hourly Rates #2661, Effective May 30, 2018 – August 31, 2018

Trent Swartwoudt – Aquatics Supervisor \$10.90/hour  
 Jan Otteson – Lifeguard \$10.90, WSI/Class Lead \$11.90  
 Chantel Novak – Lifeguard \$10.90, Swim Aide \$10.50, Class Lead \$10.50  
 Jonathan Pownell – Lifeguard \$10.65, Swim Aide \$9.90, Class Lead \$10.50  
 Lauren Moravchik – Lifeguard \$10.40, Swim Aide \$9.65, Class Lead \$10.50  
 Ava O'Hara-Brantner – Lifeguard \$10.00, Swim Aide \$9.65, Class Lead \$10.50



Summer Recreation Position Stipend Rates #2660, Effective May 30, 2018 – August 31, 2018

Trent Swartwoudt: \$500 per 2 – 3 min. marketing video X 2 = \$1,000 (recreation video & general Community Services video)

Mark Welinski: JTT, \$3,000 stipend

Marty Johnson: JTT, \$3,000 stipend

Fall/Winter/Spring Recreation Positions #2556, Effective April 30 – May 31, 2018

Mckenzie Bisel – Soccer Skills Now \$10/hour

2. Increase/Decrease/Change in Assignment

- a) Carolyn Manderfeld, EA at the Middle School, add Targeted Services Club Leader for up to 1.75 hours/day Mon.-Thurs., effective 06/18/2018-08/02/2018. \$20.49/hr.
- b) Darell Sawyer, Teacher at the Middle School, add Targeted Services Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs., beginning 06/18/2018-08/02/2018; Yr. 2-\$27.11/hr.
- c) Tania Will, Activities Director at the High School, change to Instructional Coach at Sibley, effective 08/27/2018. MA +45, Step 15.
- d) Carol Beumer, Special Ed EA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- e) Deb Budin, Special Ed EA for 6.5 hours/day at the High School, change to Special Ed EA-PCA-EBD Room for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- f) Caitlin Bushey, Teacher at Bridgewater, add Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018; Yr.1-\$27.11/hr.
- g) Jann Deim, Special Ed EA-PCA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- h) Susan Eidenschink, Special Ed EA-PCA for 6.5 hours/day at the High School, change to Special Ed EA-PCA-Resource Room for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- i) Stacy Garry, Gen Ed Literacy EA for 5.5 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day at Sibley, effective 07/01/2018-Ongoing; Spec Ed Step 1.
- j) Abbie Geiger, Special Ed EA-PCA Temporary at Sibley, change to Special Ed EA-PCA at Sibley, effective 07/01/2018-Ongoing; Spec Ed Step 2
- k) Allison Harmer, Special Ed EA-PCA-temporary for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year and will be ongoing.
- l) Rachel Langer, Teacher at the Middle School, add Summer BLAST Teacher for up to 5.75 hours/day Mon.-Thurs. at the Middle School and Carleton, effective 06/18/2018-07/26/2018; Yr. 4-\$27.73/hr.
- m) Kimberly Luke, Special Ed EA-temporary for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year and will be ongoing.
- n) Alysha Lundquist, Long Term Substitute Teacher at the Middle School, add Summer BLAST Teacher for up to 5.75 hours/day Mon.-Thurs. at the Middle School and Carleton, effective 06/14/2018-07/26/2018; Year 1-\$27.11/hr.
- o) Anna Ochs, Special Ed EA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- p) Deb Pack, Special Ed EA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- q) Brent Rauk, Teacher at Bridgewater, add Summer BLAST Teacher for up to 2.75 hours/day Mon.-Thurs. at the Middle School and Carleton, effective 06/14/2018-07/26/2018; Yr.5-\$27.73/hr.
- r) Karen Roback, Special Ed EA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.
- s) Linda Wasner, Educational EA-PCA for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective for the 2018-19 school year.

3. Leave of Absence Requests

- a) Erin Bailey, Community Services Director, Family/ Medical Leave for Childcare, effective on or about 06/14/2018-10/03/2018.
- b) Taylor Rahman, EarlyVentures Teacher at Longfellow, Family/Medical Leave of Absence, effective 04/13/2018-05/11/2018.
- c) Kathy Roth, Early Venture Teacher with Community Services, Family/Medical Leave of Absence effective 07/27/2017- on an intermittent basis for up to 60 work days.
- d) Jenny Streefland, Guidance Counselor at the Middle School, Family/Medical Leave of Absence effective 04/02/2018-on an intermittent basis for up to 60 work days.
- e) Cathy Bennetts, ADSIS Interventionist at Sibley, Family/Medical Leave of Absence, effective 4/18/2018-intermittent basis for up to 60 work days.
- f) Anna Rubin, Teacher at Bridgewater, Family/Medical Leave for Childcare, effective on or about 10/12/2018-for 18 work weeks.

4. Retirements/Resignations/Terminations

- a) Patricia Baker, Office Specialist at Greenvale Park, retirement effective 06/30/2018.
- b) Laura Baltazar, Child Nutrition Associate I at the High School, resignation effective 04/26/2018.
- c) Derek Docken, Educational Assistant at Sibley, resignation effective 4/28/2018.
- d) Maggie Goldade, Early Intervention Teacher, resignation effective 06/30/2018.
- e) Elizabeth McColley, EA at the High School, termination effective 04/17/2018.
- f) Emily Morsching, EA with Community Services, resignation effective 4/18/2018.
- g) Tabatha Lagro, CNA I at the High School, resignation effective 06/09/2018.
- h) Brianna Malecha, Assistant Soccer Coach at the High School, resignation effective 4/21/2018.

5. Advancement of Probationary Licensed Staff

Advancement of Licensed Staff to Tenure Status for 2018-19

Allison, Jennifer; Balow, Tyler; Banks, Stacie; Campbell, Anne; Crase, Danielle; Driscoll, Leah; Farm, Taylor; Hetzel, Sheila; Korynta, Mary (.75 FTE); Kruse, Ann; McLaughlin, Elizabeth; Puppe, Susan; Rud, Jodie; Trotman, Ellen; Vind, Laura; Whitney, Jon (.60 FTE)

Advancement of Licensed Staff to Third Year Probationary Status for 2018-19

Foehrkolb, Kelley; Forbord, Jamie; Lorang, Rebecca; Roth, Kyle; Shepherd, Melissa; Soderlund, Amber; Stulken, Shelley

Advancement of Licensed Staff to Second Year Probationary Status for 2018-19

Amy, Natalie; Baker, Ashley; Bushey, Caitlin; Golla, Dylan; Howard, Christine; Jones, Jennifer; Kremin, Megan; Kurtz, Renae; Link, Jennifer; Malecha, Becky; Maney, Mark Kate; Moening, Pamela; Molloy, Shawna; Sannes, Whitney; Sawyer, Jamin; Serie-Amunrud, Joy; Sherry, Lynsi; Sjoberg, Caroline; Stellner, Brynne; Waters, Katherine

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

On a motion by Goerwitz, seconded by Quinell, the Board unanimously adopted the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teacher listed, effective at the end of the 2017-2018 school year. Voting "yes" was Goerwitz, Stratmoen, Quinell, Iverson, and Pritchard. No one voted "no".

2. Additional Licensed Special Education Staff for 2018-2019.

On a motion by Stratmoen, seconded by Goerwitz, the Board unanimously approved to hire additional 2.45 FTE for Licensed Special Education staff for the school year 2018-2019.

IX. Items for Information



A. Facilities Action Team Update: Superintendent Hillmann reviewed the Facilities Action Team meeting that took place on April 16, 2018. A team of more than 30 community members participated and they worked through three questions related to the 2017 bond referendum: 1) what were the deal breakers, 2) what was misunderstood, and 3) what resonated with the voters. Dr. Hillmann walked through the “themes” identified by the participants. The next meeting is scheduled April 24 at the Northfield High School Media Center, and the last meeting is scheduled on April 30 at the Greenvale Park Media Center. The sessions are held from 7 pm - 9 pm. The Facilities Action Team will conclude with a recommendation to the Board for next steps in the Master Facilities Plan.

X. Future Meetings

A. Monday, May 14, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

B. Tuesday May 29, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:37 p.m.

Noel Stratmoen  
School Board Clerk

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance   
DATE: May 14, 2018  
RE: Board Approval of Financial Reports – March 2018

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2018.

Bills totaling \$1,692,411.53 were paid in March 2018.

Payroll checks totaling \$2,973,184.57 were issued in March 2018.

No bond payments were paid in March 2018.

At the end of March 2018 Total Cash and Investments amounted to \$24,100,168.86.

No wire transfers were initiated by the district during March 2018.

The following financial reports for March 2018 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report



March 2018 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(1,213,997.56)	5,018,229.70	3,578,209.49	(667,860.05)	(441,837.40) *
FOOD SERVICE	863,492.60	196,998.24	201,273.06	1,573.56	860,791.34
COMMUNITY ED	652,357.50	260,730.95	210,938.20	(805.49)	701,344.76
CONSTRUCTION ACCOUNT	1,389.26	-	-	-	1,389.26
DEBT SERVICE	1,029,313.20	-	-	-	1,029,313.20
TRUST	131,741.19	13,659.80	500.00	-	144,900.99
SELF INSURANCE	5,797,148.77	-	674,675.35	681,793.29	5,804,266.71
<b>TOTALS</b>	<b>7,261,444.96</b>	<b>5,489,618.69</b>	<b>4,665,596.10</b>	<b>14,701.31</b>	<b>8,100,168.86</b>
CERTIFICATE OF DEPOSIT	16,000,000.00	-	-	-	16,000,000.00
<b>GRAND TOTALS</b>	<b>23,261,444.96</b>	<b>5,489,618.69</b>	<b>4,665,596.10</b>	<b>14,701.31</b>	<b>24,100,168.86</b>

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

March 2018

Disbursements:

Bills Paid:

General Fund	\$ 892,026.04	
Food Service Fund	104,298.81	
Community Services Fund	20,911.33	
Construction Fund	-	
Trust & Agency Fund	500.00	
Self Insurance Fund	<u>674,675.35</u>	
Total Bills Paid		1,692,411.53

Payroll:

General Fund	2,686,183.45	
Food Service Fund	96,974.25	
Community Services Fund	190,026.87	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,973,184.57

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,665,596.10</u></u>



**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 1 day of May, 2018, by and between Greenvale Park Elementary PTO, 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**

\$1507.36 donation, check #5055 for Kindergarten books.

Greenvale Park Elementary PTO  
Donor

By: Received in the Greenvale Park 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 1<sup>st</sup> day of May, 2018, by and between Northfield Booster Club, 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 weight room equipment, check #2110.

Northfield Booster Club

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



TO: Northfield Public Schools Board of Education  
FROM: District Youth Council

RE: District Youth Council Membership 2018-2019

The following students are being recommended to serve on the District Youth Council during the 2018-2019 year:

Rising Seniors: \* Eyely Baker, \*Ethan Schaffer, \* Elias Lawler, \*Anders Johnson, \*Kasey Mohlke, \*Luke Wiskus, Abby Mulcahey, Joseph Zuccoloto

Rising Juniors: \*Christina Narveson, \*Kaia Schomburg, \*Alice Zhang, Ayn Math, Jack Rizzo

Rising Sophomores: Michael Malecha, Meera Pattanayak, Chloe Rozga

\*Denotes current District Youth Council Member

**COMMUNITY SERVICES**  
**Summer 2018 Brochure Instructors**

American Red Cross	Lake City Yacht Club Sailing School
Artistic Edge, The	Mad Science of Minnesota
Brian Auge	Zandra Malecha
Paula Baragary	Gordon Marino
Doug Bengtson	Tony Mathison
Char Bezanson	Dan McHugh
Carly & John Born	Michelle Michaud
Cannon River Sportsmen's Club	Minnesota Twins
Challenger Sports	North Star Haidong Gumdo
Community Services Staff	Northfield Arts Guild
Computer Explorers	Northfield High School Cheer Team
Kevin Dahle	Northfield Skateboard Coalition
Laura DeGroot	Northfield Skating School Staff
Michael Detgen	Northfield Tennis Association
LaVergne Dickerson	Bob Peterson
Jacqui Dorsey	Project ABLE Staff
Michelle Drenth	Josh Ramaker
Sheriff Troy Dunn	Renee Reinardy
Eagle Bluff	Carol Schaub
Rachel Engrem	Bubba Sullivan
Ann Etter	Carey Tinkelenberg
Shahar Fearing	Tim Torstenson
Cheri Gagne	Nate Truman
Cynthia Gilbertson	Richard Truman
Dave Gilmore	University of MN Extension
Tracy Giza	Valley Bike & Ski
Rachel Gorden Mercer	Watch Me Draw
Lori Hameister	Tom Weber
Steve Hatle	Christine Wehling
Heartwork Yoga Studio	Mark Welinski
Naomi Jirele	Mark & Sarah Wurdeman
Marty Johnson	Sandy Younger
Robert Knutson	Youth Enrichment League Staff



## Introduction

The Facilities Action Team met on April 16th, 24th, and 30th, 2018. The meetings were held at Greenvale Park Elementary School and Northfield High School. The purpose of the meetings were to review the current Master Facilities Plan and make recommendations to the Board of Education regarding the next steps in addressing the District's facilities needs. The meetings were facilitated by Superintendent Hillmann. The following individuals participated on the team. Four additional individuals had agreed to participate but were not able to attend any of the three meetings.

Baraniak, Tom	Fried, Juan	Larson, John	McBroom, Amy	Sandberg, Pete
Berthlesen, Mike	Green, Craig	Lehmkuhl, Anne	McGovern, Anne	Santos, Alejandra
Bornhauser, Todd	Hager Dee, Jane	Liebenstein, Paul	McWilliams, Jane	Scheffert, Peter
Cox, Tristan	Jennings, Randy	Ludescher, David	Pokorney, Jim	Staab, Geoff
Estensen, Rick	Kell, Bob	Lyman, Bruce	Quaas, Pasha	Stets, Justin
Falck, Rich	Knutson, Nathan	Malecha, Al	Runzheimer, Lee	

The following District administrators served as resources on the team: Director of Buildings and Grounds Jim Kulseth, Director of Community Services Erin Bailey, Director of Finance Val Mertesdorf, and Greenvale Park Elementary Principal Sam Richardson.

The three-meeting process is intended to support ample opportunity for discussion while creating an appropriate amount of structural pressure that transcends “problem admiration.”

### Meeting No. 1 (Monday, April 16, Greenvale Park Media Center)

#### *Reflection and Analysis*

1. Introductions
2. Overview of process
3. Brief review of the current Master Facilities Plan
4. Brief Review: What has changed with facilities?
5. Master Facilities Plan Analysis: World Café activity
  - a. What components of the Master Facilities Plan resonated with the public?
  - b. What components of the Master Facilities Plan were misunderstood by the public?
  - c. What components of the Master Facilities Plan were deal-breakers for the public?
6. Follow-up and next steps

While the agendas for the second and third meetings are conceptualized, they are being left open to further development after the first meeting concludes:

**Meeting No. 2 (Tuesday, April 24, Northfield High School Media Center)**

*Looking Forward:* Review of World Café data, discussion, and distillation activity.

1. Introductions
2. Review of survey data/burning questions
3. Review of World Café activity data - elbow partner activity
4. Brief overview: educational priorities
  - a. Strategic Plan
  - b. Northfield Promise (cradle to career)
  - c. World's Best Workforce
5. Carousel Discussion
  - a. What parts (projects) of the Master Facilities Plan that resonated with the public should still be considered? (Why?)
  - b. What parts (projects) of the Master Facilities Plan that were “dealbreakers” should not be considered at this time? (Why)
  - c. What items should be considered that are not part of the current Master Facilities plan?
  - d. What issues should be addressed that could become deal-breakers for any potential projects that “move forward?”
  - e. What data (quantitative, qualitative, or narrative) could be used to help you (and the public) better understand the educational needs of the District and how facilities relate to those needs.

**Meeting No. 3 (Monday, April 30, Greenvale Park Elementary Media Center)**

*Moving toward action:* Review of distillation activity, discussion, potential recommendations and prioritization activity.

1. Introductions
2. Review of survey data/burning questions
3. Review of Carousel activity data
4. Rotating Discussion: Possible Recommendations
5. Recommendation activity
6. Follow-up and next steps

Follow-up surveys were conducted after each session. Those survey results, as well as the work products of each meeting, are included in this report.

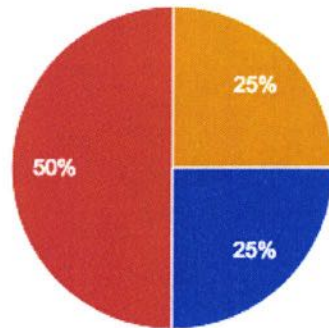
At the end of the final meeting, participants were asked to make recommendations to the School Board. Each of the following 15 recommendations were “moved” by one of the team members and received a “second” from another team member. There were three voting options: (1) I support the recommendation, (2) I can live with the recommendation, or (3) I cannot support the recommendation.



# Facilities Action Team Recommendations

Commit to a board planning process that would measure student performance outcomes compared to capital expenditures.

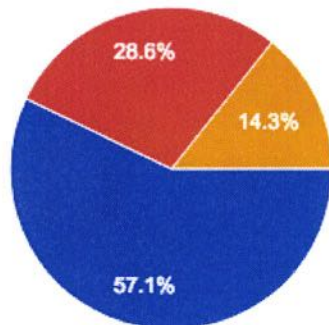
28 responses



- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

Re-do the demographic study.

28 responses

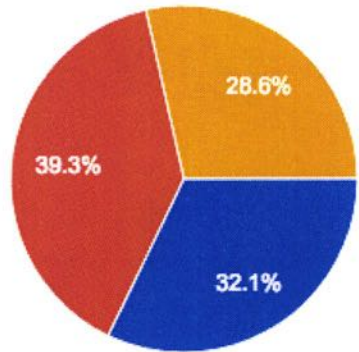


- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

## Facilities Action Team Recommendations

School Board will focus its attention on increasing revenue through engagement of the colleges, partnershi...il to change their development model.

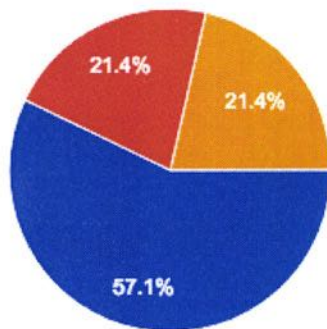
28 responses



- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

Move forward with the Elementary Projects for Nov 2018.

28 responses



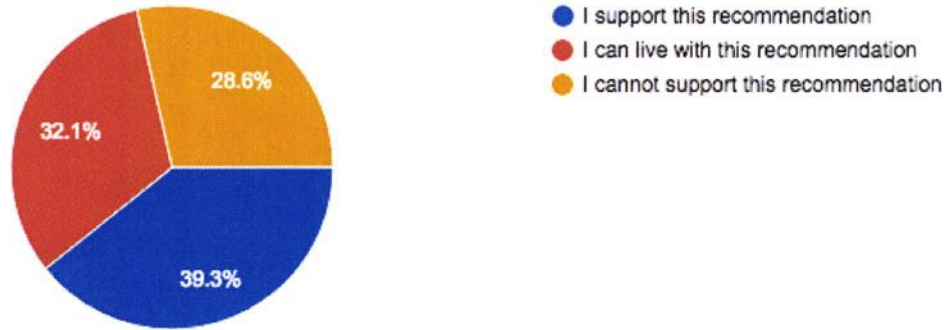
- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation



# Facilities Action Team Recommendations

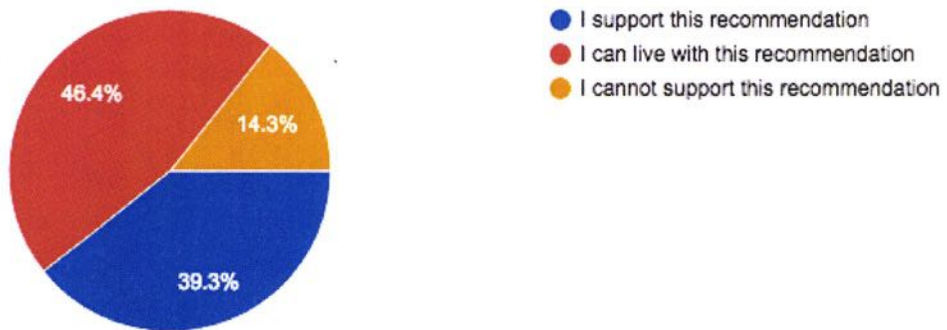
Establish a target for Nov 2020 to bring the HS project forward. Utilizing time for public engagement.

28 responses



Fall 2019 Referendum for all elementary projects with debt beginning in 20-21.

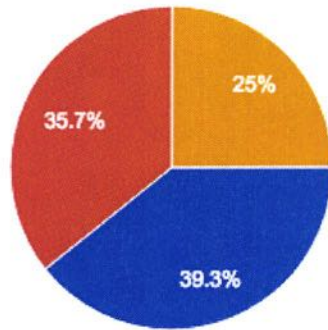
28 responses



# Facilities Action Team Recommendations

Study HS plans to balance renovation and new targeting 2025 to balance debt service.

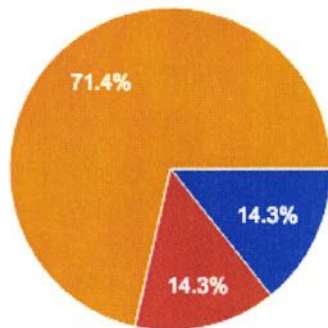
28 responses



- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

No new building bonds until debt falls off in 2025.

28 responses



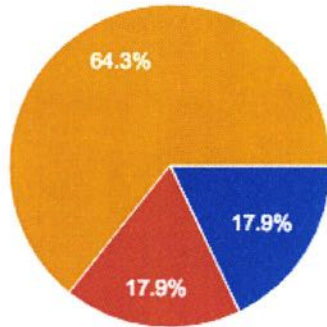
- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation



# Facilities Action Team Recommendations

Bring same bond referendum back in Nov 2018. One question, all projects.

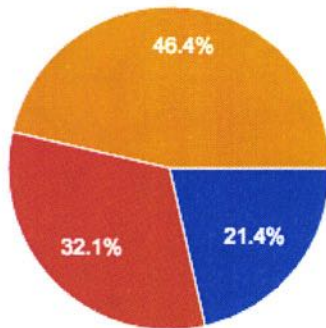
28 responses



- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

Conduct a feasibility study of flipping the HS and MS.

28 responses

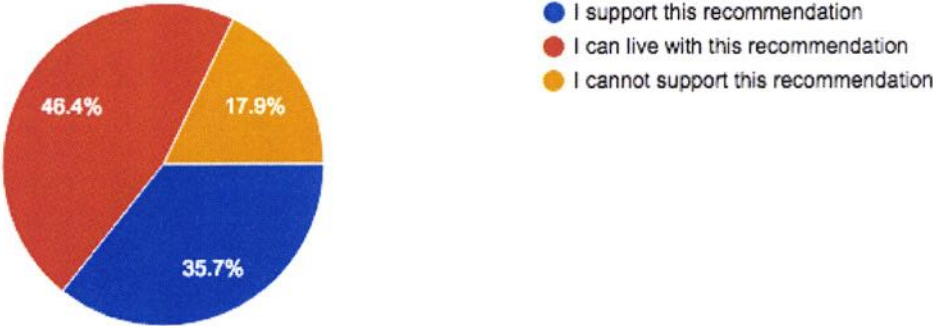


- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

# Facilities Action Team Recommendations

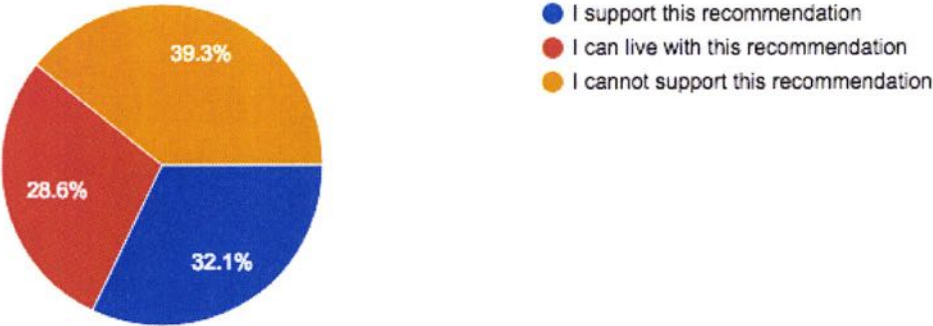
Don't replace HS right now, but assure the HS is adequate for next 10 years with targeted modifications for 21st century learning needs.

28 responses



Run the 2017 referendum in 2 questions in Nov 2018.

28 responses

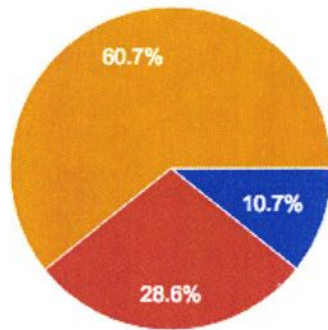




# Facilities Action Team Recommendations

Add enough money into the next bond referendum to ensure HS lasts for 30 years.

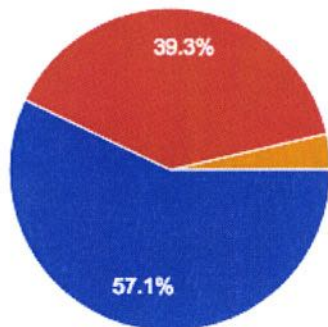
28 responses



- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

Explore corporate sponsorship or private donors to supplement funding.

28 responses

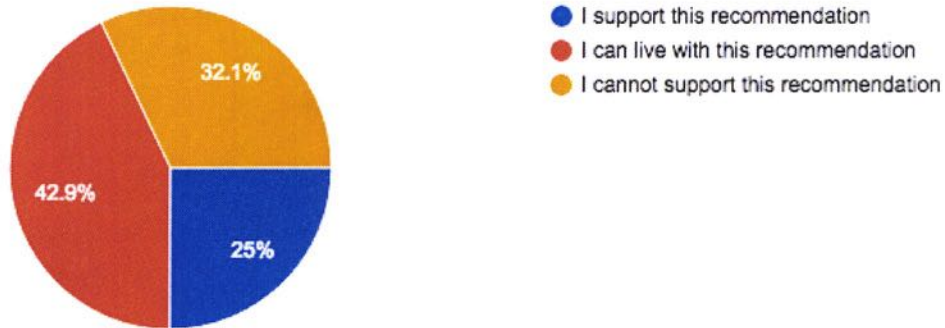


- I support this recommendation
- I can live with this recommendation
- I cannot support this recommendation

# Facilities Action Team Recommendations

## Incremental building plan.

28 responses



### Analysis

The Facilities Action Team represented a broad stakeholder group within the District. The discussion was dynamic and respectful. It was thrilling to observe people with equally passionate support for public education respectfully debate the District's needs for facilities and the role they can play in student learning.

Some key takeaways:

- Participants mostly supported the recommendation to consider updating the District's 2013 demographic study.
- Participants mostly supported asking the voters (57% "support" + 21% "can live with it") in November 2018 to consider the elementary school projects.
- Participants generally rejected the concept of bringing back the 2017 bond referendum in one question as previously presented (64% could not support) nor bringing it back in two different questions (32% support).
- Participants generally rejected (71% could not support) waiting until all current debt is retired in 2025.
- Participants encouraged (57% support) the School District to consider exploring corporate sponsorship or private donations to supplement funding.
- Participants generally rejected (60% could not support) adding enough dollars to any Fall referendum to renovate the High School to last 30 more years.

In summary, this Facilities Action Team generally supported a potential bond referendum to fund the District's elementary projects. The same team indicated the current High School plan should be placed on hold.



# Facilities Action Team Meeting No. 1

13 responses

## What was good about the Facilities Action Team meeting last night?

10 responses

I felt that the meeting provided a good discussion on the main points of the bond issue that people cared about, both positive and negative.

Hearing a wide range of thoughts regarding the vote last fall, yet some consistent themes.

Having a diverse group to provide input (people that were both for and against the last referendum)

That we got to discuss the bond with other people in the community with a different point of view

The broad spectrum of attendees was great. Diverse opinions on last fall's referendum were clearly represented, and there was good variety in people's backgrounds. I appreciated seeing people with different ideas come to the same table to be part of a solution!

I also think Matt did a fantastic job of sharing the goals for these meetings, while highlighting that there was no expected course of action. He used people's time wisely and was very respectful of the smattering of different opinions in the room.

Did not have an outside facilitator - Matt facilitated and did a good job.

Well run - simple process for input - working in small groups for diversity of views - began and ended on time - good cross section of representatives of the community.

well attended with knowledgeable people. General agreement about what worked and what did not for the voters at the last election. It was easier to continue the conversations with the same group of people rather than a new group for each of the questions. Good time management.

Clearly a committed group of school supporters. There was a consistent sense of what the issues were/are.

Small group discussions that allowed people to express what was on their mind or what they had heard. Especially important were the misconceptions. Even now, after the vote, people don't understand it, and don't make much effort to. As was said, sadly, nothing surprising in the comments.

## What could have been better about the Facilities Action Team meeting last night?

10 responses

I think it might have been interesting if we had talked more about data related to the facilities, but for the purpose of this meeting it made sense to focus on the community's thoughts.

It was a good start

Mandatory rotation of groups - change up the conversation

I thought it went well

Bring more women to the table!

No suggested improvements

The group seemed very male dominated.

Still concerned to not see good representation by Latino community. If you want people to move around from group to group, perhaps you spend a little time putting us in groups with a district person there as well.

To be honest, that is not a diverse group. If the goal was to represent the demographics of actual voters, it might be reasonable, if underweighted with "no" voters. But as a group it is too old, too white, and too male (says one who is all of those things).

Curious that there were pictures and explanations of the elementary school projects and reasons why, but nothing about the high school. I assume that was intentional to perhaps not skew the responses? The case was made for the elementary schools, and only a tepid attempt was made for the high school. Hopefully that won't give the impression that a case can't be made for a new one.

I think this went well tho, and it was good to frame the issues and then leave them hanging.

## Any other comments on the Facilities Action Team meeting?

10 responses

It was a great experience, and I hope it leads to a recommendation to the school board for a plan which will benefit Northfield and align with community values.

Not at this time

Moving forward, I think it is crucial to have buy-in from key stakeholders in the community willing to verbally support the plan. Key conversations occur in the coffee shop, after the rotary meeting, at the basketball game. If you do not have buy in from some of the business leaders/townie leaders/social leads, you will have a difficult time getting buy in from those less involved (the followers).

Additionally, if the answer to their question is not easy to find or easy to understand, they may not invest the time to find out the facts. This is when they rely on those coffee shop conversations.

No



I like the approach that was laid out for the three meetings. It was well thought-out and clearly communicated.

So far so good

I look forward to the next two sessions to see what "produce" the Team will have at the end of the process.

Appreciated Jim Pokorney's comment that he did not want to be just part of a group that was there to figure out how to pass a bond referendum if it wasn't the right solution.

Is there a parallel process/group considering programmatic and educational issues? I understand there are maintenance needs, space constraints in some schools, and sub-optimal facilities in others. But... a persuasive argument to the community is going to have to be driven by something more compelling than "mere" physical space needs.

Having a student was a good idea.

## What "burning" questions do you have as a result of the Facilities Action Team meeting?

10 responses

That was what we heard, but what does the group "think"

People need to understand the education challenges facing Northfield and how the Facilities Action Plan will address those challenges.

None yet

Seeking to get to what are good solutions.

Could we have clarification of the use of the results of the work of the Team? Is the school board contemplating creating another proposal for a bond referendum, possibly in November? If so, what will be the process for selecting the project to be funded? Criteria for selection?

Would appreciate some information about the effect of the roll off of some of the earlier Bonds to build the other facilities.

Big picture: is it even possible to build a diverse and representational group to drive this process? After 25+ years in this town, I think we talk a good game about being inclusive, but we don't seem to walk the talk. Small comfort: this is not unique to the schools...

There were just some general responses from the rural folk. Since that is where the referendum was lost their opposition needs to be fleshed out a bit more. If there isn't better understanding of the issues of the rural folk the issues can't be addressed and the referendum outcome will be the same. Perhaps take a rural farm and a piece of rural property and show the tax impact per month. Have someone who can explain the 40% tax decrease and how that applies, and any other programs that might be available. Then see if the rural voter might change to the affirmative.

Again related to rural, which tends to be more conservative, no one said anything about the liberal schools



teaching the kids with a liberal bias. Worth asking the question tho to see if anyone says anything. Sometimes issues like that aren't spoken in public settings, but may be around a cup of coffee. I guess this applies to conservative vs liberal in the city too, and maybe it has something to do with the colleges in town.

Several said the high school should be re-purposed. That is perhaps a laudable goal but how realistic? Take the old middle school. Lots of ideas on how it could have been used but no one with the money to do it. Other than Carleton, and they spent millions on it. Look at the old railroad depot. That restoration project has been ongoing for years and it is still not done or open to the public. There is the old Ryt-way Bldg. on Armstrong Rd that sits empty and has for years. Its cost to buy is \$2M. If the high school was re-purposed then the ball fields would have to be relocated or the new high school would have to go somewhere else at added expense. Does anyone in the room have a financial plan on how it could be re-purposed, for what use, and how the costs would be covered going forward? If not, and this is the point, then let's take this off the table. Come to the conclusion that no, the old high school will not be re-purposed, and this is why. \*\* It can't be left hanging out there as an option in anyone's mind. \*\* This was one of the biggest deal breakers, but if people actually thought about it and grew up a little they'd see how it will never happen. The building materials can be recycled for sure, but the building will not be re-purposed.

There is the on-going issue of communication. Even with multiple presentations and online information people said they didn't know anything about it. Ok, fine, then what is the solution? People didn't start noticing until the last minute when it came time to vote. Probably the most effective thing that happened was Doug Jones' post card to every voter. "Oh my gosh, there's a school referendum? Why haven't I heard about it before? I'm not going to vote for it, look at what this card says." Many were caught off guard by the vote and lacking other information that didn't come right to their mailbox they went with what they had, the Jones' card, because to learn for themselves would have taken time and effort. So again, what is the solution to getting accurate information in the hands of the voters in enough time for them to learn more by perhaps attending a presentation? Maybe a frank discussion with the local newspaper about their responsibility would help too.

The student's perspective should be heard more.

Ask the people in the room if they knew the tax impact the bond and levy would have had for them. Or the bond alone or the levy alone. For those who knew how did they find that out? For those that didn't why did they not know, how could that better be presented?

Expand on scenarios where everything but the high school passes this year, yet there are costs to maintaining the high school until a new one is built in what, 10 years, 15? Estimate the cost of a high school in 10, 15 years and the cost over time of doing everything now versus staging them. In 10 years would people say "We are stilling paying off Greenvale, we're not building a new high school. It's still just fine. blah..blah...blah repeating the same things said now." That doesn't even address the academic side, which has to be better elucidated.

The economy is doing well, Northfield is doing well, even parts of the rural area is doing well. Then why did this fail? Solely because of the tax impact? Good enough for me attitude? No new taxes mantra? Political ideology? Misinformation? Misunderstanding? Us verse them? Do gooder liberals versus conservatives? Haves verse have nots? There is still something missing, and maybe people are reticent to say it in front of others. Which leads to the next paragraph:

Here is an idea. Hand everyone a ballot as they arrive with Yes and No on it and space to give an explanation. The question would be how they would vote today whether or not to build a new high school and why. The elementary projects seem to have support, but not the high school. Have everyone answer that privately and individually and then tack them up. I think that will be enlightening.

I am not closing the door on a new high school now, in addition to Greenvale. The sense after the first meeting may be for GVP and elementary schools only, but I think there are enough misunderstandings that can be cleared up to make a new high school a real possibility. If the pieces were separate questions on the ballot the high school will likely never win approval, at least without an intense campaign. In that regard more emphasis will need to go to the academics and what the school will provide and less on the building and why that in and of itself needs to be replaced. Those reasons are there, they just need more emphasis.



Regarding financial issues:

- Renters - did they see a huge increase with the levy passage? Maybe their rent went up \$5 a month because of it, maybe. there should be some data available to verify this. Even if it went up \$5 or \$10 per month because of the referendum and levy the increase is modest.
- There should be some data now that the levy has passed that indicate how much taxes increased. Had the referendum also passed the tax increase would have been roughly double that.
- I haven't heard any grumbling now that the levy has passed and the increase has been passed on. I heard a lot before it passed. What does that tell us?
- We hear about those on "fixed incomes". I'm on a fixed income. I have a job but my wage doesn't go up daily. If I'm lucky I get a cost of living increase every year. Fixed income is perhaps a misnomer. Perhaps better is "fixed expenses" or "fixed budget". Having this additional amount of taxation impacts the budget by increasing expenses without an increase in income. That affects everyone. But referring to "fixed income" makes it sound like like only those on Social Security are adversely impacted and because of that we shouldn't have these kind of expenditures.
- There were comments about how much increased taxation could the community support. In the same vein, how much non-profit dollars are available for all the different uses around town? For example, the train depot project has only raised about half of its needed funds. There is a group trying to get a Maker Space in town, but so far that hasn't materialized, and money is part of the problem. So while it is haughty to talk about re-purposing the old high school there is no extra money in the community to do so.
- There is a sellers market in housing in Northfield. People are moving here, people here are moving up. All this in spite of the school imposed property taxes. Or more likely, because of them. People move here for the schools. So far all the hubbub about the increased property taxes hasn't caused a mass exodus from Northfield or the surrounding area. To the contrary. Maybe it is time to acknowledge that?

Regarding re-purposing the old high school. Some have suggested saving the gym and auditorium. But does the community really need that space? Community Rec uses the Middle Schools gyms for their programs. The YMCA has a gym. The new High School would have gyms available. Is there really a need for yet another one? Same for the auditorium. Middle School has one, the new High School would have one, I think NAG has something. As for the rest of the building, is there really a need for the space? Rytway sits empty, and has for a decade. Who would use the old high school?

Having been involved with some other big ideas around town, people often are excited at the beginning. There are big plans, ideas for raising money, etc, etc. Then when it comes to making it happen interest wanes and as things slow down people fall out and pretty soon there is nothing. Or worse, there is something but not the finished project. Then who is responsible for it? Imagine if the old high school was left to be re-used. People made all kinds of promises, the school district changed its plans, and then things fell apart and the old high school sits empty. Then who is responsible for it?



# Facilities Action Team Meeting No. 2

17 responses

## What was good about the Facilities Action Team meeting last night?

14 responses

Started/ended on time. Introductions of participants. Short presentations by administrators to clarify. School board members listening; not talking. Participatory table discussions. Debrief after posting group's thoughts.

Everyone had a chance to provide feedback.

It didn't feel that much different than the first meeting.

There was healthy discussion on some specifics of the Master Facilities Plan, and we brought more focus on what issues seem to be the most important to the community.

The carousel activity offered valuable opportunity to focus on how to move forward with regard to facilities needs. I also appreciated Val's presentation about current school district debt and would love to dig in deeper on that component as I think it makes sense to line up another bond referendum in conjunction with retirement of current bonds.

Started to discuss alternative approaches

The card idea to mix the tables was a good one.

Great questions and continued respectful conversation

The district clearly wants to get the community's opinion and thoughts on the best way to move forward. Your efforts to gather this information from a diverse group of individuals is appreciated.

Drawing from information gleaned from previous meeting to apply to Meeting #2

Switching up groups with the cards aided in conversations. Getting more feedback always helps.

An excellent mix of people with differing views that were able to respectfully share those; background information shared was very helpful

Summary of the last meeting feedback (what resonated, what was confusing, etc.)

Having a lot of smart people from all walks in the room

We continue to hone in on general observations about the last referendum and what would work or not work with the public for the good of our students. The information on Northfield Promise was insightful for all to hear and recognize as the 10 benchmarks to measure success.



## What could have been better about the Facilities Action Team meeting last night?

13 responses

More group work.

A shorter opening presentation.

I wish that there could have been more time for discussing the a, b, and c questions, but to keep the meeting running on time it was understandably difficult to fit everything in.

I would have liked to get into more detail about the numbers as they relate to the school district goals for early childhood education and daycare, length of term for new bonding for facilities projects, tax implications for the community, general fund spending allocation breakdown, etc. I would also like to better understand the school district's vision for the scope of the community services division as it compares to the historical function of community services.

The outcomes were facilitated more by continued opinions, but not necessarily (yet) supported by facts

Perhaps a bit more time on even higher level thinking. We seem to be headed down the path of deciding between reintroducing new Greenvale and HS buildings or prioritizing one over the other. What might the ramifications be if neither is built? I'm not advocating this, I'm just wondering if a picture needs to be painted if nothing is done. This at least gives the group a chance to have that a considered option.

I thought the meeting was very productive.

It seemed more rushed. Maybe it was also because at my table one person tended to dominate. A bigger screen and bigger text would allow more to see what was projected.

More discussion about the academic shortcomings of the current high school and how they can be addressed by a new building.

Additional time to hear from community members

Less discussion about the Promise process (maybe have sent before). Good to show how the facility plans ties to this - I agree, just less narrative in order to have more time for the following conversation -- where we were building consensus.

Less narrative 😊

Not enough time to discuss new ideas and flesh them out more.

## Any other comments on the Facilities Action Team meeting?

6 responses

It was worth my time last evening!

With all due respect to the substantial work that went into the district's facilities master plan, I don't think we're seeing a complete picture of what the next 25-30 years of facility spending will look like. It's not just a couple of new building and some minor renovations. What's the plan for systematic renewal of facilities over the long term?

There seems to be some uneasiness among the group and the community in general about the fact that 10% of the excess operating levy was to go to new building upkeep and utilities and now that the need does not exist the school district is simply absorbing that money into the general fund. The theme I am sensing is that the school district leadership is aiming to create a surplus fund balance in the event that state funding is inadequate. In my view this is not the right way to approach annual spending and budgeting as it is hopeless to try to make predictions about the future with regard to legislative action or inaction.

It was nice to have Erin and Val speak. One thing on Val though relates to the question of the bonds rolling off in 2022, 2025, 2027 - using words like "chunk" or "vast majority" to describe how much debt would be paid off and how much remains hides the real numbers. Real, concrete numbers are more helpful to understand the situation and potential debt capacity that would be replacement money instead of new to the tax payers.

I think it is important for us participants to try hard not only to represent our personal views, but in addition, to the best of our ability, reflect the views of others.

It gave the impression the new high school is off the table and a case can't be made for it. Not true, it just hasn't been made. Some people have pretty strong, inflexible viewpoints on things, like early education. Sort of their way or they'll go public again in opposition to anything that isn't their way. Might be worth a coffee conversation with the lady who provided the feedback about rural voters feeling excluded. Could help clear up misunderstandings as she seems like the type of person who might have some influence in the rural areas.

## What issues should be addressed that could become deal-breakers for any potential projects that "move forward?"

13 responses

Projects need to be prioritized. Levy requests should be well thought out and not brought to voters all together. Timing is everything! Bring to voters a bonds are retired so property tax bill isn't overwhelming/too costly. Northfielders are supportive of the school district but our pockets are only so deep...

Can the community accept two major capital projects at once? (I don't think it will.) Will the district propose a reuse of some or all of the current high school structure, if that's the psychological cost of funds for a new building?

We definitely need to consider recommending different issues as independent potential ballot options.

Expected increases in property taxes could simply prove too burdensome for the preponderance of community taxpayers. There needs to be much greater transparency regarding what a bond or levy proposal translates into for residential and commercial real estate. Simply referring community members to the county auditor is woefully inadequate.



I think there needs to be a real discussion about high school that includes partial demolition and partial expansion...(i.e., long term upgrade master plan with a new two story wing of \$30M, followed by demolition of no longer useful wing, etc.)

My responses to this question may cover your following questions, so I'll put everything here and let you consider where they belong:

1. In presenting the vision of "cradle to career" it would be helpful to understand what percentage of Northfield High School graduates began their educational career in the Northfield cradle. A potential concern is that Northfield tax payers will be pouring money into kids beginning at age 0, with the idea that we begin before the achievement gap begins, yet they leave the district before graduation so we don't see the benefit of the early dollars. On the other end, when we take students in later in their academic careers, they may not have benefitted from their previous community's educational plan, so they impact the educational experience of the kids you started at age 0 in Northfield. It might be helpful just to understand how the cradle to career vision could be realized if we understand the percentage of students that would be going through the entire process. If 80% of the students were going through the system, I think there could be strong voter support for the vision. If it is less than 50%, there may be less support.

2. Let's say the entire Master Plan in its present form would be implemented today. What's next? What remains on the wish list or wasn't included in the Plan but could or should have been included? I ask this because there can be concern in a voter's mind this the big tab is just the start of the next project and increase in cost.

3. The increase in Special Ed needs from 12% to 14% needs attention. How high could this percentage go and what could that impact be on programs and facilities? When I hear that Bridgewater classrooms that were designed for 25 are being used for 8 students, coupled with the potential for Special Ed student population increases, I wonder if the facility designs of today will be sufficient for tomorrow. What if the Special Ed numbers were 30% of the student population? Or maybe another way to ask it is "What is the maximum number of Special Ed students (raw number of percentage) that can be handled from an instructional or facility standpoint?"

Taxes across the various taxing entities (city, county, school, etc.) - getting to true numbers, not frightening percentages. Help people feel less overwhelmed with every taxing entity asking for increases.

Share information about the timing of other debt falling off the books. Even if it is not a substantial amount, it makes people feel better and shows that the school district is considering the taxpayer's overall burden.

Could we have some demographic projections for next 20 years: e.g., pre-school population, Northfield population?

The tax impact. Someone says their taxes are going up \$250 per year. Maybe, but that might be on an income of \$50,000. I still say break it down to the monthly level, the budget period most people operate in. What to do with the old high school. People will use that argument to derail the high school project. Some say wait until 2025 when some debt goes away. By then the new high school alone will cost \$85M or more, and there is no guarantee people will support it then either. Different costing out scenarios would be helpful. Cost of doing nothing, cost of doing a little now including band-aid options, cost in the future and tie those costs into the band-aid projects and give an overall project lifetime cost.

The idea of re-purposing the old high school or modifying it piecemeal is going to be the ultimate stumbling block and excuse used most. Carleton tore down Mudd Hall. In the end it was bricks, concrete, and rebar. The materials were hauled away and recycled. In its place will be a new, more functional, more flexible space to enhance education in the future. It's done, it's passed, people look forward to what can be.

- A. multi-year projection of impacts to taxes.
- B. Why more sf being added when enrollment being flat (focus on early child education and community, creating situation that will allow future HS planning to happen without District offices, etc.)
- C. Why Greenvale is not good enough for elementary but will be good enough for pre-elementary?
- D. What will be the next steps for the HS (don't need final answer - only about what next steps are. I would



suggest that these will be some additional planning with an eye to better evaluate what partial or significant renovation/repurposing of HS would look like.

I think it will be important to break up the question before another go at a referendum. Do it showing a phased plan. i.e. take care of pre- through 5 in a first phase, then come back to complete the plan with a high school as debt segues.

What is the taxing potential for our community in light of increases at so many levels and new projects being introduced such as the hockey facility?

## What data (quantitative, qualitative, or narrative) could be used to help you (and the public) better understand the educational needs of the District and how facilities relate to those needs.

12 responses

Easy to understand financial data. School enrollment projections. Special ed numbers and effect on general fund. Proof that the district is being fiscally responsible.

- provide data on Kindergarten readiness of students (include readiness of different subgroups)
- provide data (and any predictions) on early childhood population size. For example, do we know current early childhood numbers and will large building projects (assisted living center near the hospital) do we expect to see an increase of families moving to Northfield?

Data: a 30-year capital investment program to maintain and periodically refurbish all buildings. A clear summary of the annual impact of all levies (debt retirements as well as new borrowing, plus the operating levy).

The difficulties that families with children undergo to find pre-k care, the experience of those who have felt the shortcomings of the Greenvale building, and data on the costs of not only going through with the proposals but also of not doing so would all be valuable data.

Better understanding the current school district population we are serving and how that population is projected to change (if at all) in future years.

A "best guess" calculation of "typical" tax impacts to bonding – for a typical city household and farm – for both gross and net impacts. What would the yearly impact actually be for a typical city and farm household.

1. What is the cost of not doing anything? In other words, what is the cost of maintaining the existing facilities vs. building new?
2. Is it realistic to flip the HS and the MS? This was not the chosen route in the past, so why would it make sense today? Could the HS be grades 10-12 and the MS grades 6-9? This might fit the space constraints of the buildings.
3. How can you show, quantitatively or qualitatively, that replacement facilities will achieve your stated goals is a question I hear. Conversely, how can you show that by not replacing the facilities, that the goals are unachievable?
4. Is the community on board with the Vision? The school board and teachers might be, but how can the community internalize and buy into the vision so they are excited about supporting the vision. The narrative or



idea positioning is critical - if people want it, they'll find a way to justify paying for it.

More specifics about kid's daily experiences and how our current facilities are limiting or not allowing them to reach their full potential. How about "A Day In the Life of a GVP Student?" Ditto for a high school student, and a potential early childhood enrollee that we don't have space to include. It HAS to be about the kids. Taxpayers care less about buildings and more about kids.

Share specific numbers around other options that were considered, even if it is not a reasonable option. Northfielders want to know the data behind a request that may eventually get put forward to voters, and it is helpful to be able to compare options. For example, remodel costs and the student experience during remodeling (portable classrooms) versus building new.

Share more specifics about how a school's design must support the work that takes place.

See above. Are there studies on future employment sectors? (to help anticipate space and facilities needs at the secondary level).

People aren't sure why a new high school is needed. That needs to be fleshed out a bit more, especially the academic impact, at least ostensibly. Also given the results of the Thought Exchange, the concerns over safety issues. I'm betting that the people with kids in school yet or who will have kids in school have a different perspective on many issues than those whose kids have gone thru the school already. Whose opinion should carry the day?

Need to help define, what is just good stewardship spending and what is changing ability to teach and learn differently

A more explicit map showing debt load by year to help people imagine future capital levys.

## Do you have any other "burning" questions for consideration as we head into our last meeting?

8 responses

Keep up the effort!! Involve as many "thought leaders" in the community as possible.

The first two meetings didn't really force any difficult choices. Will the final meeting?

I want to take a hard look at the feasibility of remodeling Greenvale Park Elementary and potentially adding additional square footage to the existing building. I feel that this is one option that the community feels has not been explored thoroughly.

1. Is there a need for a constant, non-whining way, of informing voters of the need for what you want? For example, if one of the concerns is the aging HS facility, should there be a consistent media messaging that today points out the leaking ceiling in the V Wing, and then the temperature issue in the H Wing, the mold growing in the locker room due to ventilation issues, etc..
2. Be careful that the emphasis on closing the achievement gap is not perceived as raising one set of students up and bringing down another set of students. High achievers need to be challenged to go even further.
3. From a fundraising standpoint, would the school ever consider making a plea to specific wealthy Northfield graduates or businesses to make significant donations in return (or not) for something? For example, if a



person or business donated \$10 million but wanted to have the H wing named something, would the school board consider this? It would be something similar to what colleges do. I ask this to see if all financing options could be considered.

If the district decides to schedule another bond referendum in 2018, should we anticipate conflict with other property tax changes - either through legislation or through a city tax issue vote for a new ice arena?

No burning questions, but more burnout and discouragement. Maybe there are some talking points from my latest tome:

We've spent two weeks hearing that a subset of the Facilities Action Team is not in favor of a new high school, mostly supports a new Greenvale School, and mostly supports additions to the other elementary schools. The reasons given and the solutions suggested were the same ones heard during the run up to the referendum vote last November. The only thing new was the idea of swapping schools. When I first moved to Northfield 20 years ago people were already saying we needed a new high school. This group makes it sound like they'll be saying that for the next 20 years.

Nearly half of those who voted during the last election voted in favor of the school bond referendum. I did so with passion and conviction, knowing that my taxes would increase, knowing how that would benefit the schools and the kids. I learned what I could about the reasoning for the referendum. I was involved in the earliest presentations in 2013. In the end tho, I put my trust in the decision by the elected school board to have done their work to determine the best path going forward based on information and discussions that I was not involved with. The school board's function is to provide the best education possible for all of the students. The board is an exemplary group of Northfield citizens who, to a person, are committed to providing the best education possible for all the kids while cognizant of the impact on the taxpayers, city and rural. They engaged the community for nearly 3 years developing their strategic plan. I participated in that as much as I could. Maybe others didn't know about it or chose not to participate. The meetings were public, they were advertised, the referendum was discussed as part of the school board candidate's profiles. To imply it was anyway secret or limited in scope is simply false.

I am aware of, and just as concerned about, the need for a strong start to the educational process. I support the efforts made by the school district and the community to provide the resources and programs to help kids get off to a good start. The problems and needs are as unique as each individual child. What works for one may not work for someone else. Measures of reading proficiency or other benchmarks will rise and fall, and in spite of all the best efforts there will be failures and inequities and we will never reach perfection. Because we can't and won't reach perfection for early childhood education does not mean we neglect the later educational needs. You can't base the needs of the high school on the performance of early education because that result will never be perfectly satisfactory. You don't "reward" the kids with a new high school because early childhood benchmarks show improvement.

Early education, elementary, middle school, and high school are distinct stages in a child's development. If you have kids you know this. The elementary schools do an excellent job. There are some space needs that need to be attended to. And as we've discussed Greenvale School in particular has unique needs that tie in with solving needs for early childhood education. The middle school does an excellent job transitioning the young kids thru bodily changes and other life changes, including the introduction of more technology. High school is the final stage that transforms the students into young adults. Its teachers and staff, along with all the other schools' teachers and staff are why the number one comment in the recent Thought Exchange was the overwhelming support and appreciation of the teachers and staff at Northfield Schools.

The number two comment on Thought Exchange was concern for security. Those needs have been identified in the elementary schools and projects proposed to address those concerns. Those projects seem to have support of this group, including for a new Greenvale School. Concerns about safety seemed to be absent from the second meeting except from a parent of young children. I find it interesting that while those who responded to Thought Exchange were very concerned about safety yet for this group it doesn't seem to have as much of an impact.



Many in this group, though by no means all, express reservation over the need for a new high school. Though there were a few concerns about what the new building would bring as far as academics, most were concerns about what would happen to the old building, whether the existing building could be added to yet again or in some other ways modified to meet the academic needs (which implies an acknowledgement that there are indeed academic needs that the current high school does not provide), a lack of trust or belief that all the other options other than a new school were explored, concern over the impact on people's taxes, and not understanding the tax impact if a new high school was not built but instead modified or simply maintained. To state simply, why do we need a new high school?

The average home value that was used in discussions was \$200,000. To pay for the complete \$109M referendum package would have raised the taxes on that home by about \$20 per month. A colleague of mine who was against this had a home value that would have raised his taxes about \$10 per month. My taxes would have increased a little under \$40 per month. I wonder how many people in the room could answer how much their taxes would have gone up due to the bond? There was a lot of poor information, misinformation, misleading information, presented by multiple sources, and people were justifiably confused. For example, the Northfield News had a headline something about city taxes going up 30%. I couldn't believe the headline. In reality my city taxes went up about \$5 per month, not oh my gosh, hundreds of dollars like the 30% increase implied. Everyone I know is on a fixed income. I myself don't know anyone whose wages increase daily. I earn a salary that if I'm lucky increases each year at at least the rate of inflation. A better metric might be the family budget or family expenses and how this tax increase would impact those. It would affect everyone. Can my budget tolerate ten or twenty, or thirty dollars increase in monthly expenses due to increased taxes? Will I make that a priority and adjust my budget elsewhere? As a yes voter I chose to prioritize education. At \$40 a month for me this is a bargain.

One of the biggest issues of contention is what would happen to the old high school. It's as if everything revolves around that question. Education must stop until that is answered. The location of the new high school and athletic fields depends on the removal of the old high school. If the school remains then likely new land would need to be purchased at greater expense to locate the new school or sports fields. Some say keep the field house and auditorium. If the school kept them they would have to upgrade and maintain them at some cost. I doubt that anyone in the community has the money or desire to do so. The locker rooms need significant upgrades at some cost at least. It's already several years old and would need increasing maintenance. What would become of the rest of the building? Does anyone know of anyone looking for an old high school? I could see it being like the Rytway property on Armstrong Road that has been sitting vacant for over a decade. The school district would then be responsible for an empty building looking for a purpose, but at a cost. I believe this is one of those things that while we may want to cling to it we have to let go of it. I do like the idea of using the new facilities for community purposes as best that can be accommodated. Like the Middle School's gyms are used in community rec.

Some of the academic justifications were presented. The need for new and modern CTE spaces. This can't be stressed enough. Not only is the nature of CTE changing but given the tendency to endlessly look at a screen what is needed for all students is the chance to learn the working end of a screwdriver and the difference between a flat blade and Phillips. And that is not supposed to be funny. The need for modern, spacious science classrooms. ADA accommodations. Adequate band room space and accessibility. Better locker room facilities. Spaces for students to work in groups. Much needed security improvements. Adequate restroom facilities. Additional classrooms to reduce class sizes. Modern, well lit with natural light, flexible teaching spaces. Additional special education spaces. Ability to integrate technology into teaching.

It's easy to gloss over the importance of spaces that allow students to work in small groups. One of the most important factors to be successful in school and in life is the ability to work together and to get along with each other. Working in small groups, having to communicate their thoughts and ideas, learning teamwork is what the cooperative work spaces provide.

There are also intangibles that a new, modern school brings. It's not about keeping up with the Joneses or the other school districts. There is though something to be said about pride in one's school. Pride in one's community for supporting the schools. Having well lit, modern inviting spaces to learn in. HVAC that works. Space to eat lunch.

We aren't building to replace a past, we are building to provide a future.

How will this group be engaged/kept in the loop moving forward?

Would be nice to know if the idea of flipping the high school and middle school was even an option and if it would save us significant enough money from an 80 million proposal.

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# Facilities Action Team Meeting No. 3/Final

13 responses

## What was good about the third Facilities Action Team meeting?

8 responses

Lots of options presented that hadn't been presented before.

additional info provided by administration was helpful. small group meetings before entering larger group was a good idea.

Many ideas came forward individually. I think people realized that their thinking was completely different from their neighbors and many appreciated putting their individual ideas to a vote. Discussion was limited due to time and some ideas may have been left on the table. The 3 way vote seemed appropriate.

THE GOOD TURNOUT AND THE "FREEWHEELING" COMMENTARY FROM NEARLY EVERYONE

We were able to put our points of view to a vote. The 3 point voting was appropriate.

There was thorough discussion of several different potential recommendations to the school board.

The opportunity for dialogue regarding recommendations to the school board as a large group and in small group settings. Effective utilization of technology to collect opinion data. I was glad to get a better understanding of LTFM spending and budgeting also.

Great format. The motion, second, and vote was a terrific way to capture the sentiment of every single person in the room!

## What could have been better about the third Facilities Action Team meeting?

8 responses

Less opinion, more facts.

Not sure we were very helpful in discussing the timing issue and give good enough feedback for the Board. Would have been nice to see several of the same successful recommendations with various timelines to see what people thought was the best.

It was ok. It brought out High School concerns.

## NOTHING, JUST MORE OF THE SAME

Having more time to debate the various viewpoints, to understand why they came to their views, and to maybe challenge them on them a bit.

At two tables I was at people wondered what happened to the high school. There was financial data for the elementary projects but nothing for the high school. The people at my tables were supportive of a new high school and were dismayed it wasn't given the credence it deserved.

It would have been useful to have more time in groups to discuss different possibilities.

I would have liked to have more discussion on the timing of a bond referendum, financing options, and tax impact to the community. We identified the major problem of having an undersized property tax base for the community due to the colleges not paying property taxes. This is something that the school board needs to focus on and develop a comprehensive facilities plan that is not so dependent on the community passing a bond referendum before 2025 (when current school district debt is paid off).

I wish people would lay off the colleges. They bring a huge value to the community, and without them Northfield would not be anything like it is. They are non-profit, like many other entities around town. There is undeveloped, and thus untaxed property around town. Make that work for us.

## Any other comments on the third Facilities Action Team meeting?

6 responses

Still not sure what the Board really would like to do with the data, nor how valid the data actually is.

For those that participated in the first two sessions but were not there for the third, could you go back to them for their input on voting as well? Such a small sample of people that each vote is helpful.

While the two prior meetings suggested little need for High School changes, thankfully this meeting seemed to desperately seek a solution for our aging and inadequate High School. There seemed as much concern about the programming as about the building. The top heavy college bound classes aren't for everyone and the District needs to recognize that many families are not willing to go into enormous debt for a college education

A new Greenvale and some elementary remodeling seems like a win, but asking the Community to vote and pick between 2 or 3 questions in a referendum drives people (especially me) crazy. If we truly need what is being asked on the ballot, make it one question. Either it is important or it isn't. Putting it as a competition of needs makes me wonder what is Really needed.

NO... JUST KEEP THE CONVERSATION GOING.

Since you have the voting structure in place how about asking the Thought Exchange members to vote, or every 5th email on the list for example to sample a smaller subset. And then ask how they would vote now. I think you'd get different results versus the team's response. Parents of kids who have an intimately vested interest and want to see facility changes will vote differently than the select members of the Facilities Action Team. People who move to Northfield for the schools would likely vote differently.



This meeting, like the other two, was dominated by the same handful of people. There were 28 people in the room. Many did not speak up, some said one or two things, but the same handful dominated and steered the conversation to the exclusion of others. For the most part not intentionally, but it can happen, sans a moderator.

I would have liked to discuss what will happen to the space used by ISD 659 in the NCRC building if the community services department moves to Greenvale Park Elementary. I would also appreciate some discussion on the impact of a second school building on the Greenvale Park property as it relates to traffic and the potential need for a controlled intersection at Lincoln Parkway and Linden Street. Would the city pay for the infrastructure upgrades or the school district?

## Please share any final thoughts you have about the entire Facilities Action Team process.

9 responses

It was much better than I anticipated it was going to be. I still have to wonder if the real purpose of the meetings was to gauge public sentiment for going for the biggest possible bond project that would pass. It must be remembered that the first Action team supported the decision to move forward, and that the Board seemed genuinely surprised by the vote.

This Action Team made it clear that the following situation exists:

1. That there are quite a few options that did not receive consideration, including probably the best options - do nothing until the need is clear and obvious, the reasons can be clearly and decisively articulated, and the cost justifies the sacrifices that will have to be made by all.
2. That a new elementary school will probably pass - even if there are better alternatives.
3. That only a small minority care about the cost as compared to the value of the building. (A common public sector spending problem.)
4. That minority is almost exclusively the businesses and farms.
5. That there is no good system for measurement of what the marginal educational achievement will be, nor do most people care.
6. If the effort was sincere, there is much more work to be done by the School Board. Clearly, this district could continue to educate and graduate outstanding students for many years to come in the same buildings that have done so for about 50 years.

Thank you for your leadership and inviting me to participate in a terrific group of Northfield people. Good luck to the School Board and Administration on some tough decisions to come.

This isn't about the process, but after seeing the split comments, it brings to mind when our District changed from concentrated grade levels in our schools, to "neighborhood" schools. Half the Community wanted neighborhood schools and half thought that dividing schools according to grade levels worked just fine. A few board members insisted on neighborhood schools, and the building began. So much seemed to happen on emotion and not so much on practicality and on facts. Change for the sake of change. I would hope that whatever the School Board decides is driven by facts.

Dr. Hillmann shared a lot about what was happening in the District. There is much that needs to be shared with the public. Special Education space, costs and numbers. Senior High Vocational/ Technical Programs. State mandates on Graduation Requirements as to how they relate to Northfield Graduation Requirements. Early Childhood requirements and State funding with lack of knowledge of what works and doesn't work. What attracts people to our schools and community and will they continue to grow ? Etc.

Lastly... truth in spending...we can't tell people vaguely where the money is going to go. The board needs to

spell out what is being done and why, and they need to find a venue that spreads the word. They need to be very clear in stating the benefits that will come from new buildings.

Lastly, I have been a big cheerleader for schools, and I want to feel as if I am an important part of the school community. I am not a student, faculty or parent, but like many other community members, I want to be kept in the loop. Perhaps I didn't look hard enough or know where to look. I too need to do better.

Thank you Dr. Hillmann for inviting me to be a part of this focus group. I learned a lot.

THERE ARE VOTERS WHO WANT THE BOARD AND ADMINISTRATION TO PRODUCE EDUCATIONAL PROMISES IN RESPONSE TO "WHAT WILL YOU DO WITH THE MONEY. I BELIEVE THE QUESTION SHOULD BE, WHAT DO WE SAY TO THE CURRENT STUDENTS/PARENTS WHO ARE BEING "UNDER-SERVED" BECAUSE THE HIGH SCHOOL DOES NOT HAVE THE NECESSARY SPACE AND EQUIPMENT TO OFFER THEM THE EDUCATION THAT WILL SERVE THEIR CAREER AND LIFE TIME GOALS. NS

There were a lot of grand plans and schemes brought forth regarding the high school. They were presented as viable alternatives to building a new high school, a new school that can be designed and structured in relatively short order to meet the needs and goals determined by the school district. The new ideas were presented as if they had no cost attached to them as compared to the new high school because no one knew the cost. Most of them had been previously considered by the school board and dismissed, and not without good reasons. Too bad there wasn't time or effort given to the actual costs of all the different schemes. The voting outcome may have been different if people comprehended the reality of their proposals.

Some will say the high school was good enough for them, it is good enough for kids now. I say it was what people had, it is what kids have now. But it could have been, could be better and people's lives would be different. This whole process started 6 or 7 years ago and here we are with nothing. Based on some of the advice from the team it could a generation of kids or more before changes are made. That's a long time.

It has been a very insightful process for me in hearing different voices from the community, and I think that the process effectively represented a variety of views from our populace.

There are many whose kids perhaps aren't the academic superstars, who want the CTE, but don't feel heard, and will once again be left behind.

I think it would have been helpful to have a 4th and 5th meeting to spend some time understanding the current LTFM spending and budgeting, demographic trends of ISD 659, current debt obligations, alternative options for locating the district offices, comprehensive review of work needed at Sibley Elementary and last but not least the tax impact to the community. The school district may well need a some additional square footage but if the community votes down another bond referendum it will be many years before a new school building becomes reality.

I appreciate the District reaching out to the community to collect input and share information. It shows a concerted effort on the part of the District to find out how community members are feeling about the school's facility needs.





MISUNDERSTOOD

Usable life of the building. What does this mean? How long should a high school last?	The cost of doing nothing	The level of study leading to recommendations	Context - was there wide-ranging community input to optimize how to utilize the new building	What was really <u>needed</u> at high school	Why just one package to choose	Environmental impact	That there was a lack of communication	What goes away on taxes and when	Energy efficiencies	More options for trades type classrooms. Vocational/technical
Define terms better - deferred maintenance, renewal, capital improvement	If we don't pass it we don't have to spend any money	The process that was used to create the master facility plan	Could the new building have more purposes for community needs (community center, medical, etc). Why build a single-purpose building.	The need for a new high school	If you didn't believe one thing or thought a lie it colored the rest for belief		Finding the information, navigating the website. People don't like to dig for information.	Tax impact		Better STEM spaces
How were all the pieces related. Were they inter-related. Components of bond	If we don't build it what happens ... Meet mission, tax impact			"This high school still has life". People do not know that the high school is not very functional.	Net gain in square feet for early childhood/community services by moving to GVP			The tax increase/impact - referendum, yearly tax increase (potential), city tax increase		Modern, open spaces. Room to work together.
Sentiment that the existing high school had more useful life that could be extended more economically than a tear down and build new project.	Cost trade-offs - if we don't pass then what costs			Condition of high school building				Taxes		The need to incorporate new technology and new types of spaces for education (younger people get this while older people often didn't)
	A misunderstanding of the difference between the cost of new buildings compared to the cost of maintaining/renovating existing building			Why couldn't theater and cafeterias be re-purposed into a community resource?				Tax impact (especially on rural property)		Improved spaces and equipment for the CTE (Career & Technical Education) students
	The cost of new buildings vs. the cost of upgrading			Argument for remodeling vs. demolition				Combined tax impact on all taxing entities		Making new, updated facilities would increase the quality of education and the ability to accommodate different learning styles
				Knocking down the high school made/created distrust for the other building projects				Percentage tax rate increases vs. dollar tax increases		
								Property tax impact to ag and commercial		
								Voters had difficulty understanding how all the different tax increases affected their bottom line		



DEAL BREAKERS

All or nothing question	Lack of vision statements as relating to sustainability	Lack of promotion for career technology	Monopolize early childhood options?	Supporting demographic analysis not convincing enough.	Understanding spaces and usage as advertised (programs)	Didn't believe high school project was necessary	Change (increase) in NO votes from rural townships	Tax needs: city, county, school district. All requested at the same time.	Removing the high school	Where is technology leading us for our needs?	Elementary plan didn't have an educational plan to raise student achievement	The cost
Had to vote for both or neither - would have liked to be able to vote on each building separately	People's willingness to be educated on the project - how to reach people							Timing of bond referendum competing with expected tax increase to deal with increase in county and city budgets	Community <u>doesn't</u> like to tear down buildings	With so many emerging learning technologies, is it even possible to design a building that will work for future needs?	New high school wasn't connected to educational goals	Sticker shock
All schools grouped together ( no choice)	Lots of misinformation							Tax Impact - commercial/industrial	Sentimental attachment to "old" high school		No clear linkage between capital investment and improvement of outcomes (such as test scores)	Combined cost of bond exceeded \$100 million and people thought the number was too big
	Because of complexity people choose operating funds instead of buildings							Tax Impact - rural	Why destroy the "old " high school?		Building project didn't explain how score and achievement gap would be improved	Cost: \$104.9 million
	Communication issues - people not aware of tours, etc							The city, county, and school district taxes were all increasing at the same time.	Could "old" high school have been re-tooled or renovated for continued use? Was there a clear enough plan for renovation that was considered?			Cost
	So many components to bond makes clear understanding difficult							Confusion about tax impact on community members.	Not reusing current high school			Overall amount of the cost
	Poor communication or unclear "story"							Tax increases	Clearly defining deficiencies of building in a simple way			High cost
	Damaging "alternative facts"							No growth in tax base for 10 years! City council is anti-growth - N.I.M.B.Y. supporters	Can the existing high school be upgraded?			Overall cost of both projects too high (in addition to levy)
	Aug-Nov 2017 communications were siloed within the educational sphere. Looking for more community engagement.							Commercial properties would have a <u>significant</u> increase in property taxes	Tearing down existing high school			Too big a package number
									Tearing down the high school			Too much to ask for all at once - levy and bond
												Combined projects were too much for many
												Cost of high school
												Overall cost of the project \$100 million





**Facilities Action Team Mtg**

**Tuesday, April 24, 2018**

**PAUSE**

High school project	Other important projects - not GVP	The cost of a new high school seems undigestible to tax payers.	All projects at once	No need to replace HS gym or auditorium	No deal breakers	Vocational needs to be explained and improved
HS not now - look at 2025						Separate the "asks" on the ballot
Dealbreaker - new HS. Tear down old one						That the tax information and the educational benefits be more clear
HS project - wait for less debt						
Building new HS really becomes a cost/tax situation						
Building a new HS and demolishing the current HS						
No HS in 2-5 years. Needed but community not ready for all						
High school is deal breaker						
HS was deal breaker. Should not consider until district has a concrete plan to show community						
Do not tear down HS						
Tearing down the HS						
Postpone replacing HS						
Why? HS can and should be retrofitted to accommodate current educational goals						
HS needs to be delayed until we get higher achievement in elementary schools						
No new HS - renovation and modernization and technology upgrades only. Lower price tag.						
Sounds like HS from last meeting but I don't agree						
New HS with demolition of old facility. Why? Cost to replace and significant challenges logistically						

**Facilities Action Team Mtg**

Tuesday, April 24, 2018

**MOVE FORWARD**

Keep elementary projects with Early Childhood investment. Security in HS.	Significantly expanded early childhood programming (return on investment, need, demand)	The proposed work on Sibley Elementary. High School security upgrades.	New high school should still be considered. It's high cost, but the building is out of date in many ways and the sooner it's replaced the sooner students will be able to experience more dynamic education options and overall a better learning environment.	Everything resonated
There is a recognition that Greenvale's facility lags compared to Bridgewater & Sibley. The open concept does not work well compared to facility designs at Bridgewater & Sibley.	Early childhood space needs to be addressed. Why? Waiting list, special ed	Minor additions to BW & Sibley. Security. Everybody feels like they're getting something	Greenvale & High School. GVL - Reusing building for early childhood, needs some walls and doors. HS - keeping up with the Jones's. Look at Farmington, New Prague; activity space is well below schools of our size.	
New Greenvale school and renovate old. SB addition and BW addition office	Elementary and ECFE	Safety improvements to Bridgewater & Sibley. These updates would be quite beneficial for the spaces and school security improvements are on everyone's minds right now.	New high school - facilities, athletics, technology	
Resonated/considered: Greenvale, two birds with one stone on K-5 and early childhood	Elementary patches should be done	Sibley media center/kitchen. Core spaces do not serve students well.		
New Greenvale Park Elementary (7x)		Adding facilities to Sibley school. Not built to accommodate student population.		
Renovate Greenvale into an early childhood center (4x)		Security		
New Greenvale & pre-K in old building. Greenvale space ineffective; using it for pre-K would allow for more participants		Safety/security improvement at the individual schools. Improve access points at schools.		
Greenvale switch to reusing the facility. Including elementary upgrades. Why? Significant needs, largest impact per \$ invested, least disruptive project.				
Greenvale project and reuse				
Start with elementary schools. Seems you have more concrete plan (Greenvale).				
Building of new elementary and repurpose Greenvale. Moving early childhood/community ed into one building - economies of scale				



							2017-2018						
School and Grade Level	September 5th	September 8th	September 15th	September 22nd	October 2nd	November 1st	December 1st	January 2nd	February 1st	March 1st	April 3rd	May 1st	End of Year 6/6/18
<b>Longfellow</b>													
Early Childhood	71	68	73	75	76	88	99	101	106	110	115	119	
<b>Total</b>	<b>71</b>	<b>68</b>	<b>73</b>	<b>75</b>	<b>76</b>	<b>88</b>	<b>99</b>	<b>101</b>	<b>106</b>	<b>110</b>	<b>115</b>	<b>119</b>	<b>0</b>
<b>Greenvale Park</b>													
Grade K-2030	87	86	85	85	85	86	85	86	87	86	86	87	
Grade 1-2029	68	68	68	68	68	69	69	69	67	68	67	68	
Grade 2-2028	81	81	80	80	80	82	82	79	80	80	80	80	
Grade 3-2027	77	76	76	76	76	76	75	74	75	77	76	76	
Grade 4-2026	79	79	79	79	79	79	79	77	78	82	77	77	
Grade 5-2025	93	94	94	93	93	94	93	92	93	93	93	93	
<b>Total</b>	<b>485</b>	<b>484</b>	<b>482</b>	<b>481</b>	<b>481</b>	<b>486</b>	<b>483</b>	<b>477</b>	<b>480</b>	<b>486</b>	<b>479</b>	<b>481</b>	<b>0</b>
<b>Sibley</b>													
Grade K-2030	98	95	95	95	95	96	96	96	94	93	92	93	
Grade 1-2029	86	85	85	85	85	83	83	83	83	83	83	83	
Grade 2-2028	102	102	102	102	102	102	102	102	101	102	102	102	
Grade 3-2027	91	92	92	92	92	92	93	91	91	91	90	89	
Grade 4-2026	108	107	106	106	106	106	106	106	106	106	106	105	
Grade 5-2025	107	108	108	108	110	109	109	108	109	109	110	110	
<b>Total</b>	<b>592</b>	<b>589</b>	<b>588</b>	<b>588</b>	<b>590</b>	<b>588</b>	<b>589</b>	<b>586</b>	<b>584</b>	<b>584</b>	<b>583</b>	<b>582</b>	<b>0</b>
<b>Bridgewater</b>													
Grade K-2030	87	87	88	88	88	88	88	92	93	95	96	98	
Grade 1-2029	97	97	97	97	97	98	99	98	98	97	97	99	
Grade 2-2028	91	91	92	93	94	94	95	94	95	95	95	96	
Grade 3-2027	113	113	113	113	113	113	111	113	112	112	113	115	
Grade 4-2026	90	90	90	90	90	90	92	92	94	93	94	93	
Grade 5-2025	113	113	113	113	113	113	113	112	112	112	113	113	
<b>Total</b>	<b>591</b>	<b>591</b>	<b>593</b>	<b>594</b>	<b>595</b>	<b>596</b>	<b>598</b>	<b>601</b>	<b>604</b>	<b>604</b>	<b>608</b>	<b>614</b>	<b>0</b>
<b>Middle School</b>													
Grade 6-2024	329	329	328	327	327	326	325	325	326	327	327	328	
Grade 7-2023	307	304	304	303	302	302	302	302	301	298	300	302	
Grade 8-2022	333	330	331	330	329	329	328	329	330	330	333	331	
St. Dominics	6	6.5	6	6	6	6	6	6	6	6	6	6	
<b>Total</b>	<b>975</b>	<b>969.5</b>	<b>969</b>	<b>966</b>	<b>964</b>	<b>963</b>	<b>961</b>	<b>962</b>	<b>963</b>	<b>961</b>	<b>966</b>	<b>967</b>	<b>0</b>
<b>High School</b>													
Grade 9-2021	361	359	358	358	356	357	355	357	356	358	357	357	
Grade 10-2020	325	324	324	325	324	323	321	321	322	322	320	321	
Grade 11-2019	355	354	353	352	353	355	353	350	345	345	346	345	
Grade 12-2018	300	299	295	294	294	292	291	288	279	278	277	274	
<b>Total</b>	<b>1341</b>	<b>1336</b>	<b>1330</b>	<b>1329</b>	<b>1327</b>	<b>1327</b>	<b>1320</b>	<b>1316</b>	<b>1302</b>	<b>1303</b>	<b>1300</b>	<b>1297</b>	<b>0</b>
<b>ALC</b>													
Grade 9-2021	1	1	2	3	3	3	3	3	4	5	5	4	
Grade 10-2020	3	3	3	5	5	6	9	9	12	16	16	17	
Grade 11-2019	15	15	16	19	19	27	29	29	34	39	40	42	
Grade 12-2018	38	43	48	51	52	59	59	61	59	67	63	57	
<b>Total</b>	<b>57</b>	<b>62</b>	<b>69</b>	<b>78</b>	<b>79</b>	<b>95</b>	<b>100</b>	<b>102</b>	<b>109</b>	<b>127</b>	<b>124</b>	<b>120</b>	<b>0</b>
<b>Grand Total</b>	<b>4112</b>	<b>4099.5</b>	<b>4104</b>	<b>4111</b>	<b>4112</b>	<b>4143</b>	<b>4150</b>	<b>4145</b>	<b>4148</b>	<b>4175</b>	<b>4175</b>	<b>4180</b>	<b>0</b>
Full Time only (excluding EC and Part-time/Independent Study ALC)	4028	4022	4017	4013	4012	4010	4002	3999	3999	3995	3986	3991	

Longfellow

Early Childhood

Banks	9
Dorey	13
Goldade	17
Kremin	11
Kruse	
O'Connor	6
Roth	9
Sawyer	1
Schnorr	6
Sorenson	14
Waters	11
Webster	3
Winter	19
<b>** TOTAL</b>	<b>119</b>

Greenvale Park

K	Flicek	24	
K	Hagberg	25	
K	Malecha	24	
K	Ziemann	14	
1	Landry	25	C
1	Nivala/Ennis	20	
1	Zach	23	
2	Amundson	26	C
2	Bulfer	18	
	Johnson-McLaughlin	19	
2	Larson	17	
3	Alvarez, C	21	C
3	Conway	19	
3	Timerson	18	
3	Youngblut	18	
4	Clarey	19	
4	Dimick	16	
4	Garcia	24	C
4	Hetzel	18	
5	Alvarez, R	26	C
5	Harding	22	
5	Sickler	23	
5	Spitzack	22	
	<b>TOTAL</b>	<b>481</b>	

Sibley

Grade	Teacher	
K	Born	24
K	Downs	23
K	Heil	23
K	Matson	23
1	Craft	19
1	Sasse	24
1	Sieger	20
1	Swenson	20
2	Baker	27
2	Seeberg	25
2	Soderlund	25
2	Spitzack	25
3	Guggisberg	23
3	Jandro	24
3	Johnson	20
3	Sweeney	22
4	Day	17
4	Fox	22
4	Haar	23
4	McManus	21
4	Rud	22
5	Baragary	29
5	Malecha	29
5	Ostermann	23
5	Stulken	29
	<b>TOTAL</b>	<b>582</b>

Bridgewater

K	Allison	24
K	Cade	24
K	Danielson	25
K	Tran	25
1	Charlton	25
1	Ellerbush	25
1	Hall	24
1	Lanza	25
2	Lane	23
2	Lofquist	23
2	Rubin	27
2	Schwaab	23
3	Larson	25
3	Peterson (Temple)	22
3	Ryan	23
3	Sickler	23
3	Truman	22
4	Holden	23
4	Schuster	23
4	Shepherd	24
4	Swenson	23
5	DeVries	26
5	Duchene	30
5	Kohl	27
5	Rauk	30
	<b>TOTAL</b>	<b>614</b>

Middle School

Grade 6 -2024	328
Grade 7 (*inc. 3.5 - 1/2 day)-2023	305.5
Grade 8 (*inc. 2.5 - 1/2 day)-2022	333.5
<b>TOTAL</b>	<b>967.0</b>

High School

Grade 9-2021	357
Grade 10-2020	321
Grade 11-2019	345
Grade 12-2018	274
<b>TOTAL</b>	<b>1297</b>

\*12 (6) St. Dominic's students attend 1/2 day

Early Childhood**	119
Kindergarten-2030	278
Grade 1-2029	250
Grade 2-2028	278
Grade 3-2027	280
Grade 4-2026	275
Grade 5-2025	316
<b>Total K-5</b>	<b>1796</b>

<b>Total Middle School</b>	<b>967</b>
<b>Total High School</b>	<b>1297</b>
<b>GRAND TOTAL</b>	<b>4060.0</b>
<b>ALC 9-12</b>	<b>120</b>
<b>GRAND TOTAL with ALC</b>	<b>4180.0</b>

ALC	F/T	**P/T	**I/S	TOTAL
Grade 9-2021	2	0	2	4
Grade 10-2020	8	0	9	17
Grade 11-2019	20	0	22	42
Grade 12-2018	20	0	37	57
<b>TOTAL</b>	<b>50</b>	<b>0</b>	<b>70</b>	<b>120</b>

<b>Full Time only (excluding EC and Part-time/Independent Study ALC)</b>	<b>3991.0</b>
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Enrollments represent 100% enrolled except where indicated by \*\*  
Half day St. Dominic's students are represented by \*