

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, May 24, 2021 ~ 7:00 p.m.**  
**Northfield District Office Boardroom**  
Zoom Live Meeting Link: <https://tinyurl.com/npsboard524>

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Policy Committee Recommendations
  - b. Proposed 2022-23 School Year Calendar and Revised 2021-2022 School Year Calendar
  - c. Semi-Annual Fundraising Report
  - d. Pay Equity Report
  - e. COVID-19 Response and Operations Update
6. Committee Reports
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. District Youth Council Members 2021-22
  - d. Personnel Items
8. Items for Individual Action
  - a. Contract Between Northfield Public Schools and Prairie Creek Community School
  - b. High School Raider Mascot
  - c. Handbook Approvals
  - d. Proposed 2021-2022 Budgets - All Funds
9. Items for Information
  - a. Area Learning Center Graduation
10. Future Meetings
  - a. Monday, June 14, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, July 12, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, May 24, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom  
Zoom Link: <https://tinyurl.com/npsboard524>

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, May 24, 2021, Regular School Board Meeting

1. Call to Order

2. Agenda Approval/Table File

3. Public Comment

Public comment for this school board meeting may be made in person at the beginning of the board meeting or submitted by 5:00 p.m. on Monday, May 24, 2021 to [info@northfieldschools.org](mailto:info@northfieldschools.org), and will be read by the board chairperson if submitted in compliance with the district's public comment guidelines. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines. The board may limit the number of people permitted to participate in the public comment portion of the meeting.

4. Announcements and Recognitions

5. Items for Discussion and Reports

- a. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on policy 950 (land acknowledgement statement). We will also review the ALC, Elementary, Middle School, High School, Co-Curricular, Early Ventures, Kid Ventures handbooks and child nutrition appendix for school year 2021-22.
- b. Revised 2021-2022 School Year Calendar and Proposed 2022-23 School Year Calendar. Superintendent Hillmann will present a revision to the 2021-22 school year calendar as well as the proposed 2022-23 school year calendar as recommended by the Meet and Confer committee. This will be an item for individual action at the next Board meeting.
- c. Semi-Annual Fundraising Report. In compliance with Policy 713 Student Activity Accounting, Director Mertesdorf will present a fundraising report to be reviewed by the school board.
- d. Pay Equity Report. In January the board approved the submission of the pay equity report. Superintendent Hillmann will update the board on the results of the report and an action plan.
- e. COVID-19 Response and Operations Update. Superintendent Hillmann will provide information about the district's work to address the COVID-19 global health pandemic's significant challenges.

6. Committee Reports

7. Consent Agenda

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

- a. Minutes  
Minutes of the Regular School Board meeting held on May 10, 2021
- b. Gift Agreements  
\$1,000.00 from Charles Pillsbury for Nancy Pillsbury Memorial TORCH Scholarship  
\$1,500.00 from Cardinal CG Company for Cardinal CG Scholarships  
\$1,000.00 from Northfield Area Family YMCA for Northfield Area YMCA Scholarships

\$1,000.00 from Northfield Raider Touchdown Club for Northfield Touchdown Club Scholarship

c. District Youth Council Members 2021-22

The following students are being recommended to serve on the District Youth Council during the 2021-2022 school year:

Rising Seniors: \*Amelia Arnold, \*Moriah Bamonte Grebis, Christian Cardenas, \*Sylvi Hanson, Mimi Keita, \*Simon McDonald, \*Julia Peterson, \*David Rhoades

Rising Juniors: \*Ananda Myint, \*Grace Ryden, Chloe Xiao

Rising Sophomores: Sebastian Brunelle, Madeline Bussmann, McKenna Carlson, Mari Hanson, Connor Percy  
\*Denotes current District Youth Council Member

d. Personnel Items

i. Appointments

1. Nahal AfsharJavan, 1.0 FTE Band Teacher at the High School, beginning 8/30/2021; BA, Step 2
2. Delia Benson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; General Rec \$10.25/hr. Program Supervisor \$10.64/hr.
3. Nicholas Connor, 1.0 FTE Mathematics Teacher at the High School, beginning 8/30/2021; MA, Step 9
4. Julene Johnson, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
5. Michelle Martinez, Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, beginning 6/1/2021-8/20/2021; BA, Step 2
6. Danielle Olson, .5 FTE Licensed Social Worker at the NCEC, beginning 8/30/2021; BA+20, Step 7
7. Matti Prayfrock, Targeted Services Summer BLAST Site Leader for up to 6.5 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 1-\$16.85/hr.
8. Brynn Puppe, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 3-\$14.85/hr.
9. Hannah Ringlien, Summer Aquatics Position with Community Education, beginning 5/26/2021-8/31/2021; Lifeguard \$10.64/hr.
10. Kristin Schlim, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 8/30/2021; BA, Step 5
11. Ryan Schnaith, 1.0 FTE Mathematics Teacher at the High School, beginning 8/30/2021; BA, Step 4
12. Kari Selchow, 1.0 FTE Long Term Substitute First Grade Companeros Spanish Immersion Teacher at Greenvale Park, beginning 6/1/2021-6/10/2021; BA, Step 5
13. Sarah Snider, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
14. Winston Vermilyea, Summer Aquatics Position with Community Education, beginning 5/26/2021-8/31/2021; Lifeguard \$13.39/hr.

ii. Increase/Decrease/Change in Assignment

1. Zane Anway, Teacher with Portage, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 7/12/2021-8/20/2021.
2. Nives Bakic, EA at the Middle School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 3-\$14.85/hr.
3. Ana Bravo Gatton, EA at the Middle School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
4. Peggy Christensen, CNA I at Bridgewater, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
5. Lindsey Dietiker, CNA III at Sibley, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
6. Jan Ensrud, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
7. Debbie Foley, EV Assistant Teacher at the NCEC, add CNA I for up to 1 hour/day M-F at the NCEC, effective 5/14/2021-Ongoing.
8. Inger Hanson, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
9. Kelly Hebzynski, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
10. Mara Hessian, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA ESY for up to 4 hours/day with the District, effective 6/22/2021-8/5/2021.

11. Heather Keuhl, MS Youth Center Teacher, extending end date to 5/27/2021, effective 5/14/2021.
  12. Kristi Kortuem, Math Teacher at the High School, change to Grade 6 Math Teacher at the Middle School, effective 8/30/2021.
  13. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed EA PCA/BUS EA ESY for up to 4 hours/day with the District, effective 6/22/2021-8/5/2021.
  14. Marie Kylo, CNA II at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
  15. Jennifer Link, MS Youth Center Teacher, extending end date to 5/27/2021, effective 5/14/2021.
  16. Laura Little, CNA I at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
  17. Rebecca Meyer, EA at the High School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
  18. McKenzie Mikulski, Special Ed Teacher at Greenvale Park, will continue position for the 2021-2022 school year, effective 5/18/2021-6/10/2022.
  19. Ellen Mucha, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
  20. Natalie Ponciano Bartolo, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
  21. Hannah Ringlien, Lifeguard with Community Education Recreation, add General Rec Assistant and Program Supervisor with Community Education Recreation, effective 5/26/2021-8/31/2021; Asst.-\$10.50/hr. Supervisor-\$11.14/hr.
  22. Rachel Rolling, Teacher at the ALC, add ALC Summer School Teacher for up to 5.5 hours/day M-Th. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
  23. Ann Schmidt, CNA II and CNA III at the High School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
  24. Deborah Seitz, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
  25. Karleen Sherman, Teacher at Sibley, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 7/12/2021-8/20/2021. Lane/step
  26. Janet Smith, Teacher at the High School, add ALC Summer School Teacher for up to 5.5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
  27. Cynthia Thomas, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
  28. Winston Vermilyea, Lifeguard with Community Education Recreation, add General Rec Assistant and Program Supervisor with Community Education Recreation, effective 5/26/2021-8/31/2021; Asst.-\$13.25/hr. Supervisor-\$13.89/hr.
- iii. Leave of Absence
1. Linda Kovach, Teacher at the Middle School, Family/Medical Leave of Absence, beginning 5/24/2021 through the end of the 2020-2021 school year.
- iv. Retirements/Resignations/Terminations
1. Collette Carras, EA at the Middle School, retirement effective at the end of the 2020-2021 school year.
  2. Jennifer Hildahl, Early Ventures Teacher, resignation effective 5/25/2021.
  3. Joan Lizaola, Cultural Liaison with the District, resignation effective at the end of the 2020-2021 school year.
  4. Rafael Silva, 1.0 FTE Band Teacher at the High School, withdrew application for position, effective 5/12/2021.

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

#### 8. Items for Individual Action

- a. Contract Between Northfield Public Schools and Prairie Creek Community School. Simon Tyler, Director of Prairie Creek Community School, and Superintendent Hillmann will provide an overview of the proposed contract and exhibits that have been extensively reviewed and revised and have been accepted by the Minnesota Department of Education as in full compliance with charter school statutes. If accepted by both Prairie Creek and Northfield Boards of Education, this new five year contract will take effect July 1, 2021.

**Superintendent's Recommendation:** Motion to approve the new contract between Northfield Public Schools and Prairie Creek Community School for the time frame July 1, 2021 - June 30, 2026.

- b. High School Raider Mascot. The board is requested to retire the existing Raider mascot and to approve a new Raider mascot. High School Principal Joel Leer and Activities Director Joel Olson presented updated

iterations of the 'preferred' Raider mascot option at the May 10 board meeting and reviewed a further iteration of the original draft on May 24.

**Superintendent's Recommendation:** Motion to approve retiring the existing Raider mascot and prohibiting it from further school district use. Existing athletic team uniforms and other district displays of the retired mascot will be phased out as soon as practicable.

**Superintendent's Recommendation:** Motion to approve the refreshed Raider mascot as presented.

- c. Handbook Approvals. The board is requested to approve the MSYC/BLAST, PLUS and Hand in Hand handbooks for school year 2021-22.

**Superintendent's Recommendation:** Motion to approve the MSYC/BLAST, PLUS and Hand in Hand handbooks for school year 2021-22.

- d. Proposed 2021-22 Budgets - All Funds. In the packet is the annual proposed budget book for 2021-2022. The individual funds have been presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$57,741,045	\$59,892,883
Child Nutrition	\$ 2,208,619	\$ 2,416,599
Community Education	\$ 3,073,145	\$ 3,275,708
Debt Service	\$ 6,089,977	\$ 5,842,017
Internal Service	\$ 7,547,782	\$ 8,857,880

**Superintendent's Recommendation:** Motion to approve the proposed 2021-2022 budgets as presented for all funds.

9. Items for Information

- a. Area Learning Center Graduation. ALC graduation is scheduled Thursday, June 3, and has been moved to 6:00 p.m. at the Northfield High School auditorium.

10. Future Meetings

- a. Monday, June 14, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom  
b. Monday, July 12, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment



# **Area Learning Center**

## **Student Handbook 2021-2022**

201 Orchard Street South

Northfield, MN 55057

Main Office: 507.645.1201 (ALC Office)

Attendance Line: 612.695.2139 (call or text)

Fax: 507.645.1250

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

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

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **WELCOME TO THE AREA LEARNING CENTER**

This handbook has been designed to be helpful in answering questions about The Area Learning Center's programs, 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 positive school year.

## **2021-2022 AREA LEARNING CENTER STAFF/ADMINISTRATION**

Visit this [link to the ALC directory](#) to contact staff.





# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020

July 2021							July		January 2022							January		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2	3								1	2	3	
4	5	6	7	8	9	10			2	3	4	5	6	7	8	1	New Year's Day	
11	12	13	14	15	16	17			9	10	11	12	13	14	15	3	School Resumes	
18	19	20	21	22	23	24			16	17	18	19	20	21	22	17	No School, Dr Martin Luther King Jr Day	
25	26	27	28	29	30	31			23	24	25	26	27	28	29	27	End of Second Quarter	
									30	31						28	No School, Teacher Preparation Day	
																31	School Resumes; Beginning of Third Qtr	
August 2021							August		February 2022							February		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7					1	2	3	4	5			
8	9	10	11	12	13	14			6	7	8	9	10	11	12			
15	16	17	18	19	20	21			13	14	15	16	17	18	19			
22	23	24	25	26	27	28			20	21	22	23	24	25	26			
29	30	31							27	28						21	No School; Staff Development Day	
																	Presidents Day	
September 2021							September		March 2022							March		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
				1	2	3	4					1	2	3	4	5		
5	6	7	8	9	10	11			6	7	8	9	10	11	12			
12	13	14	15	16	17	18			13	14	15	16	17	18	19	7-11	No School; Spring Break	
19	20	21	22	23	24	25			20	21	22	23	24	25	26			
26	27	28	29	30					27	28	29	30	31					
October 2021							October		April 2022							April		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2								1	2			
3	4	5	6	7	8	9			3	4	5	6	7	8	9	1	End of Third Quarter	
10	11	12	13	14	15	16			10	11	12	13	14	15	16	4	No School; Teacher Preparation Day	
17	18	19	20	21	22	23			17	18	19	20	21	22	23	5	School Resumes;	
24	25	26	27	28	29	30			24	25	26	27	28	29	30		Beginning of Fourth Quarter	
31																		
November 2021							November		May 2022							May		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6			1	2	3	4	5	6	7			
7	8	9	10	11	12	13			8	9	10	11	12	13	14			
14	15	16	17	18	19	20			15	16	17	18	19	20	21			
21	22	23	24	25	26	27			22	23	24	25	26	27	28			
28	29	30							29	30	31					30	No School, Memorial Day	
December 2021							December		June 2022							June		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
			1	2	3	4						1	2	3	4			
5	6	7	8	9	10	11			5	6	7	8	9	10	11	5	Graduation	
12	13	14	15	16	17	18			12	13	14	15	16	17	18	8	Last Day of School (2-hr early dismissal)	
19	20	21	22	23	24	25			19	20	21	22	23	24	25			
26	27	28	29	30	31				26	27	28	29	30					

## School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		
	No School, Teacher Preparation or Staff Development Days		

## Student Days:

Term 1: 42 days  
Term 2: 47 days  
Term 3: 39 days  
Term 4: 46 days  
TOTAL: 174 days

## Summary:

174 student contact days  
9 non-student contract days  
4 contract days off calendar (4 conferences)  
TOTAL: 187 contract days  
89 days - first semester; 85 days - second semester

**NORTHFIELD PUBLIC SCHOOLS  
2021-2022 Calendar**

Approved by the School Board on March 9, 2020

**New Teacher Inservice**

August 24      New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26    All New Teacher Inservice

**Teachers Back-to-School Workshop Week**

Aug 30 - Sept 2      Staff Development Days  
September 3      Teacher Preparation Day

September 6      **No School.** Labor Day  
September 7      First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22      **No School.** Fall Break (MEA)  
October 25      School Resumes

November 5      End of 1<sup>st</sup> Quarter (42 days)  
November 8      **No School.** Teacher Preparation Day  
November 9      School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26    **No School.** Thanksgiving Break

Dec 23 - Dec 31    **No School.** Winter Break

January 3      School Resumes  
January 17      **No School.** Dr. Martin Luther King Jr. Birthday  
January 27      End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28      **No School.** Teacher Preparation Day  
January 31      School Resumes. Beginning of 3rd Quarter and Second Semester

February 21      **No School.** Presidents Day. Staff Development Day

March 7-11      **No School.** Spring Break

April 1      End of 3<sup>rd</sup> Quarter (39 days)  
April 4      **No School.** Teacher Preparation Day  
April 5      School Resumes. Beginning of 4th Quarter

May 30      **No School.** Memorial Day

June 5      Graduation  
June 8      **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

**School Cancellation Procedures for 2021-2022**

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## ALC CALENDAR ~~2020-2021~~ 2021-2022

The ALC calendar coincides with the district calendar above, but please note these exceptions:

- ~~There is no school February 4 and February 5, 2021~~
- ~~Conferences will be held October 12, October 13, January 21 and March 18.~~
- There is no school Feb. 3 and Feb., 2022
- Conferences will be held Oct. 18, Oct. 19, Feb. 17 and April 14.

## 2020-2021 DAILY SCHEDULE

<del>Monday ADVISOR Schedule</del>	<del>Wednesday Late Start Schedule</del>
<del>Block 1 8:10 – 9:30</del>	<del>Block 1 9:10 – 10:10</del>
<del>Block 2 9:35 – 10:45</del>	<del>Block 2 10:15 – 11:15</del>
<del>Advisor 10:45 – 11:05</del>	<del>Block 3 11:20 – 12:20</del>
<del>Block 3 11:10 – 12:20</del>	<del>Lunch 12:20 – 12:50</del>
<del>Lunch 12:20 – 12:50</del>	<del>Block 4 12:50 – 1:43</del>
<del>Block 4 12:50 – 1:43</del>	<del>Block 5 1:48 – 2:40</del>
<del>Block 5 1:48 – 2:40</del>	
<del>Tuesday, Thursday, Friday</del>	<del>In the Event of a District Wide 2-Hour Late Start the Schedule Will Be As Follows</del>
<del>Block 1 8:10 – 9:30</del>	<del>Block 1 10:10 – 10:55</del>
<del>Block 2 9:35 – 10:55</del>	<del>Block 2 11:00 – 11:45</del>
<del>Block 3 11:00 – 12:20</del>	<del>Block 3 11:50 – 12:35</del>
<del>Lunch 12:20 – 12:50</del>	<del>Lunch 12:35 – 1:05</del>
<del>Block 4 12:50 – 1:43</del>	<del>Block 4 1:05 – 1:50</del>
<del>Block 5 1:48 – 2:40</del>	<del>Block 5 1:55 – 2:40</del>

<b><u>Monday, Tuesday, Thursday, Friday A Schedule</u></b>	<b><u>Monday, Tuesday, Thursday, Friday B Schedule</u></b>
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<u>Block 1 8:10 - 8:53</u>	
<u>Block 2 8:58 - 10:23</u>	<u>Block 2b 9:40 - 10:23</u>
<u>Block 3 10:28 - 11:53</u>	<u>Block 3 10:28 - 11:53</u>
<u>Lunch 11:53 - 12:23</u>	<u>Lunch 11:53 - 12:23</u>
<u>Block 4 12:23 - 1:05</u>	<u>Block 4 12:23 - 1:05</u>
<u>Block 5 1:10 - 1:53</u>	<u>Block 5 1:10 - 1:53</u>
<u>Block 6 1:58 - 2:40</u>	<u>Block 6 1:58 - 2:40</u>
	<u>Block 7 2:45 - 3:28</u>
	<u>Block 8 3:33 - 4:15</u>
<b><u>Wednesday late start schedule</u></b>	<b><u>In the event of a district wide 2-hour late start the schedule will be as follows</u></b>
<u>Block 1 9:10 - 10:35</u>	<u>Block 1 10:10 - 10:42</u>
<u>Block 2 10:40 - 12:05</u>	<u>Block 2 10:47 - 11:34 (or 11:02-11:34)</u>
<u>Lunch 12:05 - 12:35</u>	<u>Block 3 11:39 - 12:25</u>
<u>Block 3 12:35 - 1:35</u>	<u>Lunch 12:25 - 12:55</u>
<u>Block 4 1:40 - 2:40</u>	<u>Block 4 12:55 - 1:26</u>
	<u>Block 5 1:31 - 2:03</u>
	<u>Block 6 2:08 - 2:40</u>
	<u>Block 7 2:45 - 3:32</u>

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

A Honor Roll = 3.6 - 4.00 GPA

B Honor Roll = 2.6 - 3.59 GPA

## 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 GPA 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.

## ELIGIBILITY

### GRADUATION INCENTIVES PROGRAM (Minnesota Statute 124D.68)

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 modified block-scheduling	Monday - Friday	8:10am - 2:40pm Or <u>9:40am-4:15pm</u>
Independent Study Night Class	For students who are in need of credit recovery and can complete coursework	10 class meetings per session	3:30pm - 5:30pm

	<del>with minimal teacher direction.</del>	<del>Mondays &amp; Thursdays</del>	
<u>8th Hour</u>	<u>ALC, High School, or Out of District students can attend the 8th hour class to recover credits.</u>	<u>Monday, Tuesday, Thursday, Friday</u>	<u>3:33 - 4:15</u>
<u>Credit Recovery Program</u>	<u>For students who are in need of credit recovery and can complete coursework with minimal teacher direction. Completed through an online program.</u>	<u>Flexible schedule</u>	<u>Flexible schedule</u>
Independent Study	For students who are unable to attend regularly and are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents.	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time.	Varies	Varies

## INDEPENDENT STUDY EXPECTATIONS

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

## ~~INDEPENDENT STUDY ATTENDANCE~~

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

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

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

## SESSIONS

~~Session #1 2/1, 2/4, 2/8, 2/11, 2/18, 2/22, 2/25, 3/1, 3/4, 3/8~~

~~Session #2 4/5, 4/8, 4/12, 4/15, 4/19, 4/22, 4/26, 4/29, 5/3, 5/6~~

## 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.~~ Attendance involves checking in with a teacher. This may occur in person or virtually.

~~**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.~~ Homework will be done online and the teacher will monitor your progress throughout the class.

## 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 parents/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, a student is dropped and must re-enroll at the beginning of next grading period. A student may attend the credit recovery program/Independent Study, if they choose to do so.

### GRADING PERIODS

**Grading Period #1:** ~~SEPTEMBER 8, 2020 - OCTOBER 6, 2020 (21 Days)~~

**Grading Period #2:** ~~OCTOBER 7, 2020 - NOVEMBER 6, 2020 (21 Days)~~

**Grading Period #3:** ~~NOVEMBER 10, 2020 - DECEMBER 16, 2020 (23 Days)~~

**Grading Period #4:** ~~DECEMBER 17, 2020 - JANUARY 28, 2021 (22 Days)~~

**Grading Period #5:** ~~FEBRUARY 1, 2021 - FEBRUARY 25, 2021 (16 Days)~~

**Grading Period #6:** ~~FEBRUARY 26, 2021 - MARCH 19, 2021 (16 Days)~~

**Grading Period #7:** ~~MARCH 30, 2021 - APRIL 30, 2021 (24 Days)~~

**Grading Period #8:** ~~MAY 3, 2021 - JUNE 10, 2021 (28 Days; 19 Days for Graduating Seniors)~~

**Grading Period #1: SEPTEMBER 7, 2021 - OCTOBER 5, 2021 (21 Days)**

**Grading Period #2: OCTOBER 6, 2021 - NOVEMBER 5, 2021 (21 Days)**

**Grading Period #3: NOVEMBER 9, 2021 - DECEMBER 17, 2021 (26 Days)**

**Grading Period #4: DECEMBER 20, 2021 - JANUARY 27, 2022 (21 Days)**

**Grading Period #5: JANUARY 31, 2022 - MARCH 4, 2022 (22 Days)**

**Grading Period #6: MARCH 14, 2022 - APRIL 1, 2022 (15 Days)**

**Grading Period #7: APRIL 5, 2022 - MAY 3, 2022 (21 Days)**

**Grading Period #8: MAY 4, 2022 - JUNE 8, 2022 (25 Days; 21 Days for Graduating Seniors)**

## **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 THAT DON'T COUNT TOWARDS NCs**

~~Excused absences not counted towards No Credits (NC):~~

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

Unexcused tardiness for more than fifteen minutes is considered an unexcused absence. Unexcused absences include, but are not limited to, oversleeping and car trouble.

## **WITHDRAWAL FROM SCHOOL**

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

## **GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

### **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.

### **BULLYING PROHIBITION**

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. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form is encouraged to assist in a prompt investigation.](#)

### **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.**

Teachers may use participation points to deduct grades for cell phone use and other off task behavior. If a student continues to have issues with cell phone use, the parent and student will have a meeting with ALC staff to determine a plan of action. In case of an emergency and someone needs to reach the student at school, they can call 645-1201.

### **E-LEARNING DAYS**

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

### **ELECTRONICS**

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

### **HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)**

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools

201 Orchard Street South., Northfield, MN 55057

Phone: 507.663.0600

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

While not required, [individuals can make complaints using this form.](#)

## **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 radio, FOX 9, KARE 11, KSTP, WCCO, Northfield News and Sklylert.

## **CONTACTING STUDENTS DURING THE DAY**

Parents/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 students during the school day, please phone the office at (507) 645-1201. Please 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. For hours 1, 4, 5, and 6 the classes are worth .125 each grading period. For hours 2 and 3, classes are worth .25 credit each grading period. 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.~~

## **COURSE STRUCTURE**

Courses at Northfield ALC are one quarter in length. For the classes that are 43 minutes in length, they are worth .125 each grading period. For classes that are 85 minutes in length, they are worth .25 credit each grading period. A total of 1 credit per grading period, 8 credits per school year may be achieved.

## **DAY CARE**

The ALC understands the difficulty for students to attend school regularly when child care is needed. In order to assist with this, the ALC staff will work with the student/family in trying to obtain child care (and financial assistance) whenever necessary.

## **REMOVAL FROM PROGRAM**

If a student receives two 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 the website at [www.northfieldschools.org](http://www.northfieldschools.org) 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 ALC commencement program and receive a diploma.

Students who are ~~one-half quarter credit short of either the required courses or~~ two credits short of the total credits required may also participate in ALC commencement but will not receive a diploma until all graduation requirements are completed.

Students that have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Students need to meet the additional requirements in order to walk with the Northfield High School. 1) The student has attended at least one year at the Northfield High School. **OR** 2) The student has attended any part of their senior year at the Northfield High School. Any student who is more than 1/2 credit short of the graduation requirement is not allowed to participate in the Northfield 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 parents/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator

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

### **OPEN CAMPUS LUNCH**

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

### **NURSE**

The ALC does not have a nurse on site. Any and all medications that students take at school must be distributed and stored in the ALC's main 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**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year." More information can be found on the MN Department of Education Website.

### **PROM**

Area Learning Center 11th and 12th graders are eligible to attend the Northfield High School Prom. Any junior or senior student wishing to attend the prom with a person who is not a Northfield Student, must receive prior approval from the NHS principal. No one age 21 or older will be allowed to attend the prom.

### **REPORT CARDS**

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

### **STUDENT DRESS POLICY**

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

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

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

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

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

## **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~~  
<https://northfieldschools.org/wp-content/uploads/board-policy-524.pdf>. See the [Student iPad Loan Agreement](#) for additional details about iPad implementation.

## **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. This is subject to change dependent on the public health situation.

## **WEBSITE**

Northfield Area Learning Center website can be accessed at [www.northfieldschools.org](http://www.northfieldschools.org).

## **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

## **Appendix A**

### **Procedures for ALC Student's Child(ren) Accessing Early Ventures:**

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

Update: May 7, 2018

## **Appendix B 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 parents/guardians are responsible to monitor their student's meal account balances. 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 à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

### **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. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. 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). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

### **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 Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. 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. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.**

**Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 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. Payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices 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	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
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	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
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	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

### 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 \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

### À la Carte

À 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.

### 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 located on the bottom of the screen. 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 <https://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](https://northfieldschools.org) and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

### 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.



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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 academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "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, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

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

### 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 MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

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

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

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

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

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

### When do students take the assessments?

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

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

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

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](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > 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 three-page form on the district website and include it in district student handbooks.

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 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 the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

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

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

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

\_\_\_\_\_ ACCESS/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

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

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

To be completed by school or district staff only.

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

Posted May 2019

## Appendix A

### Child Nutrition Department

Child Nutrition information is available on the school website. All students will have their own individual meal accounts with a separate 4-digit PIN (Personal Identification Number) ~~for each student/user in the family~~ to record individual meal and individual food 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 Parents/guardians are responsible to monitor their student's meal account balances. 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 á la carte items.~~ The school district recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by using Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process read this [procedure document](#).

### Payments

Families may pay for meals by using cash, check or the Revtrak online payment system.

Cash and check payments may be made daily and sent to any school the student attends. All schools have payment envelopes and collection boxes placed in the child nutrition area for receipt of payments and 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.

- 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~~ 201 Orchard Street South, Northfield, MN 55057.
- Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, ~~1400 Division~~ 201 Orchard Street South, Northfield, MN 55057.

Revtrak payments using a credit or debit card can be made online through Family Access, ~~the district's web-based parent portal, located on the bottom of the screen or directly through the RevTrak portal.~~

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

- Go to [Family Access](#) and click on the button that says "Family Access" ~~located on the bottom of the screen. You can either Log into Family Access (<https://bit.ly/2PW7BUh>) to continue. or apply for a Family Access account if you do not have one. If you do not have or do not know your Family Access login and password [click here](#).~~
- 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 [RevTrak](#)
- Click Meal Payments and follow the 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 Stephanie DeAdder, Child Nutrition Admin Assistant, by email: [sdeadder@northfieldschools.org](mailto:sdeadder@northfieldschools.org) ~~at the district office.~~ We encourage the use of the ~~Northfield Public Schools District website~~ Skyward Family Access 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.~~ Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit ~~<https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>~~.

### 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. Positive senior meal balances will be transferred to a younger siblings account or Angel funds account if no other siblings attend Northfield schools and a refund is not requested. 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.~~ by completing the [refund request form](#). A check will be issued in the amount of the refund. No cash refunds will be made. Before submitting a refund request make sure that you have auto replenish turned off. These are the [instructions](#) on how to turn off auto-replenish payments in RevTrak.

### 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. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and reduced meal benefits. ~~Individual milk purchases do not fall under the free and reduced meal benefits, unless purchased with a meal.~~ Breakfast is available at all schools. ~~All alternative meals are priced as a regular lunch meal.~~ Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. 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). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year.

### 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, with a complete meal, 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

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Single Day				Monthly		
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Full Price	\$1.70	\$2.65	\$4.35	<del>\$34.00</del>	<del>\$53.00</del>	<del>\$87.00</del>
	<u>\$1.75</u>	<u>\$2.70</u>	<u>\$4.45</u>	<u>\$35.00</u>	<u>\$54.00</u>	<u>\$89.00</u>
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	<del>\$1.70</del> <u>\$1.75</u>	<del>\$2.80</del> <u>\$2.85</u>	<del>\$4.50</del> <u>\$4.60</u>	<del>\$34.00</del> <u>\$35.00</u>	<del>\$56.00</del> <u>\$57.00</u>	<del>\$90.00</del> <u>\$92.00</u>
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	<del>\$2.20</del> <u>\$2.25</u>	<del>\$4.00</del> <u>\$4.25</u>	<del>\$6.20</del> <u>\$6.75</u>	<del>\$44.00</del> <u>\$45.00</u>	<del>\$80.00</del> <u>\$85.00</u>	<del>\$124.00</del> <u>\$130.00</u>

### 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 ~~\$2.20~~ \$2.25 for breakfast and ~~\$4.00~~ \$4.25 for lunch. Exact change is appreciated.

### À la Carte

À 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.

Questions/Comments		
Spring Creek 645-3490	Bridgewater 664-3324	Greenville/NCEC 645-3509
Middle School 663-0668	District Office 663-0618	High School/ALC 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.

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Reviewed and updated 4.5.21

# CHILD CARE PROGRAM PLAN

## Philosophy

EarlyVentures Learning Center provides professional, quality care to meet each child's physical, emotional, social, and developmental needs during their time enrolled at our center. This is fostered by allowing the child space to grow, to be themselves, and to enjoy their time with other children and staff. EarlyVentures continuously strives to provide high quality care in a safe, nurturing environment.

## Goals

EarlyVenture's goal is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including

- language, literacy, and communications,
- mathematics; social and emotional development,
- approaches to learning,
- the arts,
- social systems; physical and movement development, and
- scientific thinking.
- 

Our child-centered, curiosity-based approach uses research based curriculums to support children through their developmental milestones and encourage lifelong learning. A record is maintained for each child and developmental milestones are shared with families who choose to participate in conferences.

EarlyVentures works in cooperation with families, the district, and the community to provide year-round infant, toddler, and preschool child care in a nurturing environment by providing age appropriate activities that foster the development of social, emotional, physical, educational, and independence skills.

We strive to keep parents actively involved in the care of their children while pursuing their own goals. We invite parents to review our program plans at any time and contribute their ideas to the EarlyVentures Site Leader or the Ventures Coordinator. Parents may review our program plan in the Parent Handbook, located online and on site at EarlyVentures. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each EarlyVentures classroom and in Appendix A.

## Enrollment Policy

EarlyVentures Learning Center is licensed to care for 88 children. The center is licensed for 14 infants and a combination of 74 toddler/preschoolers. Enrollment cannot exceed 28 toddlers or 60 preschoolers.

An infant is a child at least 6 weeks old but less than 16 months, a toddler is a child at least 16 months but less than 33 months, and a preschooler is a child who is at least 33 months old but has not yet attended the first day of kindergarten.

## Days and Hours of Operation

EarlyVentures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 AM to 6:00 PM. EarlyVentures is CLOSED on the following days:

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

New Year's Day  
Memorial Day  
July 4th  
At least 2 days before the start of the summer session programming

New Year's Eve

One week before the start of the fall session school year

EarlyVentures Learning Center reserves the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

### **Program Options**

The childcare center is licensed by the Minnesota Department of Human Services to care for children ages 6 weeks to the first day of kindergarten. It is staffed by a combination of site leaders, teachers, assistant teachers, and aides to meet required staff/children ratios at all times. The center offers five separate classrooms to meet the diverse needs of EarlyVentures children.

**INFANT:** (Ages 6 weeks to 15 months) A loving atmosphere where intellectual and physical development are stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

**TODDLER:** (Ages 16 months to 35 months) The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

**PRESCHOOL:** (Ages 36 months until the first day of kindergarten) Opportunities are provided for large muscle activities, dramatic play, community exploration, and socialization as well as the above-named activities. A staff ratio of at least one adult to ten children is maintained.

### **RATIOS**

EarlyVentures follows the Department of Human Services Child Care Center Rule 3 guidelines for staff to student ratios.

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

## **FINANCIAL POLICIES AND PROCEDURES**

### **Fees**

EarlyVentures is a non-profit program operating on revenue collected from tuition. This program is not funded from the ISD #659 general fund. Parents must contract with EarlyVentures Learning Center for services needed and follow a weekly or monthly payment schedule. We reserve the right to drop a child from the program when payment is delinquent. Families will also be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. The rates vary depending on age and schedule options.

### **Registration Fee**

There is a non-refundable registration fee which must be submitted at the time of initial enrollment. The fees help defray the cost of processing enrollment forms and immunization records, and most importantly, they help with the center's supplies.

### **Payment**

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on

child care assistance are due bi-monthly on the 1st and 15th of each month. Parents on child care assistance will be responsible for any and all costs not covered by county assistance.

## **ABSENCE**

Please notify EarlyVentures if your child will be absent for any reason. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities, including outdoor play.

## **CHANGE OF SCHEDULES**

A permanent change of schedule requires a one month written notice and a \$50 change of schedule fee will be charged to your account.

## **ARRIVAL & DEPARTURE**

Parents must sign in their child(ren) each day upon arrival in order to transfer responsibility of care from the parent to authorized EarlyVentures staff. Once the child is signed in, parents may bring the child to the group, allowing for EarlyVentures staff to facilitate the parent's departure.

Upon departure, parents must sign the child(ren) out and let the EarlyVentures staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of EarlyVentures staff. All children must be picked up by 6:00 p.m.

~~If you will be late, you MUST notify EarlyVentures. Parents will be charged \$1 for every minute late according to the classroom's clock. Multiple late pick-ups can result in termination of care.~~

All parents and legal guardians are allowed access to their child any time while in the care of EV.

### **Late Pick-Up**

EarlyVentures closes promptly at 6:00 p.m. as staff's day ends at this time as well. All children *must* be picked up by 6:00 p.m. If you will be late, you *must* notify EarlyVentures. Parents will be charged \$1.00 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.)

Every attempt will be made to contact parents and authorized persons. 911 will be notified at 6:30 p.m. if a child remains at the center. Multiple late pick ups can result in termination of care.

## **EMERGENCY CLOSING PROCEDURES**

### **Emergency Closing or Early School Dismissal**

- If school is closed for the day because of severe weather, EarlyVentures will be closed that day.
- If school has a delayed starting time, EarlyVentures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, EarlyVentures will close at 2:30 p.m.
- Weather-related announcements will be shared by KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV.
- EarlyVentures families will also receive an email with any emergency closing announcements.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## **WITHDRAWAL FROM PROGRAM**

Once registration forms are received, EarlyVentures requires a one month notice for all withdrawals as your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one-month charge will automatically be assessed. These

costs will appear on the final bill.

## **PARENT INFORMATION**

Important parent communication will be sent via email, Seesaw, or as a hard copy that can be found in your child's cubby. There may also occasionally be signs or posters advertising upcoming early childhood or family events. Please make sure to check cubbies daily.

## **RELEASE OF CHILDREN**

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for photo I.D. from persons not familiar to them. If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time.

## **CUSTODY ISSUES**

Ventures staff will not be involved in custody disputes between parents. If parents have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account.

## **ENROLLMENT FORMS**

Early Ventures must have the following forms on file for each child:

1. Early Ventures contract for services
2. Emergency card
3. Immunization record
4. Healthcare summary (completed by your child's doctor)
5. Infant dietary instructions (if applicable)
6. Health updates

Children may not attend Early Ventures until all forms are completed and up-to-date.

It is the family's responsibility to keep us informed of changes in your child's file (for example, changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

## **CONFERENCES AND TOURS**

Parents may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, Early Ventures policies and procedures, and the center's space, including their child's classroom. Staff will also ensure that the family's paperwork is complete and up-to-date as well as answer any questions.

Conferences on a child's progress in the program will be offered to the parent twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and emotional development. These conferences may be done via phone if it is more convenient for the family.

## **OUTSIDE CHILD CARE SERVICES**

While Early Ventures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. Early Ventures will not be responsible for any acts or omissions of an Early Ventures employee should they provide families with outside services.

## **BIRTHDAYS**

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts,

etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.

In order to be fair to all children, we request parents handle party invitations outside of the program. It is NOT EarlyVentures's staff responsibility to hand out invitations.

## **INSURANCE**

EarlyVentures Learning Center is insured through the ISD #659 insurance carrier. The center does not operate any vehicles for the transportation of children. Staff are not authorized to transport children in their personal vehicles under any circumstances.

## **CHILDREN'S ATTIRE**

Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require a jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

An extra set of clothing should be sent with children or left at the center. All items children bring should be clearly labeled with the child's name and left in the child's cubby. Dirty clothes will be sent home each day. When extra clothes or winter outdoor clothes are needed and are not available, parents will be notified and required to bring them.

All children in diapers will be checked each hour and changed as needed. Parents are required to provide diapers and wipes for their child. Parents will be billed \$1.00 per diaper change when diapers have not been provided from home.

Please have shoes for your child at the center each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

## **HEALTH AND IMMUNIZATION**

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and returned to EarlyVentures BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24-months old must have yearly exams.

## **ALLERGY PREVENTION AND RESPONSE**

Before a child can attend EarlyVentures, parents must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an Individualized Child Care Program Plan (ICCPP) will be developed. The ICCPP will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. EarlyVentures staff will review ICCPPs at least annually or following any changes made to allergy-related information in a child's file or on their ICCPP. Documentation of staff review will be kept at EarlyVentures.

Children's allergy information will be readily available at all times including when on site and when on field trips. Allergy information will also be readily available to all EarlyVentures staff in areas where food is served.

EarlyVentures staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. EarlyVentures will call emergency medical services when epinephrine is administered to a child during care.

## MEDICATION POLICY

Whenever a child requires oral or surface medication, including over the counter medications, parents must fill out a written authorization form. A separate form is needed for each medication. The form includes: child's name, name of drug, quantity to be dispensed, time to be dispensed, doctor's authorization, and any special handling needed. Medication must be in the original container with legible information. Any container that does not meet these requirements will be returned to the parents. The staff member who administers the medication will indicate the date and time a medication was given, print their name, and sign the form. These records will be kept in the child's file. Written authorization is required by parents for the administration of syrup of ipecac.

## CHILD CARE CENTER HEALTH POLICY

**Diapering Procedures:** Each child must have their own supply of diapers and wipes. The center has extras only for emergencies. The following Below is the diapering procedure that we follow followed at EarlyVentures:

- Put clean paper on the changing table.
- Wet 3 or 4 paper towels, if the parent has not supplied the child with diaper wipes.
- Wash the child's bottom, apply diaper product (if applicable), and apply a fresh diaper.
- Dispose of the diaper and paper in the diaper pail.
- Take the child to the sink and wash their hands and face with warm running water and soap.
- Dry the child.
- Staff must wash and dry their own hands after each child with warm running water and soap.
- Note on the chart: child's name, time of day, wet, dry or BM.

1. **Preparation:** wash hands, assemble supplies within arm's reach, cover diapering surface area, and put on clean gloves
2. **Dirty Phase:** place child on diapering surface, remove soiled diaper, cleanse diaper area of child, remove gloves
3. **Clean Phase:** apply ointment as directed, apply clean diaper, dress child, wash the child's and provider's hands, and return the child activity
4. **Clean up:** dispose of soiled items, clean and disinfect, and wash hands
5. **Communicate:** record and report (time of day, wet, dry, or BM)

**Toileting:** Children must be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have a poop accident, parents will be called and asked to pick up their child. Should a child that is four years or older have a pee accident, they will be asked to change into their spare set of clothes. Soiled clothes will be put in a plastic bag for parents to take home. Should children that are four years or older have more than one accident in a day, parents will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, EarlyVentures may terminate care until the child is completely potty trained. Written warning will be given to parents before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

**Handling and Disposal of Bodily Fluids:** Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container will be stored in the Longfellow NCEC nurse's office, out of reach of children.

**Medical Conditions:** Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child's body will need to remain covered while children attend EarlyVentures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. EarlyVentures will change bandages or re-apply them as necessary. Parents may be required to supply bandages or dressings that are needed.

**Naps and Rest:** A crib will be provided for all infants in which the center is licensed to provide care. All cribs will conform to federal crib standards and EV staff will follow DHS regulations in adhering to crib safety standards, including routine crib inspection requirements. All EarlyVentures staff will also receive annual training in the reduction of risk of sudden unexpected infant death.

All cribs will have a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling the corner of the sheet with reasonable effort. Infants may only be placed in a crib with a pacifier (optional) and inside a sleep sack (optional). Infants may only be swaddled in a sleep sack if written consent from a parent has been received and the infant has not yet begun to roll over on its own.

All infants will be placed on their backs for all naps. Parents that do not wish to have their child placed on his or her back will need a signed physician approval form before EarlyVentures will accommodate the request. EarlyVentures will also require parents to sign a waiver stating that ISD #659 and its employees cannot be held liable. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or EV has a signed statement from the parent indicating that the infant regularly rolls over at home.

Should an infant fall asleep before being placed in a crib, EV will move the infant to a crib as soon as is practicable. The infant will always be in sight of EV staff until being placed in a crib. Should an infant fall asleep while being held, EV staff will consider the supervision needs of the other children in the classroom when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will never be in a position where the airway may be blocked or with anything covering the infant's face.

Prior to toddler and preschool nap times, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. After 30 minutes, all children that have rested quietly and are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

**Food storage:** Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of. At the next feeding, fresh milk or formula will be offered. When parents bring bottles, they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food items must be labeled with the child's first and last name. Food supplements and medications will be given to children only with a signed statement from the parent and the physician. Whenever a child requires oral or surface medication, parents must fill out a written authorization form. Parents shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child.

## **MEALS AND SNACKS**

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the

beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Children 12-24 months are served unflavored whole milk and children 2 and up are served unflavored 1% milk. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent of \$0.75 per item.

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as Early Ventures does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

## **SICK CHILD/ABSENCE**

Please notify Early Ventures if your child is ill or will be absent. Parents will be billed for all scheduled days. Please remember, if your child is at Early Ventures, they will need to be well enough to participate in all activities including outdoor play.

If children receive over the counter medication before they arrive at Early Ventures, parents must inform Early Ventures staff. If a child becomes ill while at the center, staff will make arrangements with the parent for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent is required to inform the center within 24 hours if their child contracts a contagious disease. Early Ventures will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent can pick them up.

**Conditions:** A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

- A child with chicken pox, until the lesions are crusted over.
- A child who has had 2 loose stools since admission that day.
- A child who has vomited since admission that day.
- Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
- A child who has ringworm or scabies that is not treated.
- A child who has lice that has not been treated or any nits remaining in the hair.
- A child who has a 100 degree temperature or higher.
- A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever, diarrhea, and vomit-free for 24 hours before they can return to Early Ventures. Sick children will be supervised at all times.

## **EMERGENCY AND ACCIDENT PROCEDURE POLICY**

**1. Administering First Aid:** All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A

bandage will be applied. Parents will be informed of any such incidents upon pick up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

## **2. Accident Prevention Procedures:**

**A. Injury:** Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

**B. Burns and Electrical Shock:** All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.

**C. Poisoning:** All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.

**D. Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

**E. Suffocation:** Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.

**F. Traffic and Pedestrian Accidents:** Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting. Early Ventures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

## **3. Fire Prevention and Procedure:**

**A. Fire Evacuation Plan:** The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

**B. Fire Drills:** All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

**C. Procedure in the Event of a Fire:** Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

## **4. Natural Disasters:**

**A. Tornadoes:** In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has

passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

**B. Blizzard:** In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. EarlyVentures will follow ISD #659 school closing policies.

**C. Other Natural Disaster:** In the event that there is a natural disaster, EarlyVentures will follow ISD #659 policies and procedures.

**5. Missing Child:** When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Northfield Police Department and the child's parents.

**6. Release of Children:** Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

**7. Incapacitation or Suspected Abuse:** In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Northfield Police Department and/or the Rice County Human Services Department.

**8. Abandoned Child:** If a child is still at the center after the regular closing time, the staff person will contact the parents. If the parents cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 6:30 p.m., 911 will be notified.

**9. Source of Emergency Medical Care:** Northfield Hospital

**10. Accident Reports:** A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from reoccurring.

Should a serious injury or death occur while a child is in EV's care, EV staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

## **EMERGENCY PREPAREDNESS**

EarlyVentures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; ~~and~~ procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities; and accommodations for infants and toddlers. The Emergency Preparedness Plan is available on site and upon request.

## PERMISSION SLIPS

Field trips will be announced in advance and parents will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents will be asked to sign a blanket permission slip for trips that are within walking distance from the center, i.e. parks, library or local businesses. Students training in the fields of childcare and education occasionally visit EarlyVentures for observation, practicum, or student teaching. Parents will be asked to sign permission forms before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

## PROGRAM QUALIFICATIONS

- Children that are four years old and older are expected to be toilet trained and to be able to use a typical toilet independently.
- Children must be able to independently participate in developmentally appropriate group settings with similar age peers.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Appropriate to the child's age, children must be able to safely and successfully transition from one activity to another.
- Children must be able to be successful in a group setting that is consistent with the Department of Human Services staff to student ratios for child care.
- Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

## SERVICES TO CHILDREN WITH SPECIAL NEEDS

EarlyVentures is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom, or has a behavior plan developed, EarlyVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed to help the child be successful. Information regarding a student's needs will not be used to prohibit a child's enrollment in EarlyVentures, unless it is determined they will need significant assistance beyond our program's capabilities.

**Rationale:** As a public institution, Northfield Public School's Community Services Division strives to provide equal access and opportunity for all people. However, since programs offered through Community Services are fee based, our program is equally obligated to provide affordable services for the broadest possible spectrum of the population. Unlimited access for children with special needs would significantly increase costs and could result in the complete elimination of multiple programs. Limiting access to only those children who can be included with no additional support, though, is clearly not in keeping with our mission as a public agency. Accordingly, this policy has been developed after reviewing case law regarding program access of a community service for disabled individuals under the rehabilitation act. The purpose of the policy is to provide maximum access for children with special needs while preserving the affordable nature of the program for the public at large.

**Pre-enrollment Conference and Release of Information:** Parents of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support services which are needed. At this conference, parents will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

**Provision of Additional Financial Resources:** If it is determined that additional financial resources are necessary in order to make the program accessible and beneficial, the following procedures will be used.

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.
2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.
3. Should it be necessary for parents to seek financial assistance to cover increased costs, Early Ventures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

**Implementing and Monitoring the Individual Service Plan:** The coordinator of a particular program in which the child is enrolled will be responsible for developing a service plan. This plan must be in place within 1 week of the date on which the child began using the service, and a summary of the plan will be reviewed with the parent and placed in the child's file. Site visits from special education staff or staff of other agencies that provide service to the child will be arranged to obtain input and suggestions. Consultation with classroom teachers will also be scheduled as appropriate. The Ventures Coordinator is responsible for obtaining this information, including it in the child's plan, and making sure that any staff members who work with the child are familiar with the contents of the plan. All individual service plans must be reviewed and approved in writing by the Ventures Coordinator and the parent of the child. Modifications in the service plan will be made as necessary with joint approval of parents and staff. Any changes in the plan will be documented in writing and placed in the child's file. Any information concerning the child that is written in the staff log will be shared with the parents in a timely manner.

**Policy on Behavior Management:** Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

**Termination of Services:** If the staff determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, him/herself, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility

of the Ventures Coordinator.

## **BEHAVIOR GUIDANCE POLICIES**

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

Early Ventures operates on the premise that young children are never "bad." Many discipline problems arise from too much excitement or over stimulation, rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. Staff work towards changing behaviors using positive techniques. These techniques include, but are not limited to the following:

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.
4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

**Biting:** Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control, attempting to get attention, lack of verbal skills, or even hunger.

EarlyVentures staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group time often includes questions such as, "What do we put in our mouth?", "What are our teeth for?", and "What can we eat?" as well as having children practice "using their words." "No Biting" pictures are also posted in the room.

EarlyVentures staff also complete an annual training called "When Biting Happens" to review helpful tips on biting prevention as well as circumstances or situations that often provoke biting.

Should a biting incident occur at EarlyVentures, staff address the biter in a firm, matter-of-fact voice (not angry or yelling) saying, "No biting. Biting Hurts! Teeth are for eating food." Staff comment on how the other child is feeling. "Look, \_\_\_\_\_ is crying. S/He is crying because you bit him/her. Biting hurts." Staff may also have the biter comfort the other child by bringing them an ice pack. The biter is redirected to another activity or separated from the group and placed on a break. The child that has been bitten is comforted and the bitten area is washed with warm water and soap. An ice pack is applied. The biter sees the sympathy and comfort towards the bitten child. An incident report is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

Should a child bite repetitively, staff will meet with the biter's parents to create a biting plan of action. Every biting occurrence, including attempted bites, will be charted and location, time, participants, behaviors, staff present, and circumstances will be indicated. Staff and parents will look for any patterns in the biting and both will consistently encourage the use of words to express feelings and emotions. Biting plans will be tailored to the individual child and appropriate steps will be implemented.

## **BEHAVIOR POLICIES**

If staff's attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in the EarlyVentures preschool classrooms:

1. Parents will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.
2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

**Behavior Incident Reports:** A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

*1st Behavior Incident Report:* Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that "should a second

Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

*2nd Behavior Incident Report:* Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

*3rd Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

*4th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

*5th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

*6th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

**EarlyVentures Prohibits the Subjection of a Child to Corporal Punishment:** This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

**EarlyVentures Prohibits the Subjection of a Child to Emotional Stress:** This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

**EarlyVentures also prohibits:**

- Punishment for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying
- No child may be separated from the group unless the following has occurred:
  - Less intrusive methods of guiding the child's behavior have been tried and were ineffective
  - The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

A copy of the center's behavior guidance policy as defined by the State of Minnesota Department of Human Service, Division of Licensing, is on display at the center. A copy is also available from the program coordinator at any time. The policy defines the general requirements of behavior guidance, procedures for persistent unacceptable behavior and actions that are prohibited by either staff or children.

## **PETS**

EarlyVentures will inform parents and obtain signed permission before any pets are housed at the center or any pets visit the center.

## **PARENT VISITS**

Parents are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms. Please speak with the site leader for further information.

## **TELEPHONE NUMBER FOR DIVISION OF LICENSING**

If you have questions, concerns, or complaints about your child's care, the telephone number of the Department of Human Services - Division of Licensing is 651-431-2000.

## **TOYS**

EarlyVentures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems. EarlyVentures cannot be held responsible for lost, broken, or missing items.

## **MANDATED REPORTING/MALTREATMENT OF MINORS** (SEE ATTACHED DHS DOCUMENTS)

Children need a safe, nurturing environment that allows them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily or permanently unable or unwilling to meet your child's minimal needs ~~as just described~~, EarlyVentures staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of Child Protection to work with your family to ensure that your child's needs are being met. Should you have difficulty in providing for your child's emotional or physical needs, or safety, you are encouraged to ask for help. Our staff will help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

- Parents Anonymous 1-800-225-4073
- Rice County Crisis Hotline 1-800-607-2330
- Rice County Child Protection 1-507-332-6214
- Rice County Crisis Nursery 1-507-332-6255
- Department of Human Services, Maltreatment Intake Line 1-651-431-6600
- Department of Human Services, Division of Licensing 1-651-431-6500

EarlyVentures expresses a commitment to provide an environment that encourages every child's safe growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the site leader. Should you feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. As mandated reporters, EarlyVentures staff are required to make a report if there is reason to believe that a child is currently being neglected, abused, subjected to witnessing domestic abuse, or has been within the past three years. **For more information on mandated reporting, please see Appendix C.**

## **INTERNAL REVIEW**

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

- Related policies and procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved ~~and~~
- There is a need for corrective action by the license holder to protect the health and safety of the children in care.

The internal review will be conducted by the Ventures Coordinator. If the Ventures Coordinator is involved in the alleged or suspected maltreatment, the Director of Community Services will be responsible for completing the internal review.

Based on the results of the internal review, EarlyVentures will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or EarlyVentures, if any.

## **NORTHFIELD SCHOOL BOARD DISTRICT POLICY REGARDING HARASSMENT**

## AND VIOLENCE

Please see Northfield Public Schools and District's [Policy 413 Harassment & Violence](#), the [procedures](#), and the [reporting form](#).: <https://northfieldschools.org/about/school-board/policies/>

## DISMISSAL FROM PROGRAM

EarlyVentures reserves the right of immediate dismissal of a child from EarlyVentures based on probable cause as listed below:

### PARENT RELATED PROBABLE CAUSE FOR DISMISSAL FROM PROGRAM:

1. Failure to complete, sign, and return appropriate program forms
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents
3. Consistent late or non-payment of tuition and program fees
4. Repeated instances of failure to sign child in and out
5. Lack of adherence to EarlyVentures policies and procedures
6. Repeated instances of late pick up

## STAFF POLICIES

1. Children are to be supervised at all times. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.
2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. ~~The staff members~~ are expected to sit with the children during snack and meal times.
6. All employees will be hired for a six-month probation period. Employees will be evaluated following Northfield Public School's evaluation process.
7. EarlyVentures child care center does not discriminate in its hiring practices. Northfield Public Schools is an equal opportunity employer.
8. All EarlyVentures staff ~~Teachers and Assistant Teachers~~ are required to have standard first aid and CPR training within 90 days of the start of work.
9. ~~In-service training equal to 2% of the total hours worked is required by the State of Minnesota in order for a staff member to remain working.~~ All EarlyVentures staff will meet annual training requirements set by the Department of Human Services.
10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.

12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.

### **RISK REDUCTION PLAN**

EarlyVentures has developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff training sessions in place for all risks determined. The Risk Reduction Plan is available on site at EarlyVentures and will be reviewed annually. All EarlyVentures staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

## Appendix A: Daily Schedules and Curriculum

### Caterpillar Room (Infants)

Below is a very general schedule as much flexibility is needed within an infant childcare setting. Each child's schedule will be based around their biological schedule of when they need to eat and sleep.

7:00-8:00 am	Check-in/Report with parent
8:00 am	Diapers
8:00-9:30 am	Bottles and morning nap
9:30-9:45 am	Morning snack
9:45-10:15 am	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
10:00	Diapers
10:15-11 am	Outside/Gross motor
11:00-11:30 am	Lunch
11:30 am-Noon	Bottles
12:00-3:00 pm	Nap time (diapers as they wake)
1:00-3:00 pm	Gross motor and sensory activities (as kids wake)
3:00-3:30 pm	Afternoon snack and bottles
3:30-4:00 pm	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
4:00-4:30 pm	Outside/Gross motor
4:30-5:30 pm	Bottles, diapers, and check out/Report with parent

### Bee Room (Young Toddlers) and Ladybug Room (Older Toddlers/Young Preschool)

Toddlers range in age from 16 months to three years old. As toddlers may be new to child care environments, we highly encourage families to incorporate some of this routine into their children's daily lives at home. This will establish normalcy and make sure their children do not feel overwhelmed by the change in routine.

Below is a typical daily schedule. Schedules between the two classrooms vary based on the needs of their students.

7:00-8:15 am	Check-in/Report with parent/Morning stations
8:15-8:30 am	Diapers/Bathroom/Stories
8:30-8:45 am	Circle time/Music
8:45-9:30 am	Gym/Gross motor
10:00-11:00 am	Outside
11:00-11:30 am	Smart room or table activities
11:30 am-Noon	Lunch
12:00-12:15 pm	Diapers/Bathroom/Stories
12:15-3:00 pm	Rest time
1:00-3:00 pm	Gross motor/Sensory (as children wake from rest)
3:00-3:15 pm	Diapers/Bathroom/Stories
3:15-3:30 pm	Afternoon snack
3:30-4:15 pm	Art/Stations
4:15-4:30 pm	Circle time/Music
4:30-5:30 pm	Outside/Gym

### Firefly Room (2 Years Before K) and Butterfly Room (1 Year Before K)

7:00-8:00 am	Check-in/Report with parent/Learning stations
8:00-8:30 am	Gym/Large motor
8:30-8:45 am	Morning meeting
8:45-9:00 am	Snack
9:00-10:00 am	Small group learning stations
10:00-11:00 am	Outside
11:00-11:20 am	Social-Emotional curriculum/Reading corps groups
11:30 am-Noon	Lunch
12:00-12:45 pm	Outside/Gym
12:45-1:00 pm	Bathrooms/Rest time prep
1:00-2:45 pm	Rest time
1:30-2:45 pm	Quiet activities as children wake
2:45-3:00 pm	Wake up/Bathrooms
3:00-3:30 pm	Afternoon snack
3:30-3:45 pm	Circle time
3:45-4:15 pm	Small groups/Stations
4:15-5:00 pm	Choice time
5:00-5:30 pm	Outside/Gym

All classrooms at EarlyVentures Learning Center use Mother Goose Time Curriculum, which is a research-based curriculum that incorporates 33 skills into playful games and discovery projects. The cross-disciplinary model supports a child's on-going social, emotional, physical, language, and cognitive development. Authentic assessment allows staff to capture learning as it happens through observations, work samples, and skill charts.

The preschool rooms at EarlyVentures also use Second Step, which is a social emotional curriculum. Second Step helps teach the youngest learners how to listen, pay attention, manage behavior, self-regulate, and get along with others. Skills and concepts are taught through short, daily activities.

## **Appendix B: Procedures for Children of Alternative Learning Center (ALC) Students to Access EarlyVentures**

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

Updated: ~~April 23, 2019~~ INSERT DATE HERE



# **Bridgewater Elementary Greenvale Park Elementary Spring Creek Elementary**

## **Student Handbook 2021-2022**

Bridgewater Elementary School (K-5)	401 Jefferson Parkway	507.664.3300
Greenvale Park Elementary School (K-5)	500 Lincoln Parkway	507.645.3500
Spring Creek Elementary School (K-5)	1400 Maple Street	507.645.3470

Bridgewater Principal: Nancy Antoine  
Greenvale Park Principal: Sam Richardson  
Spring Creek Principal: Scott Sannes

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

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **WELCOME TO NORTHFIELD PUBLIC SCHOOLS**

This handbook has been designed to be helpful in answering questions about Northfield ~~e~~Elementary ~~S~~Schools' programs, 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, positive school year.





# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020

July 2021							July		January 2022							January	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2									1	1	New Year's Day
4	5	6	7	8	9	10	4	Independence Day	2	3	4	5	6	7	8	3	School Resumes
11	12	13	14	15	16	17	5	Independence Day Holiday	9	10	11	12	13	14	15	17	No School, Dr Martin Luther King Jr Day
18	19	20	21	22	23	24			16	17	18	19	20	21	22	27	End of Second Quarter
25	26	27	28	29	30	31			23	24	25	26	27	28	29	28	No School, Teacher Preparation Day
									30	31						31	School Resumes; Beginning of Third Qtr
August 2021							August		February 2022							February	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7					1	2	3	4	5		
8	9	10	11	12	13	14			6	7	8	9	10	11	12		
15	16	17	18	19	20	21			13	14	15	16	17	18	19		
22	23	24	25	26	27	28			20	21	22	23	24	25	26		
29	30	31							27	28							
September 2021							September		March 2022							March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4					1	2	3	4	5		
5	6	7	8	9	10	11			6	7	8	9	10	11	12		
12	13	14	15	16	17	18			13	14	15	16	17	18	19		
19	20	21	22	23	24	25			20	21	22	23	24	25	26		
26	27	28	29	30					27	28	29	30	31				
October 2021							October		April 2022							April	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2								1	2		
3	4	5	6	7	8	9			3	4	5	6	7	8	9		
10	11	12	13	14	15	16			10	11	12	13	14	15	16		
17	18	19	20	21	22	23			17	18	19	20	21	22	23		
24	25	26	27	28	29	30			24	25	26	27	28	29	30		
31																	
November 2021							November		May 2022							May	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6					1	2	3	4	5		
7	8	9	10	11	12	13			8	9	10	11	12	13	14		
14	15	16	17	18	19	20			15	16	17	18	19	20	21		
21	22	23	24	25	26	27			22	23	24	25	26	27	28		
28	29	30							29	30	31						
December 2021							December		June 2022							June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4						1	2	3	4		
5	6	7	8	9	10	11			5	6	7	8	9	10	11		
12	13	14	15	16	17	18			12	13	14	15	16	17	18		
19	20	21	22	23	24	25			19	20	21	22	23	24	25		
26	27	28	29	30	31				26	27	28	29	30				

## School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		
	No School, Teacher Preparation or Staff Development Days		

## Student Days:

Term 1: 42 days  
 Term 2: 47 days  
 Term 3: 39 days  
 Term 4: 46 days  
**TOTAL: 174 days**

## Summary:

174 student contact days  
 9 non-student contract days  
 4 contract days off calendar (4 conferences)  
**TOTAL: 187 contract days**  
 89 days - first semester; 85 days - second semester

**NORTHFIELD PUBLIC SCHOOLS  
2021-2022 Calendar**

Approved by the School Board on March 9, 2020

**New Teacher Inservice**

August 24      New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26    All New Teacher Inservice

**Teachers Back-to-School Workshop Week**

Aug 30 - Sept 2      Staff Development Days  
September 3      Teacher Preparation Day

September 6      **No School.** Labor Day  
September 7      First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22      **No School.** Fall Break (MEA)  
October 25      School Resumes

November 5      End of 1<sup>st</sup> Quarter (42 days)  
November 8      **No School.** Teacher Preparation Day  
November 9      School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26    **No School.** Thanksgiving Break

Dec 23 - Dec 31    **No School.** Winter Break

January 3      School Resumes  
January 17      **No School.** Dr. Martin Luther King Jr. Birthday  
January 27      End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28      **No School.** Teacher Preparation Day  
January 31      School Resumes. Beginning of 3<sup>rd</sup> Quarter and Second Semester

February 21      **No School.** Presidents Day. Staff Development Day

March 7-11      **No School.** Spring Break

April 1      End of 3<sup>rd</sup> Quarter (39 days)  
April 4      **No School.** Teacher Preparation Day  
April 5      School Resumes. Beginning of 4<sup>th</sup> Quarter

May 30      **No School.** Memorial Day

June 5      Graduation  
June 8      **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

**School Cancellation Procedures for 2021-2022**

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## 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)
11:15 a.m. – 1:00 p.m.	Lunch/Recess Periods
3:20 p.m.	Dismissal Bell for all students–buses load

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

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

### Spring Creek 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. – 1:05 p.m.	Lunch
3:15 p.m.	Dismissal Bell for all students–buses load

### Teacher's Hours:

Bridgewater Elementary: 7:35 a.m. - 3:35 p.m.

Greenvale Park Elementary: 7:30 a.m. - 3:30 p.m.

Spring Creek Elementary: 7:30 a.m. - 3:30 p.m.

### Links to Staff Directory

[Bridgewater Elementary](#)

[Greenvale Park Elementary](#)

[Spring Creek Elementary](#)

## NOTES

**Bridgewater's** non-bus students are asked **not to arrive before 8:00 a.m., or ~~7:45~~ 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 9:00 a.m. or ~~8:45~~ 8:55 a.m. for breakfast.

**Greenvale's** non-bus students are asked **not to arrive before ~~7:45~~ 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 ~~8:45~~ 8:55 a.m. for breakfast.

**Spring Creek's** non-bus students are asked **not to arrive before ~~7:55~~ 8:00 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.

## ATTENDANCE INFORMATION

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).

**Bridgewater** .....507-664-3306

**Greenvale Park**.....507-645-3506 or [attendancegvp@northfieldschools.org](mailto:attendancegvp@northfieldschools.org)  
[gvpattendance@northfieldschools.org](mailto:gvpattendance@northfieldschools.org)

**Spring Creek**.....507-645-3474

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 schoolday 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 Spring Creek 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 objects 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.

## **GENERAL STUDENT INFORMATION 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 <https://northfieldschools.org/wp-content/uploads/board-policy-524.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.

### **ASSESSMENT**

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.) You may contact Director of Instructional Services Hope Langston at [hlangston@northfieldschools.org](mailto:hlangston@northfieldschools.org) with any questions.

### **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 7:50 a.m., Spring Creek until ~~7:55~~ 8:00 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.

## **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 Spring Creek 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~~ 7:50 a.m. until school begins, Spring Creek from ~~7:55~~ 8:00 a.m. until school begins, and at Bridgewater from 7:45 a.m. until school begins. The cost for a student breakfast is \$1.70. 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 \$2.20.

## **BULLYING PROHIBITION**

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. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

## **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 the 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 the **Student Citizenship Handbook**.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

School staff have 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 EDUCATION**

Community Education 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 visit us at the school district website [www.northfieldschools.org](http://www.northfieldschools.org).

## **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 7:50-8:15 a.m. and 3:15-3:25 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 7:50 a.m. (Mon., Tues., Thurs. & Fri.) and 8:50 a.m. (Wednesdays), when the crossing guards go on duty.

### **Spring Creek**

Crossing guards will be available from ~~7:55~~ 8:00-8:20 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 Spring Creek are asked to arrive no earlier than ~~7:55~~ 8:00 a.m. (Mon., Tues., Thurs. & Fri.) and ~~8:55~~ 9:00 a.m. (Wednesdays), when the crossing guards go on duty.

## 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 (asset 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, pictures 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 and/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° F the children will go outside.
- If the temperature is lower than -10° F 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.



**DISTRICT OFFICE**  
201 Orchard Street South  
Northfield, MN 55057  
PH 507.663.0600 • Fax 507.663.0611  
[www.northfieldschools.org](http://www.northfieldschools.org)

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

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

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

Directory Information:

- Student's name
- Student's address
- Student's telephone listing
- Student's photograph
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance
- Student's grade level completed (i.e., first grade, tenth grade, etc.)
- Student's enrollment status (full-time or part-time)
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- Student's photographs, videotapes and other visual presentations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations and web pages, including district, school and department social media sites.
- 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; Updated 06/2018; Updated 02/2021

**EQUAL OPPORTUNITY EMPLOYER • INDEPENDENT SCHOOL DISTRICT 659**

## **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.

## **E-LEARNING DAYS**

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

## **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 Spring Creek 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.

## **HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)**

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools  
1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

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

While not required, [individuals can make complaints using this form.](#)

## **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 services 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.

## **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**

In the event a student has a temperature of 100 degrees, the student must go home. ~~goes home automatically.~~ Students should not return to school unless the temperature goes below 100 degrees for 24 hours. Please do not send students who have an undiagnosed rash to school. ***Your child should be fever, vomit and diarrhea free for 24 hours before returning to school.***

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN

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

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Shingles/ Chickenpox</b>	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	1. Exclude from school until chickenpox vesicles are dry and crusted. 2. Contagious a few days before eruption and about six days after last crop of vesicles. 3. May be in school if shingles covered.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immunosuppressive drugs at high risk.
<b>Cold Sores (Herpes Simplex)</b>	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	1. No restriction. 2. May be communicable as long as seven weeks after lesion appears.	Virus is transmitted by direct contact with infected persons, a majority of whom have inapparent infections.
<b>Common Cold</b>	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	1. No restriction unless fever more than 100 degrees 2. Communicable 24 hours before onset and for five days after nasal involvement	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.
<b>COVID-19</b>	Fever of 100.4 degrees or higher, new onset or worsening of cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache*, sore throat, new loss of taste or smell	14 days	1. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared. Siblings and household members also stay home for 14 days. 2. Some spread might be possible before people show symptoms (when they are asymptomatic).	The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. It spreads between people who are in close contact with one another (within about 6 feet). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Washing your hands and cleaning frequently touched surfaces often is a good way to prevent you from getting COVID-19 from touching surfaces.
<b>Influenza</b>	Chills, body ache, headache, fever sore throat, followed by cough, runny nose and possibly stomach ache.	24-72 hours	1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours. 2. Use non-aspirin products to treat fever.	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
<b>Impetigo</b>	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	1. Contagious until lesions are healed. 2. May return to school when treated with over-the-counter antibiotic ointment.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.

## 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>Mononucleosis</b>	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	1. Restrict only according to doctor orders. 2. Period of communicability unknown.	Virus spread by saliva, kissing, sharing drinking glasses.
<b>Lice (Pediculosis)</b>	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	1. Exclude until live louse are adequately treated. 2. Nurse to check head when return to school. 3. Advise exam of household contacts for nits and lice. 4. When appropriate, school may exclude until all nits are removed.	Louse transmitted primarily by direct contact with infested person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.
<b>Pink Eye (Conjunctivitis)</b>	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	1. Refer for medical diagnosis and treatment of purulent drainage. 2. Communicability depends on agent. 3. May remain in school unless purulent drainage.	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<b>Ringworm Body (Tinea Corporis)</b>	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	1. Communicable as long as fungi can be recovered. 2. Treated with over the counter antifungal ointment.	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
<b>Scabies</b>	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	1. Exclude from school until adequately treated. 2. Communicable until treated. 3. Family should be examined.	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
<b>Strep Throat, Scarlet Fever, Scarletina</b>	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well. 2. Communicable until 24 hours after treatment is started. 3. Exclude until fever is less than 100 degrees for 24 hours.	Bacteria spread directly from nose or throat discharges of infected persons.

## 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>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 06.08.2020

## 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 and the Wellness Committee Coordinator.

## 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 Breezy Barrett, Program Supervisor. She can be reached at the Community Services Office Monday-Friday at 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 questions regarding individual programs.

Greenvale Park Elementary	Bridgewater Elementary	Spring Creek Elementary
Lacey Neuman Bissonnette (507)645-3507 <a href="mailto:lneumanbissonnette@northfieldschools.org">lneumanbissonnette@northfieldschools.org</a>	Tonya Skluzacek (507)664-3395 <a href="mailto:TMerritt@northfieldschools.org">TMerritt@northfieldschools.org</a>	Aimee Gerdesmeier (507)645-3422 <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 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. 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.

## **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 approaches of Carl Orff, Zoltan Kodaly, and Emile Dalcroze. In accordance with Minnesota standards, students learn to:

CREATE - generate, revise, and complete original artistic works

PERFORM - develop, refine & make artistic choices to convey meaning for and through performances

RESPOND - analyze, interpret, and evaluate artistic work

CONNECT - understand the personal, societal, cultural, and historical contexts of music

## **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 Spring Creek, 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 educated person. Elementary students will actively participate in P.E. class four days each week (for a 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 to a healthy 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. Parents are invited to attend individual student conferences two times during the year in October/November and March.

### 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**

## SCHOOL RULES

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

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

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

## SPECIAL SERVICES

Special supportive services are provided to teachers, parents, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department,

which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

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

## **STUDENT CELEBRATIONS AND FOOD**

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

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

## **STUDENT SUPPORT TEAM**

### **Mission**

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

### **Responsibilities:**

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

**Membership:**

Principal

Psychologist

Social Worker

Special Education Teacher

Referring Person

Nurse

**STUDENT VISITORS**

~~Bringing student visitors to school is only permitted by permission of the building principal. Only students enrolled in a Northfield elementary school are allowed in the school building.~~

**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.~~

**TECHNOLOGY USE**

Computer literacy is essential in a society shaped to a large degree by technological developments. Each classroom has devices (iPads) for student use. ~~Computers are located in our Media Centers, on mobile carts, and in some lab settings.~~ 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 <https://northfieldschools.org/files/board-policy-524.pdf>.~~

**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 Every Student Succeeds Act (ESSA). 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.

**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 when COVID restrictions are not in place. 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. This is subject to change dependent on the public health situation.

## **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

## **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 parents/guardians are responsible to monitor their student's meal account balances. 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 à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

### **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. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. 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). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

### **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 Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. 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. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.**

**Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 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. Payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices 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	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
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	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
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	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

### 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 \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

### À la Carte

À 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.

### 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 located on the bottom of the screen. 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 <https://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](https://northfieldschools.org) and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

### 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		
Spring Creek 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.

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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 academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "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, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

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

### 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 MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

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

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

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

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

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

### When do students take the assessments?

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

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

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

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](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > 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 three-page form on the district website and include it in district student handbooks.

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 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 the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

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

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

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

\_\_\_\_\_ ACCESS/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

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

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

To be completed by school or district staff only.

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

Posted May 2019



# **Northfield High School**

## **Student Handbook 2021-2022**

1400 Division Street South

Northfield, MN 55057

Main Office: 507.~~663.0630~~ 645.3473

Attendance Line: 507.663.0616

Fax: 507.645.3455

Principal: Joel Leer

Assistant Principals: Nancy Veverka and Rico Bohren

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

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **WELCOME TO NORTHFIELD HIGH SCHOOL**

This handbook has been designed to be helpful in answering questions about Northfield High School's programs, 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 positive school year.

## **MISSION STATEMENT**

Northfield High School is a community of learners who are safe, respectful and responsible.

## **~~2020-2021~~ 2021-2022 NORTHFIELD HIGH SCHOOL STAFF/ADMINISTRATION**

Visit the [Northfield High School Directory](#) to contact staff.





# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020

July 2021							July		January 2022							January		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2									1	1	New Year's Day	
4	5	6	7	8	9	10	4	Independence Day	2	3	4	5	6	7	8	3	School Resumes	
11	12	13	14	15	16	17	5	Independence Day Holiday	9	10	11	12	13	14	15	17	No School, Dr Martin Luther King Jr Day	
18	19	20	21	22	23	24			16	17	18	19	20	21	22	27	End of Second Quarter	
25	26	27	28	29	30	31			23	24	25	26	27	28	29	28	No School, Teacher Preparation Day	
									30	31						31	School Resumes; Beginning of Third Qtr	
August 2021							August		February 2022							February		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7					1	2	3	4	5			
8	9	10	11	12	13	14			6	7	8	9	10	11	12			
15	16	17	18	19	20	21			13	14	15	16	17	18	19			
22	23	24	25	26	27	28			20	21	22	23	24	25	26			
29	30	31							27	28								
September 2021							September		March 2022							March		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
				1	2	3						1	2	3	4	5		
5	6	7	8	9	10	11			6	7	8	9	10	11	12			
12	13	14	15	16	17	18			13	14	15	16	17	18	19			
19	20	21	22	23	24	25			20	21	22	23	24	25	26			
26	27	28	29	30					27	28	29	30	31					
October 2021							October		April 2022							April		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2								1	2			
3	4	5	6	7	8	9			3	4	5	6	7	8	9			
10	11	12	13	14	15	16			10	11	12	13	14	15	16			
17	18	19	20	21	22	23			17	18	19	20	21	22	23			
24	25	26	27	28	29	30			24	25	26	27	28	29	30			
31																		
November 2021							November		May 2022							May		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6			1	2	3	4	5	6	7			
7	8	9	10	11	12	13			8	9	10	11	12	13	14			
14	15	16	17	18	19	20			15	16	17	18	19	20	21			
21	22	23	24	25	26	27			22	23	24	25	26	27	28			
28	29	30							29	30	31							
December 2021							December		June 2022							June		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
			1	2	3	4						1	2	3	4			
5	6	7	8	9	10	11			5	6	7	8	9	10	11			
12	13	14	15	16	17	18			12	13	14	15	16	17	18			
19	20	21	22	23	24	25			19	20	21	22	23	24	25			
26	27	28	29	30	31				26	27	28	29	30					

## School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		
	No School, Teacher Preparation or Staff Development Days		

## Student Days:

Term 1: 42 days  
Term 2: 47 days  
Term 3: 39 days  
Term 4: 46 days  
TOTAL: 174 days

## Summary:

174 student contact days  
9 non-student contract days  
4 contract days off calendar (4 conferences)  
TOTAL: 187 contract days  
89 days - first semester; 85 days - second semester

## NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

### New Teacher Inservice

August 24      New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26    All New Teacher Inservice

### Teachers Back-to-School Workshop Week

Aug 30 - Sept 2      Staff Development Days  
September 3      Teacher Preparation Day

September 6      **No School.** Labor Day  
September 7      First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22      **No School.** Fall Break (MEA)  
October 25      School Resumes

November 5      End of 1<sup>st</sup> Quarter (42 days)  
November 8      **No School.** Teacher Preparation Day  
November 9      School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26    **No School.** Thanksgiving Break

Dec 23 - Dec 31    **No School.** Winter Break

January 3      School Resumes  
January 17      **No School.** Dr. Martin Luther King Jr. Birthday  
January 27      End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28      **No School.** Teacher Preparation Day  
January 31      School Resumes. Beginning of 3rd Quarter and Second Semester

February 21      **No School.** Presidents Day. Staff Development Day

March 7-11      **No School.** Spring Break

April 1      End of 3<sup>rd</sup> Quarter (39 days)  
April 4      **No School.** Teacher Preparation Day  
April 5      School Resumes. Beginning of 4th Quarter

May 30      **No School.** Memorial Day

June 5      Graduation  
June 8      **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

### School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## **~~2020-2021~~ 2021-2022 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

### **MEDIA CENTER HOURS**

Monday - Thursday 7:15 am – 3:15 pm

Friday 7:15 am – 3:00 pm

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

Ms. Legros A-G

Mr. Ensrud H-O

Ms. Rasmussen P-Z

### **HIGH SCHOOL CODE FOR ACT/SAT 241-855**

## GRADUATION REQUIREMENTS

Students must earn **23 credits** as follows:

- English – 4.0 credits
- Social Studies – 3.5 credits
- Math – 3.0 credits
- Science – 3.0 credits
- Physical Education – 1.0 credit
- Arts – 1.0 credit
- Health – 0.5 credit
- Electives – 7.0 credits

## IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE 663-0616  
Activities Hotline for each day's activities 645-3456  
Main Office to contact teachers ~~663-0630~~ 645-3473  
Counseling 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.~~

## 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.

### 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~~ student's attendance record. 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 and consequences may be assigned.

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 (12th) 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). 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.

### Athletic & Academic Activities

All students are encouraged to participate in the athletic/academic programs. Please access the Activities Office Website [here](#) for more information.

### Attendance Policy - Student 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 the **last 4 periods of the day**. 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. If absences are not cleared by a parent/guardian, the absence will be considered unexcused.

### **Unexcused Absences:**

Students ~~that~~ **who** have an unexcused absence ~~will~~ receive no credit from their teachers for the class activities performed on the day of the absence.

Students with unexcused absences will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences.

We support students' right to freedom of expression. However, the Supreme Court has ruled that freedom of expression cannot infringe other students' rights nor disrupt the educational environment. There are consequences associated with any civil disobedience and for missing classes. If absences to attend a protest, strike, or similar event, are not cleared by a parent/guardian, the absence will be considered unexcused.

### **Attendance (FAN) at Attending Post-Season Competitions as Spectators**

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.

### **Eligibility for Activities**

#### **Academic Eligibility Policy Adopted June, 2008-2019**

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. Please reference the [Co-Curricular Handbook](#) for academic eligibility details.

### **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. The

school reserves the right to require medical verification in cases where student absences are excessive.

### **Homework Make-Up Policy**

If ~~you are absent~~ a student is absent, they should [email teachers](#) directly asking for homework, [check Schoology](#) for assignments, and/or call a friend and ask them to bring work home for ~~you~~ them.

If ~~you know you~~ a student knows they will be absent, it is ~~your~~ their responsibility to connect with ~~your~~ their teachers for ~~your~~ their homework in advance. ~~You~~ A parent or guardian will still need to report ~~your~~ their student's absence to the Attendance Office.

The entire responsibility for making up school work 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.

## ACADEMIC INFORMATION

### 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.)~~

### AUDITING CLASSES

Auditing means taking a course for a personal benefit, but not for a grade or credit. Under special circumstances, this can be arranged through an agreement between student, teacher, school counselor and assistant principal.

### 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 student's ~~permanent record card~~ transcript 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.

### 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.

### 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.

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

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

### **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~~ they have arranged with the assistant principal for a senior transition or ~~he/she is~~ they are enrolled in ~~a high school vocational class or~~ post secondary courses, or online courses.

### **PASS-FAIL**

Under special circumstances, a course may be taken under a pass-fail grading system where the final semester grade is reported as a "pass" or "fail" rather than a standard letter grade. Course credit is earned with a passing grade, and there is no impact on G.P.A. A pass-fail grading system must be arranged through an agreement between student, teacher, school counselor and assistant principal.

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

~~Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year." More information can be found on the MN Department of Education Website.~~

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage.](#)

## **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 school counselor to initiate any change in their class schedule. Schedule changes are made only in exceptional circumstances.

## **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.

## **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 parents/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

# GENERAL STUDENT INFORMATION

## SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

### 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/guardians are expected to:

- Adopt the spirit as well as the letter of this academic honesty policy.
- Review the policy with ~~your~~ their child and encourage ~~your~~ their child to practice ethical behavior.
- Refrain from completing assignments for ~~your~~ their child.

All teachers are expected to:

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

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~~ notify 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.~~ can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision.
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~~ disciplinary action of the first offense will occur.
2. ~~The Assistant Principal will initiate a parent/student/counselor conference. 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 and/or assistant principal will determine additional consequences. The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents.~~

### ACADEMIC ELIGIBILITY STANDARDS

To review academic eligibility for student activities, refer to the [Co-Curricular Handbook](#).

## ACADEMIC AWARDS

Two types of awards ~~will be~~ are presented.

The academic letter, certificate, or bar ~~will be~~ are awarded to those students meeting the following criteria indicated ~~below~~.

- A chenille “N” letter and certificate will be given to the student who has a weighted 3.5 or better cumulative grade point average after five semesters of high school.

A transfer student to NHS who has a weighted 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 weighted 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.

A commended student award will be presented to ~~those students nominated and selected according to the criteria indicated below~~. 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.

## 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.

## BULLYING PROHIBITION

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. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

## CELL PHONES

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

~~1st offense: — Confiscate phone, return end of day~~

~~2nd offense: — Confiscate phone and hold for two days~~

~~3rd 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. 4th offense, 4 days held) Parents will be contacted upon each offense.~~

We recognize that cell phones have become an integral and necessary part of our school, community, and society. We also recognize that cell phones can become a significant distraction to our learning environment and students' ability to concentrate on instruction. Students are expected to be respectful in the use of their cell phones so as not to distract from the learning environment. If cell phone use becomes a distraction, teaching and administrative staff are authorized and directed to address the issue with the student. Consequences can include, but are not limited to, teacher conference, administrative conference, and/or a potential confiscation of the device for the remainder of the class period or school day.

## **CHEMICAL HEALTH**

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, 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 Counseling 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.

## **DETENTION**

Detention will be held during ~~flex~~ FLEX hour. Students must 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 to make the change.

### **Detention and Rules**

1. Students must arrive on time.
2. Students must have something to study or read.
3. No talking, sleeping, or cell phone use.
4. Students must remain in the room throughout the assigned time.

## **DISCIPLINE GUIDELINES**

~~See Appendix B~~ See district [“Student Citizenship Handbook”](#)

## **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.

### **E-LEARNING DAYS**

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

### **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 [northfieldschools.org](https://northfieldschools.org) 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.

### **FLEX PERIOD**

FLEX is a 60-minute period that occurs daily between 4th and 5th hour, and provides students an opportunity to have lunch and engage in academic supports, physical activity, social opportunities, or unstructured time in supervised settings. A weekly schedule of activities and options for FLEX period is available to students on their iPads. FLEX also includes the Career & College Readiness program each Tuesday for 25 minutes. Seniors have the option to leave campus during FLEX period except when Career & College Readiness programming is delivered. 9th, 10th, and 11th graders are expected to be on campus for the entire FLEX period. Teachers have the option to require students to attend academic supports periodically during FLEX to ensure students are keeping up with their work.

### **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.

## **GRADUATION/COMMENCEMENT**

Only NHS students are eligible to participate. Students enrolled in other programs will participate in that program's 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.

## **HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)**

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools  
~~1400 Division Street S.~~ 201 Orchard Street South, Northfield, MN 55057

Phone: 507.663.0600

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

While not required, individuals can [make complaints using this form](#).

## **HONOR STUDENT DESIGNATION**

Those students graduating with a weighted cumulative grade point average of 3.70 or higher will be

designated as “Highest Honor Students.” Students with a weighted 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 school resource 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 parents/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**

~~Freshmen are assigned a locker. Sophomores, juniors and seniors~~ Students can be assigned a locker upon request. 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 at any time.

## **LOCKER ROOMS**

Students **MUST** have a pass from a teacher/school personnel to enter school locker rooms during the school day.

## **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 unweighted grade point average of 3.6 are eligible.

## **NURSE – CALL 507.663.0634**

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.

## **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING**

See Appendix [C-B](#)

## **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**

- 1st Offense: Written Parking Violation Warning
- 2nd Offense: Administrative Referral
- 3rd Offense: Loss of Parking Permit and/or towed at owner's expense

### **Non-Permitted Vehicles**

- 1st Offense: Written Parking Violation Warning
- 2nd Offense: Administrative Referral
- 3rd 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, failure to park in the lot(s) designated by your permit number (permits 1-159 H-wing lot, permits 160-600 remaining lots), 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.

## **PERSONAL SEARCHES**

A school official, or a law enforcement officer acting at the request of a school official, may search a student's person and belongings on school property if the school official has a reasonable suspicion that the search will

produce evidence showing the student has violated or is violating the law or a school rule. For example, a school official may search a student's backpack or purse if the school official has reasonable grounds to believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

### **POSTING OF INFORMATION**

Students may put up posters/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. Only juniors and seniors, graduates of NHS under 21, and juniors and seniors from other schools with approved guest applications are allowed to attend. NO EXCEPTIONS. Freshmen and sophomores will not be allowed to attend the prom under any 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 <https://northfieldschools.org/about/school-board/policies/>.

### **SENIOR FEES**

A \$20.00 fee will be collected at the beginning of the year to cover senior expenses such as transcripts and graduation.

### **SENIOR TRANSITION**

Only seniors may obtain a 1st or 7th 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. ~~An additional transition period may be offered with permission from the principal.~~

### **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.

## **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~~
- ~~7. symbolizes racism (i.e. the Confederate flag)~~

~~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.~~

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 that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

## **STUDY CENTER INFORMATION 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 Counseling Office must have a pass signed by a counselor with the appropriate appointment time or return with a signed pass from the Counseling 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

## **VISITOR POLICY**

All visitors, upon entering the building, are to check in via the secure entrance. Students wishing to bring

friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitor's 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. This is subject to change dependent on the public health situation.

### **WEBSITE**

Northfield High School Website can be accessed at [northfieldschools.org/schools/northfield-high-school/](http://northfieldschools.org/schools/northfield-high-school/).

### **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

### **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~~  
<https://northfieldschools.org/files/board-policy-524.pdf>.

See the Student iPad Loan Agreement for additional details about iPad implementation. **iPad Loan Agreement:** [English](#) | [Español](#)

## **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 parents/guardians are responsible to monitor their student's meal account balances. 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 à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

### **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. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. 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). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

### **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 Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. 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. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 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. Payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices 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	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
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	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
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	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

### 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 \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

### À la Carte

À 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.

### 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 located on the bottom of the screen. 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 <https://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](https://northfieldschools.org) and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

### 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	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.	2	Detention Possible suspension	1-3 day OGG Possible expulsion
<b>Disruptive Behavior</b> —Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	2	2	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.	2	Revocation of parking permit to identified time period Police referral	2 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.	2-5 day susp.	10 day susp. Possible recommendation for expulsion
<b>Firearms</b> —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.	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.	2	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. Retaliation 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 or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcome 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.	1-3 day susp. Police referral	2-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion

<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 to 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	2-6 day susp. Police referral Restitution  6-10 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 \$40,000 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, Smoking and Vaping</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 cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.		1-day susp 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 off 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	Detention
<b>Unexcused Absence</b>		<u>Detention</u>	<u>Potential loss of credit</u>

<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.	<sup>2</sup>	4-5 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.	<sup>2</sup> Written parking violation warning	Administrative Referral	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.	2-10 day susp. Police referral Possible recommendation for expulsion	5-10 day susp. Police referral Possible recommendation for expulsion	10 day susp. Police referral Recommendation for expulsion

\* Indicates disciplinary action assigned by the building administrator

A complete list of Discipline Guidelines are available on-line or in the [Student Citizenship Handbook](#)

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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 students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "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, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### 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 Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

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

#### 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 MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

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

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

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

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

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

### When do students take the assessments?

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

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

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

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](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > 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 three-page form on the district website and include it in district student handbooks.

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 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 the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

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

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

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

\_\_\_\_\_ ACCESS/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

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

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

To be completed by school or district staff only.

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

Posted May 2019



# KidVentures



## Handbook

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KidVentures Office  
700 Lincoln Parkway  
Northfield, MN 55057  
507-664-3750

507-664-3395 (KidVentures at Bridgewater)  
507-645-3507 (KidVentures at Greenvale Park)  
507-645-3422 (KidVentures at Sibley) **Spring Creek**



**COMMUNITY EDUCATION**  
Learning and Recreation for Life

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

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## Welcome to KidVentures!

KidVentures is excited that you have selected our school age program for your child! Our goal is to create a caring, quality learning environment that compliments your child's school day. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth.

KidVentures offers low staff-to-student ratios and a variety of enrichment opportunities. KidVentures is an option-based program that includes activities which foster social and emotional development; language and literacy; the arts; math and critical thinking; science and inquiry; social studies; and health and physical education. KidVentures also encompasses the "youth voice" to incorporate a wide range of youth-driven programming.

KidVentures is open from 6:30 AM until the start of the school day and until 6:00 PM after school dismissal. During the summer and on most non-school days, KidVentures is open from 6:30 AM-6:00 PM, Monday-Friday.

KidVentures is offered through Northfield Public Schools Community ~~Services Division~~ Education. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. KidVentures has also adopted the National Standards of Quality School-Age Care as our guide for programming and best practices.

Our program focuses on respect, creativity, safety, friendship, and fun! We welcome you and your child to KidVentures!

## Program Mission

To provide care for school age children in a safe, enriching environment that supports the individual needs of children, families, and staff while building positive relationships.

### KidVentures Sites

#### **Bridgewater Elementary**

401 Jefferson Parkway Northfield, MN 55057  
507-664-3395

#### **Greenvale Park Elementary**

500 Lincoln Parkway Northfield, MN 55057  
507-645-3532

#### **~~Sibley Elementary~~ Spring Creek Elementary**

1400 Maple Street Northfield, MN 55057  
507-645-3422

### Ventures Main Office:

Community ~~Services Division~~ Education  
700 Lincoln Parkway Northfield, MN 55057  
507-664-3750

Breezy Barrett -Ventures Coordinator:

507-645-1245

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

Mary Hansen-Administrative Assistant:

507-664-3750

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

Erin Bailey -Director of Community Services Division

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

## Registration

KidVentures registrations are accepted on a space available basis. Registration for the following school year will open each spring. Registration information is always available online by following the Community Services **Education** tab on the Northfield Public School's website: [www.northfieldschools.org](http://www.northfieldschools.org)

Families may also call the Ventures main office at 507-664-3750 to inquire about availability and the registration process.

Payment of the registration fee must accompany the KidVentures registration form. All previous balances must be cleared before a child can re-enroll into the KidVentures program. If the site you select is full, you will be notified immediately and your child's name will be placed on a waiting list. In order for your child to start on the first day of school, your registration must be received by the second week in August.

Families registering after the start of school can enroll by contacting the Ventures main office at 507-664-3750.

## Family Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent/guardian relationship greatly impacts the success of our program. Your suggestions and concerns are always welcome. Parents and guardians are also always allowed access to their enrolled child during KidVentures program hours.

### Communication to Families

Each KidVenture location uses a parent table and bulletin board to share information with families. Please check for information daily. This is where you'll find non-school day information as well as other important notices. Please share all pertinent information with staff (i.e. your child will be picked up directly from school, grandma is picking up, etc.), so staff are able to write it in the staff communication log.

### Communicating Concerns/Suggestions to Staff

Your ideas, suggestions, concerns, and feedback help us make continual quality improvements to our program. Please share your thoughts and perspectives by:

- Speaking to the staff working directly with your child.
- Scheduling a conference with the site leader.
- Calling or emailing the site leader.

If you have additional comments or issues that have not been resolved, contact the Ventures Coordinator at 507-664-3653.

### Family Responsibility Checklist

- Read the KidVentures Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.
- Sign your children in and out daily.

- Check the parent table and bulletin board daily for communication.
- Notify site staff if your child will be absent (even for one day), attending after-school programs, or picked up early for any reason. **Notifying the school office is not sufficient.** If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians, the identified emergency numbers and, if necessary, the police. A Finder's Fee will be assessed.
- Ask staff for feedback on your child's day or progress in the program.
- Model respectful behavior when dealing with staff and students.
- Provide written notice of change in contract, or withdrawal from the program by filling out the appropriate forms and submitting to the Community Services **Education** office at least two weeks in advance.
- Pay all costs incurred for your contracted days regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.
- Make sure your child is picked up by 6 PM.

## General Information

### Lunch/Snack

KidVentures provides an afternoon snack for all children enrolled after school, on non-school days, and during the summer program. Unless otherwise specified, children must bring a lunch with a drink on non-school days. If your child wants to bring a treat for children in the program, state law requires it be individually wrapped and commercially produced.

### Energy Curtailment

The school district works with Xcel Energy to make the best use of available power. During extremely hot summer days, Xcel Energy limits power use at some district buildings.

### Apparel

Weather permitting, KidVentures goes outside daily. Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks, and jackets) and all items should be clearly labeled with your child's name. KidVentures follows the district-wide recess policy which states that students will go outside if the air temperature is warmer than 0° F **AND** the wind chill is warmer than -10° F.

### Personal Property

Personal items or items of value should remain at home. KidVentures will have special "bring a toy from home days" where children may bring a personal toy. Aside from these days, all toys should remain at home. Toy weapons or any toys containing weapons are never allowed. KidVentures is not responsible for lost or damaged personal belongings.

### Transportation

Parents are responsible for arrangement of their child's transportation to and from KidVentures. If you need to make busing arrangements, contact Benjamin Bus at 507-645-5720. KidVentures does not transport children.

## Severe Weather

- If school is closed for the day because of severe weather, all KidVentures programming will also be closed.
- If school has a delayed starting time, there will be no KidVentures before school programming.
- If school is dismissed early, KidVentures after school programming will remain open for up to one hour following the dismissal. If children come to KidVentures, their parents or the child's "emergency pick-up person" must pick them up within one hour. Late fees will be applied to any child/ren picked up after one hour.
- KidVentures closing after 3 p.m. -- If the weather becomes severe after children have arrived, KidVentures may decide to close early. KidVentures will contact families to let them know.
- Non-school days: In case of severe weather, KidVentures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## Notification

K-12 families will receive a Skylert message if severe weather impacts a regular school day.

KV families receive an email from the Ventures Coordinator if severe weather impacts a non-school day.

## Radio and Television Stations

KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV

## Release Days/Late Start/Early Release

### Release Days

KidVentures is open on most non-school days. Release days are open from 6:30 AM until 6:00 PM. All KidVentures sites will be combined into one site for each release day. A calendar of dates is included in your welcome packet and can be found on our website at <https://northfieldschools.org/communityservices/ventures>. KidVentures provides field trips and/or on-site enrichment opportunities on release days. Release Day contracts will be available on the website, at each KidVentures location, at the Community Services Education office, and will be emailed out to all KidVentures families. Contracts are available on or around the 5<sup>th</sup> of the previous month. Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless cancelled in writing at least two weeks in advance.

### Late Start Wednesdays

All KidVentures sites will be open for care during late start Wednesdays. Care for just the late start days begins at the school's typical morning playground supervision (either 7:45 or 7:50) at 8:10 AM for Bridgewater and Spring Creek and at 8:05 AM at Greenvale Park. The late start runs for one hour until school begins. (9:15 or 9:20). If you are normally contracted on Wednesday mornings, you do NOT need complete the additional late start paperwork. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" form and pay the designated fee per Wednesday. Late start forms are available on the website, at each KidVentures location, and at the Community Services Education office.

## Summer Programming

The KidVentures summer program is open from 6:30 AM -6:00 PM and runs similarly to non-school days, incorporating themes and field trips. The summer program allows kids to experience a multitude of enrichment and recreation-based opportunities. Our mission is to foster a fun atmosphere where children are encouraged to explore new interests and develop new friendships. Throughout the summer, children will participate in a variety of hands-on activities that build social, emotional, physical, and academic development. Enrollment information for Summer KidVentures is available on the website in early March with registration taking place in late March/early April. ~~Summer days are non-refundable unless cancelled in writing at least two weeks in advance.~~

## Security and Safety

### Child Protection

KidVentures must comply with the reporting requirements for abuse and neglect specified in section 626.556 including:

- Any person may voluntarily report abuse or neglect.
- KidVentures staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.
- Staff may make reports to:
  - The telephone number of the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
  - The telephone number of Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214).
  - The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
  - Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.
- KidVentures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, 626.556). KidVentures documents this training in individual personnel records and monitors implementation by staff.

### Signing In and Out

For the safety of each child, KidVentures requires that a parent or guardian sign their child in and out of the program each day. This requires both your signature and the time you are signing in or out. Children are not allowed to sign themselves in or out of KidVentures. If you do not sign in or out, you may be assessed a finder's fee. Continued refusal to sign in or out will result in termination of child care. When your child arrives directly from school or by bus, KidVentures staff will sign them in to the program.

### Our program opens at 6:30 AM

Although our staff persons may arrive before 6:30 AM to prepare for the day, they are unable to provide child care until the official start time of our program.

### **Release of Children**

Children will be released only to people listed on their emergency card, unless KidVentures staff have been notified in writing of an alternative pick-up. A waiver may be signed in advance if your child is to be dropped off or picked up by an older sibling. In an emergency, parents must call to inform KidVentures staff if someone other than an authorized person listed on the emergency card will pick up your child. A description of the person and driver's license may be requested for verification. Your child will not be released to an unauthorized person until identification and verification can be made.

### **Custody Issues**

Ventures staff will not be involved in custody disputes between parents. If parents have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account.

### **Late Pick Up**

Children must be picked up by closing time, which is 6:00 PM. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your KidVenture location as soon as possible to notify staff. If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

*Attempt to Contact Time frame:*

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

### **Absences**

Families **must** notify KidVentures site staff if children will be absent at any time for any reason. School offices do not automatically provide KidVentures with absence information. If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact you, the emergency contacts, and if necessary, the police. Failure to notify staff of absences poses a major safety risk as a significant amount of time may elapse in trying to locate multiple children. Due to the amount of time involved in locating missing children, a Finder's Fee will be assessed to families that fail to notify KidVentures staff of absences. Increased fees will be imposed for continued occurrences.

### **Legal Custody**

In the event of a divorce, separation, or joint custody ruling, every effort will be made for KidVentures to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide KidVentures with the necessary court ordered documentation in order for KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent has a copy.

### **Building and Physical Premises**

KidVentures will ensure that areas used by children are clean and in good repair and that furniture and equipment are structurally sound and are appropriate to the age and size of a child who uses the area. KidVentures will also ensure that hazardous items, including but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. The program will also safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

### **Emergency Preparedness**

KidVentures follows the school district's emergency policies. If an accident should occur during KidVentures, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called and paramedics will be notified of the child's hospital preference. Staff will then contact the parents/guardians or others listed on the child's emergency card.

KidVentures must inform the commissioner within 24 hours of:

- The death of a child in the program
- Any injury to a child in the program that required treatment by a physician

KidVentures must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.

KidVentures has written, site specific emergency preparedness plans that use the Child Care Emergency Plan form developed by the commissioner. These plans are available for review upon the request of a child's parent or legal guardian. KidVentures staff are also trained on their site's emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.

The Emergency Preparedness Plans include the following:

- Procedures for an evacuation, relocation, shelter-in-place, or lockdown
- A designated relocation site and evacuation route
- Procedures for notifying a child's parent or legal guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation
- Procedures for continuing operations in the period during and after a crisis
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency

Each KidVentures location also conducts at least one evacuation and one shelter-in-place drill each quarter.

### **Illness/Medical Conditions**

#### **Illness**

If a child becomes sick during KidVentures, the parent/guardian will be notified immediately that their child is not feeling well and needs to be picked up from the program. Sick children will continue to be supervised,

but will be isolated from other children in the program and will not be allowed to actively participate in program activities.

KidVentures will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. This notification will be posted on the parent board near the sign in/out and will minimally include the illness and date of potential exposure.

School district policy requires that children be fever free, without the aid of fever reducing medication, for 24 hours before returning. Parents should also keep children home from KidVentures:

- If your child has vomited within the past 24 hours
- If your child has had diarrhea within the past 24 hours.
- If your child has an undiagnosed rash.
- If your child feels ill enough that he/she would not be able to benefit from school
- If having your child at school would significantly put others at risk for contracting your child's illness
- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Registration and emergency information is kept on site for each child. KidVentures is not linked to a main school office database, so parents must contact KidVentures separately with family information changes, address, absences etc.

### **Medication**

Parents must inform the KidVentures site leader if a child has a health condition that requires regular medication, if a child requires medication in the case of an emergency (allergic reaction), or if a child is discontinuing use of a medication. If medication needs to be given during KidVentures, families will need to complete a "School Medication/Physician Order & Parent Authorization Form" to give written permission BEFORE medication can be dispensed. Medication must be in its original packaging or prescription bottle with a legible label stating the child's first and last name, Dr.'s name, medication name, and dosage instructions. Medication will only be given to the child whose name is on the label and it will not be given after the expiration date on the bottle. Unused medication will be returned to the child's parent or legal guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, KidVentures will document in the child's record the child's first and last name; name of the medication or prescription number; date, time and dosage; and the name and signature of the person who administered the medicine.

KidVentures follows the Northfield Public Schools' medication policy requiring a child to take antibiotics for a full 24 hours before returning to school.

Aside from medication, KidVentures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. KidVentures does not apply diapering products. All medications, sunscreen, insect repellent, and hand sanitizer will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medicines, sunscreen, insect repellent, and hand sanitizer will be stored according to directions on the original container.

The site leader must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Families are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

### **Allergies**

Prior to admitting a child for care, KidVentures must obtain documentation of any known allergies from the child's parent or legal guardian. This can be done through the KidVentures Emergency Card and the KidVentures Health Update, which are part of the registration packet. KidVentures maintains current allergy information in each child's record. This information includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including mediation, dosages, and a doctor's contact information.

KidVentures will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, KidVentures will inform staff of the change. Documentation that staff were informed of the child's current allergy information will be kept on site.

Allergy information will be available at all times, including on site and when on field trips. Food allergy information will be readily available to staff in the area where food is prepared and served.

Medication, including EpiPens, are not accessible from the school nurse's office.

### **Immunizations**

Children that are not currently enrolled in Northfield Public Schools, but will be attending the KidVentures summer program or KidVentures release days, must provide an up-to-date immunization record or applicable exemption before receiving care. The district maintains immunization records for all current Northfield Public School students and KidVentures does not provide care for non NPS students on regular school days.

### **Absences/Sick Leave**

Call your KidVentures site if your child will be absent. Tuition is not credited for sick days or other absences. If an illness extends beyond two weeks, contact your site leader.

### **Accommodations/Program Qualifications**

KidVentures is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, KidVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date

may be delayed so that KidVentures can hire additional staff with the skills necessary to meet the child's needs and/or work with school case workers to determine the level of care.

**\*Please Note the Following Criteria Children Must Meet to Enroll in KidVentures\***

- All children are expected to be toilet trained. KV does not have changing facilities. You will be called to pick up your child if they have a bathroom accident.
- Students must be able to independently participate in a large group setting with similar age peers.
- Students must be able to independently follow simple directions appropriate to the child's age.
- Students must have the ability to independently play and work cooperatively with similar age peers.
- Students must be able to safely and successfully transition independently from one activity to another.
- Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.
- Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding your child is not automatically shared between KidVentures and other district programs except in the areas of health and safety. If you would like to have this information shared with us, please contact the Ventures Coordinator at 507- ~~664-3653~~ **645-1245**. Information regarding a student's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that the child will need significant assistance beyond our program's capabilities.

At any time the Site Leader or the Ventures Coordinator may offer information about available professional support.

### **Release of Information**

KidVentures follows the Data Privacy Policy of District 659, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office.

KidVentures reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered will remain confidential and will be used solely to help benefit the child in the KidVentures program.

### **Billing**

KidVentures bills are processed every month. In our effort to be green, billing statements will be sent out one time per year unless written request has been made to the Ventures main office. Families are strongly encouraged to view their accounts online. Please call the Ventures main office at 507- 664-3750 or email Mary Hansen at [MHansen@northfieldschools.org](mailto:MHansen@northfieldschools.org) to set up online access. It is each family's responsibility to make payments by the due date.

### **KidVentures Billing Information**

- The registration fee is due when registration forms are submitted.
- Please note: The payment amount due may change due to additional fees (late pick up charge, additional drop-in care, late payment fee, extra tee-shirts, etc.)

- Release Days are not included in the typical fee schedule. Release day payments should be submitted with submission of a release day contract.
- Tuition may be paid at each KidVentures site (cash or check), at the Northfield Public Schools Community Services **Education** office located at ~~1651 Jefferson Parkway~~ **700 Lincoln Parkway**, Northfield, MN 55057, over the phone by calling 507-664-3750 (credit card), or online (credit card). To set up online access, please contact the Ventures main office at 507-664-3750 or email Mary Hansen at [MHansen@northfieldschools.org](mailto:MHansen@northfieldschools.org).
- Tuition payments may be paid by cash, check, or credit card. Credit card payments cannot be processed at the KidVentures locations. To pay with credit card, you must pay online, at the Northfield Community ~~Resource~~ **Education** Center, or over the phone to the Ventures main office. Please make all checks payable to “KidVentures” and put your child(ren)’s name in the memo line.
- **Monthly invoices are generated the first week of every month. Invoices must be paid in full by the last day of the respective month.**
- ~~A late fee of \$10 is automatically assessed after the 15th of the month on ANY unpaid balance (including any previous late fees that are left unpaid).~~
- Northfield Public Schools charges a \$20 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (providing information and child care schedules, submitting timely reports, and making payments not covered by financial assistance programs).

*If your account is not paid in full for the month, child care will be terminated on the 1st day of the next month, i.e. if account is not paid in full by 10/30, child care will be terminated effective 11/1.*

## Year End Financial Information

Year end statements with the Federal Tax ID number will be sent to your home in late January.

## School Year Enrollment Options

### ~~Option One~~ **Before and/or After School**

- ~~Option One is a standard agreement, families do NOT need to fill out a monthly calendar. Families are choosing a consistent weekly commitment, attending the same days each week. No credit will be given for days not in attendance (i.e. vacation, sick).~~
- **Families must register for a consistent schedule.**
- **A two day per week minimum is required (Ex. 2 am sessions and/or 2 pm sessions.) The only time that children do not need to be registered for two days per week is if they are ONLY registered for the one hour Wednesday late start.**
- ~~This option is the most cost effective and allows for a consistent schedule for your child.~~
- The days you choose will be the days you are contracted and scheduled for during the school year.

- Families may make permanent schedule changes to a child's contract by submitting a two week written notice to the KidVentures office. Complete a change of schedule form, sign, date and return to the KidVentures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the KidVentures office. No schedule changes will be granted until October.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

### **Option Two**

- ~~Option Two is a monthly agreement. Families must fill out a calendar each month for the days/sessions care is needed.~~
- ~~Monthly contracts with payments are due to the KidVentures site by the 20th of each month for the upcoming month. Calendars and payments received after the 20th of the month will be billed a \$5.00 late fee.~~
- ~~No credit for changes is given.~~
- ~~Option Two calendars are available at the KidVentures office, each KidVenture location, on the website, and via email. Families must fill out and submit a new calendar each month.~~
- ~~When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.~~

### **Release Days**

- Release days are contracted and billed separately.
- Release days may not be added at the last minute as tickets, busing, and staffing have been arranged.
- Release days fill quickly and are first come, first served.
- Families may cancel release days without penalty if notification is submitted at least two weeks in advance AND notification is in writing.
- Children registered for release days must attend the field trip or special event. If your child is not interested in the KidVentures trip or activity, please make other arrangements for the day.
- All activities are planned by the Site Leaders and reviewed by the Ventures Coordinator and deemed age-appropriate.
- Staffing ratios are increased to make sure that safety is a first priority.
- All Release days require a minimum of 15 children enrolled to operate. Families will be contacted in advance if a release day is cancelled due to low enrollment.

### **Wednesday Late Start**

All KidVentures sites will be open for care during late start Wednesdays. **Care for just the late start days** begins ~~at the school's typical morning playground supervision (either 7:45 or 7:50)~~ **at 8:10 AM for Bridgewater and Spring Creek and at 8:05 AM at Greenvale Park. The late start runs for one hour** until school begins. ~~(9:15 or 9:20)~~. If you are normally contracted on Wednesday mornings, you do NOT need complete the additional late start paperwork. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" form and pay the designated fee per Wednesday. Late start forms are available on the website, at each KidVentures location, and at the Community Services **Education** office.

## Contract Terms

### Schedule Changes/ Add Ons/ Withdrawal

- Additional days may be added ~~at the Option Two rate~~ **IF** space is available. The additional payment is due ~~at the time of service (drop off or pick up)~~ **by the end of the month**
- Families may make permanent schedule changes by submitting a “change of schedule form.” Sign, date and return the form to the Site Leader or the Community ~~Services Division~~ **Education** Office with a \$5.00 contract change fee. The change of schedule will become effective within two weeks from the date the request was received.
- No contract or calendar changes can be made in the beginning of the school year until October.
- ~~Only two contracted changes are allowed per child per school year. If more than two are made, families will automatically be changed to the next Option (Ex. Option one moves to an option two agreement):~~
- KV must receive a two week written notice for any withdrawal from the program. All charges will remain on accounts until a two week written notice is received. Families that provide written notice to withdraw immediately from KV will still be charged for two weeks of tuition.

### Additional Fees

- A registration fee is due upon enrollment with any new KidVentures session. Registrations will not be processed until the fee is paid in full.
- A Late Pick-up Fee of \$1.00 per minute per child will be charged for children not picked up by the 6:00 pm closing time.
- A \$5.00 Finders Fee is charged if your child’s Site Leader does not receive a call or written notice stating that your child will not be in attendance. Calling on missing children takes a significant amount of time and poses a major safety risk for the entire program. The elementary schools DO NOT automatically communicate absences or messages with KidVentures staff.

### Additional Contract

- ~~Each child is permitted to be signed up for only one option.~~
- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for sick or vacation days.
- ~~Payments are due in advance of service as KidVentures is a pay ahead program.~~ **Tuition invoices will be generated at the start of each month. Monthly invoices must be paid in full by the end of each respective month. All families are strongly encouraged to view and pay their account online.**
- ~~Account summaries will be generated at the end of each month for families to view their account status. All families are encouraged to view their statements online.~~
- KidVentures reserves the right to limit or terminate service due to non-payment.
- If payment is made at a child’s site, please allow 2 business days for payment to reach the KidVentures main office.
- All billing is done at the Community ~~Services Division~~ **Education** Office, located at the Northfield Community ~~Resource~~ **Education** Center. For billing inquiries, contact the Community ~~Services Division~~ **Education** office at 507-664-3750.

### Sick/Vacation Leave

KidVentures does not credit tuition for sick or vacation days during the school year program. For release days and the summer program (variable option), families may cancel days without penalty if done at least two weeks in advance AND in writing.

## **Staff Responsibilities**

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the KidVentures program.
- To engage children, each other, and parents/guardians in a positive, respectful, and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as required by MN State statutes.
- To help connect the school day with out of school time programming.
- To provide feedback to families regarding their children in the KidVentures program.
- To keep families up-to-date with KidVentures happenings and use the parent table and parent board as a means of communication.
- To build healthy, positive relationships with students and families.

## **Staffing**

KidVentures sites are staffed according to the age and number of children in attendance: 1 staff member per 12 – 15 elementary (K-5) aged students.

KidVentures staff members are selected for their education and experience in working with children. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety of all children. They also must positively engage all children and families.

All staff members are expected to participate in continuing education activities and professional development opportunities offered throughout the year. These in-services may include safety and supervision, child protection, behavior management techniques, diversity, curriculum, and conflict resolution. KidVentures staff are ~~certified~~ **trained** in First Aid/CPR. Criminal background checks are required for all newly hired Northfield Public Schools employees.

## **Behavior Expectations**

Expectations of children are communicated in a positive, consistent, and firm manner. Staff members ensure children understand expectations through consistency, multiple forms of communication, and positive reinforcement.

### **Behaviors which are considered inappropriate and harmful include:**

- Behavior which threatens the safety of children or staff. A child exhibiting these behaviors may be suspended from the program immediately. A parent/guardian conference is required before the child can return to the program.

- Behavior which directly or indirectly threatens others. This includes any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which prevents a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect, or absolute refusal to follow directions of staff person in charge.)
- Behavior which intentionally causes destruction of property.
- Behavior which demonstrates child's lack of readiness for KidVentures, including not being toilet trained, not being dressed appropriately for school/weather, any behavior resulting from inadequate or untimely administration of medication, or not being able to interact appropriately in a group setting.

## **Behavior Management**

KidVentures goal is to promote a positive approach to child care and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe, and enriching atmosphere for all children.
- Meets the developmental level of each age group.
- Provides space for privacy and independence as well as areas to interact as a large group.
- Maximizes the capacity of staff supervision.

KidVentures is part of Northfield Public Schools and follows the district's values. These values state that children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or others, staff will make adjustments in one or more of these areas: environment, grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

## **Suspension from School**

If a child is suspended from school or sent home by a school staff, s/he may not attend KidVentures during the suspension. Children who are suspended are not allowed to be on School District property. Charges for child care will remain in effect as scheduled.

## **Behavior Incident Reports**

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This Behavior Incident Report

Policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. Behavior Incident Reports accumulate consecutively throughout these program options

**1st Behavior Incident Report:**

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, and Site Leader.

**2nd Behavior Incident Report:**

Parents/guardians will be contacted for a meeting to include the parent/guardian, child, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. The parent or guardian will receive a written warning that should a third Behavior Incident Report occur, the child will need to take a one-day leave of absence from the program.

**3rd Behavior Incident Report:**

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program.

**4th Behavior Incident Report:**

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program.

**5th Behavior Incident Report:**

The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during their absence.) The parent or guardian will receive a written warning that should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

**6th Behavior Incident Report:**

The parent or guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth Behavior Incident Report, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.

2. Parents/guardians understand that the receipt of one (1) Behavior Incident Report constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not preempt other children. The child cannot be placed on a waiting list until the above criteria have been met.

## **Dismissal from the Program**

KidVentures reserves the right of immediate dismissal of a child from KidVentures based on probable cause as listed below:

### **Child-related probable cause for dismissal:**

- High absenteeism or non-attendance for 10 or more scheduled consecutive days, without parent notification.
- Significant harmful/inappropriate behavior toward staff, children or other parents.
- KidVentures cannot meet the needs of the child.

### **Parent-related probable causes for dismissal:**

- Failure to complete, sign, and return appropriate program forms.
- Harmful, threatening, or inappropriate behavior toward staff, children, or other parents.
- Consistent late or non-payment of tuition and program fees.
- Refusal to cooperate and work with KidVentures staff to correct behavior concerns.
- Repeated instances of failure to sign child in and out
- Lack of adherence to KidVentures policies and procedures.
- Repeated instances of late pick up.



# **Northfield Middle School**

## **Student Handbook 2021-2022**

2200 Division Street South  
Northfield, MN 55057  
Main Office: 507.663.0650  
Attendance Line: 507.663.0655  
Fax: 507.663.0660

Principal: Greg Gelineau  
Assistant Principal: Michael O'Keefe  
District Website: [www.northfieldschools.org](http://www.northfieldschools.org)

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **WELCOME TO NORTHFIELD MIDDLE SCHOOL**

This handbook has been designed to be helpful in answering questions about Northfield Middle School's programs, 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 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.

## **2020-21 NORTHFIELD MIDDLE SCHOOL STAFF/ADMINISTRATION**

Visit the [Middle School Directory](#) to contact staff.





# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020

July 2021							July		January 2022							January		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2	3								1	2	3	
4	5	6	7	8	9	10	4	Independence Day			2	3	4	5	6	7	8	
11	12	13	14	15	16	17	5	Independence Day Holiday		9	10	11	12	13	14	15	17	No School, Dr Martin Luther King Jr Day
18	19	20	21	22	23	24			16	17	18	19	20	21	22	27	End of Second Quarter	
25	26	27	28	29	30	31			23	24	25	26	27	28	29	28	No School, Teacher Preparation Day	
									30	31						31	School Resumes; Beginning of Third Qtr	
August 2021							August		February 2022							February		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7						1	2	3	4	5		
8	9	10	11	12	13	14			6	7	8	9	10	11	12			
15	16	17	18	19	20	21			13	14	15	16	17	18	19			
22	23	24	25	26	27	28	24	New SpEd/Elem Inservice	20	21	22	23	24	25	26	21	No School; Staff Development Day	
29	30	31					25-26	New teacher Inservice	27	28							Presidents Day	
							30-31	Staff Development Days										
September 2021							September		March 2022							March		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
				1	2	3	1, 2	Staff Development Days				1	2	3	4	5		
5	6	7	8	9	10	11	3	Teacher Preparation Day	6	7	8	9	10	11	12	7-11	No School; Spring Break	
12	13	14	15	16	17	18	6	Labor Day	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	7	First Day of School/ Beginning of First Quarter	20	21	22	23	24	25	26			
26	27	28	29	30					27	28	29	30	31					
October 2021							October		April 2022							April		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
					1	2								1	2	1	End of Third Quarter	
3	4	5	6	7	8	9			3	4	5	6	7	8	9	4	No School; Teacher Preparation Day	
10	11	12	13	14	15	16			10	11	12	13	14	15	16	5	School Resumes;	
17	18	19	20	21	22	23	21-22	No School; Fall Break (MEA)	17	18	19	20	21	22	23		Beginning of Fourth Quarter	
24	25	26	27	28	29	30			24	25	26	27	28	29	30			
31																		
November 2021							November		May 2022							May		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6	5	End of First Quarter	1	2	3	4	5	6	7			
7	8	9	10	11	12	13	8	No School; Teacher Preparation Day	8	9	10	11	12	13	14			
14	15	16	17	18	19	20	9	School Resumes	15	16	17	18	19	20	21			
21	22	23	24	25	26	27	24-26	No School, Thanksgiving Break	22	23	24	25	26	27	28			
28	29	30							29	30	31					30	No School, Memorial Day	
December 2021							December		June 2022							June		
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
			1	2	3	4						1	2	3	4			
5	6	7	8	9	10	11			5	6	7	8	9	10	11	5	Graduation	
12	13	14	15	16	17	18			12	13	14	15	16	17	18	8	Last Day of School (2-hr early dismissal)	
19	20	21	22	23	24	25		Dec 23-Dec 31 No School; Winter Break	19	20	21	22	23	24	25			
26	27	28	29	30	31			Dec 31 New Year's Day Holiday	26	27	28	29	30					

## School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		
	No School, Teacher Preparation or Staff Development Days		

## Student Days:

Term 1: 42 days  
 Term 2: 47 days  
 Term 3: 39 days  
 Term 4: 46 days  
 TOTAL: 174 days

## Summary:

174 student contact days  
 9 non-student contract days  
 4 contract days off calendar (4 conferences)  
 TOTAL: 187 contract days  
 89 days - first semester; 85 days - second semester

## NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

### New Teacher Inservice

August 24      New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26    All New Teacher Inservice

### Teachers Back-to-School Workshop Week

Aug 30 - Sept 2      Staff Development Days  
September 3      Teacher Preparation Day

September 6      **No School.** Labor Day  
September 7      First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22      **No School.** Fall Break (MEA)  
October 25      School Resumes

November 5      End of 1<sup>st</sup> Quarter (42 days)  
November 8      **No School.** Teacher Preparation Day  
November 9      School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26    **No School.** Thanksgiving Break

Dec 23 - Dec 31      **No School.** Winter Break

January 3      School Resumes  
January 17      **No School.** Dr. Martin Luther King Jr. Birthday  
January 27      End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28      **No School.** Teacher Preparation Day  
January 31      School Resumes. Beginning of 3rd Quarter and Second Semester

February 21      **No School.** Presidents Day. Staff Development Day

March 7-11      **No School.** Spring Break

April 1      End of 3<sup>rd</sup> Quarter (39 days)  
April 4      **No School.** Teacher Preparation Day  
April 5      School Resumes. Beginning of 4th Quarter

May 30      **No School.** Memorial Day

June 5      Graduation  
June 8      **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

### School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## ATTENDANCE INFORMATION

### 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 the parent/guardian 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 3 tardies in any class. If the detention is served within five 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.
- d. The student and his/her family receive a notification letter noting that school officials will no longer accept 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 student's resident 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 by sending a 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 disagrees 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.

# **GENERAL STUDENT INFORMATION**

## **SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

### **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, hoods, and head coverings are not permitted except for designated events and/or permission from administration.** Head coverings may be worn for religious or cultural reasons.

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 2021-22.

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 wheels 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 and/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, parent consent along with the proper fee must be submitted. No other forms (physicals, etc.) are necessary to be able to compete in the Middle School Athletic/Academic Programs. Registration is done online at [SmartSchool-K12](#).

### District #659 Activities Fee Information 2020-2021

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.

- 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.

2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.

3. Fees help cover costs of equipment, apparel, transportation, and officials. Fees are as follows.

Athletics - Middle School			
Full 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	6 <sup>th</sup> Grade participating in Middle School Athletics

Academic and Fine Arts Activities - Middle School			
Full Fee - 100%	Reduced Meal - 40%	Free Meal - 20%	
\$60	\$24	\$12	Chess Club-Math League-Speech-Play/Musical-Knowledge Bowl

Family Limit - Includes High School and Middle School			
Full Fee - 100%	Reduced Meal - 40%	Free Meal - 20%	
\$605	\$242	\$121	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.

### Activity Attendance Policy

Any middle school student missing two practices or contests because of an unexcused absence can be dismissed from the team. Any participant 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., academic probation, the use of alcohol and drugs is prohibited. Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.

### Northfield Middle School Athletic Activities Offered

#### Fall Sports

Football

Boys Soccer

Girls Soccer

Girls Tennis

Volleyball

#### Winter Sports

Wrestling

Fitness Center

#### Spring Sports

Boys Tennis

Boys Track

Girls Track

Fitness Center

Boys Golf

Girls Golf

Game/contest & practice schedules will be handed out by coaches after practices begin. All activities will utilize Schoology to communicate with participants and parents.

### **Northfield Middle School Academic Activities Offered**

Chess Club (September-November) (February – March)	Speech Club (December – February)
Math League (September – January)	Spelling Bee (December – February)
Chamber Orchestra (auditions in September, runs October - May)	Student Council (September – May)
Honors Choir (auditions in Spring)	Yearbook (September – May)
Geography Bee (December)	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. This includes one-to-one devices. 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).

### **BULLYING**

Bullying is defined as behavior that:

- Is intimidating, threatening, abusive or hurtful
- Is 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. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form is encouraged](#) to assist in a prompt investigation.

### **CELL 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.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Students/parents/guardians 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 time 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".

## **E-LEARNING DAYS**

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

## **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 physical education 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.

## **HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)**

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools

1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

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

While not required, [individuals can make complaints using this form](#).

## **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.

## **LASER PENS**

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.

## **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 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 -- Call 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.

## **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 (see also Bullying).

## **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 parents 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.

### **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.

### **SCOLIOSIS SCREENING**

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

### **SEARCHES/CANINES**

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

### **SPECIAL EDUCATION**

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

### **STUDENT RIGHTS**

- The District will accord students the following rights:
- The right to a free and full education.
- The right to equal educational opportunity and non-discriminatory treatment.
- The right to participate in student activities.
- The right to due process of law.
- The right to freedom of inquiry and expression.
- The right to privacy.
- The right to personal property.
- The right to be informed of district and school rules.

### **STUDENT SUPPORT SERVICES**

The Student Support Office offers students an opportunity to receive assistance with academic and/or personal problems. Parents are also encouraged to call or set up an appointment with one of the counselors if they have

academic or other concerns/questions about their student. Students are assigned to a counselor by alphabet. Please call our Student Support Office at 507-663-0664. Our Student Support Office Secretary will assist you in connecting with the appropriate staff member.

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

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

Social Worker – Heather Stanton-Ims

Psychologist – Marcy Korynta

## **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 Requirements:**

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.

## **VOLUNTEERS**

Parents and community members are always encouraged to 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 that parents and community members who volunteer on a regular basis complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

## **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

## **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 parents/guardians are responsible to monitor their student's meal account balances. 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 à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

### **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. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. 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). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

### **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 Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. 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. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.**

**Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 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. Payment will be required for any meals purchased prior to the approval of the application.

### Meal Prices

Meal prices 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	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
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	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
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	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

### 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 \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

### À la Carte

À 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.

### 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 located on the bottom of the screen. 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 <https://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](https://northfieldschools.org) and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

### 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.

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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 academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "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, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### 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 Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

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

#### 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 MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

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

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

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

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

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

### When do students take the assessments?

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

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

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

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](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > 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 three-page form on the district website and include it in district student handbooks.

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 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 the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

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

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

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

\_\_\_\_\_ ACCESS/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

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

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

To be completed by school or district staff only.

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

Posted May 2019

# **CO-CURRICULAR ACTIVITIES HANDBOOK**



**Northfield Public Schools  
2021-2022**

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## **INTRODUCTION**

The intent of this handbook is to provide parents with the policies and procedures of the Northfield Public Schools' Activity Program.

We believe in co-curricular activities and the positive effect 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: INSERT DATE HERE

## **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 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 who 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.

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.

**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 cheerleading advisor. 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. **(Spring)**
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.

#### **ACTIVITIES PROGRAM**

<b>Fall Athletics</b>	<b>Winter Athletics</b>	<b>Spring Athletics</b>	<b><u>Activities</u></b>
Bowling	B/G Alpine Ski (7-12)	Baseball	Band
B/G CC (7-12)	B/G Basketball	Clay Target (7-12)	Chess Club (6-12)
Football	Cheer	Boys Golf	Choir
B/G Soccer	Dance Team (7-12)	Girls Golf	Fall Musical
G Swim/Dive (7-12)	Gymnastics (7-12)	Boys/ Girls Lacrosse (Girls' 7-12)	Knowledge Bowl
G Tennis	B/G Hockey Girls' (7-12)	Softball (7-12)	Math Team
Volleyball	B/G Nordic Ski (7-12)	Boys Tennis	Mock Trial
Cheer	B Swim/Dive (7-12)	Boys/Girls Track	Music Listening
	Wrestling		One-Act Play
	Weightlifting		Orchestra
			Rock 'n Roll Revival
			Science Olympiad
			Spring Drama
			Speech

## MINNESOTA STATE HIGH SCHOOL LEAGUE CALENDAR 2021-22

Activity	Weeks	Games	Start Date Condition/Practice	
<b>Fall</b>				
Tennis, Girls'	11	16	August 16	
16 contest dates - Number of matches not to exceed 28				
Soccer	12	16	August 16	
Cross Country	12	10	August 16	
Volleyball, Girls'	13	17	August 16	
Swimming & Diving, Girls'	14	16	August 16	
Football	15	9	August 16	
One week of conditioning followed by two weeks of practice				
Activity	Weeks	Games	Start Date Condition/Practice	
<b>Winter</b>				
Debate				
Alpine Skiing	14	16	November 15	
Nordic Ski	14	16	November 15	
One Act Play				
Dance Team	17	15	October 25	
Hockey, Girls'	17	25	November 1	
Gymnastics, Girls'	15	16	November 15	
Wrestling	15	18	November 16	
Wrestling: 16 contest dates. Number of individual matches not to exceed 45				
Hockey, Boys'	17	25	November 15	
Swimming and Diving, Boys'	14	16	November 29	
Basketball, Girls'	18	26	November 15	

Basketball, Boys'	18	26	November 22	
<b>Activity</b>	<b>Weeks</b>	<b>Games</b>	<b>Start Date Condition/Practice</b>	
<b>Spring</b>				
Speech				
Robotics				
Tennis, Boys'	11	16	March 21	
Boys' Tennis: 16 contest dates. Number of matches not to exceed 28.				
Softball, Girls'	13	20	March 7	
Track & Field, Boys' and Girls'	13	14	March 7	
Lacrosse, Boys' and Girls'	11	13	March 28	
Baseball	13	20	March 14	
Golf, Boys and Girls'	13	16	March 14	

#### [Tournament Dates and Sites](#)

### **Northfield High School and the Big Nine Conference**

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 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 alcohol, drugs, or other 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!***

### **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, and
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, and
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, and
4. Avoid abusive and vulgar language and obnoxious behavior.

### **Big Nine Conference Membership:**

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester John Marshall
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/activities 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.

**INCLUSION 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.

Participation in athletics/activities for all secondary students is limited by interest, ability, Minnesota State High School League (MSHSL) rules and policies regarding eligibility and the following guidelines:

**Category I Activities:**

1. Sports - football, soccer, volleyball, basketball, boys' hockey, wrestling, baseball, ~~softball~~, tennis, track and boys' lacrosse.
2. Fine Arts Activities - Speech, debate, one-act play, high school musicals/plays, band and choir.
3. Grade 7 & 8 students will participate at the middle school and in organized programs external to the school (e.g. hockey).
4. An athlete/participant in grade 7 or 8 who has the skill level and maturity will be allowed to participate at the varsity (includes junior varsity) level according to the process and criteria set forth in this policy.

**Category II Activities:**

1. Sports: cross-country, dance team, swimming, gymnastics, nordic skiing, alpine skiing, girls' golf, softball
2. All participation is at the high school level.
3. Level of competition is determined by ability.

**Criteria and Process for Approval of 7th or 8th Grade Move Ups**

1. Requests for allowing a student to participate in other than their assigned grade or designated level will be limited to varsity participation (includes junior varsity) and are not to consider promotion of the best athlete/participant of one grade level to the next grade level. *Athletes may move up to the next grade level if the Activities Director sees the need. In that case, first consideration will be given to 9th graders moving up before an 8th grader.*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. Requests will be considered by the: parents, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties for a 7th/8th student to move up to JV or Varsity. Final approval is made by the Activities Director.
  - a. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the student.
  - b. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

**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.

**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.

**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 of the Activities Department.

**AWARDS SYSTEM:** The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Science Olympiad, and Speech. Music activities such as pep band that are considered co-curricular and outside the curricular requirements 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.

**State Letter:** A specially-designed, white letter "N" with the word **"STATE"** will be awarded to those who qualify for the state tournament or earn All State Honors. 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.**

**ADDITIONAL AWARDS:** Any other awards presented must be in accordance with the Minnesota State High School and League and Big 9 Conference rules and must have the prior approval of the Activities Director. Any costs incurred for additional awards will be the responsibility of the sport or activity.

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Any costs incurred for additional awards will be the responsibility of the sport or activity.

### **Northfield Booster Club Scholarship**

1. 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.
  - a. 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.
  - b. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
  - c. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

**End of Season Program:** 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. *There is to be no alcohol served or consumed at the event.*
- 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.

**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 classes and the **last 4 periods of the day**. 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. If absences are not cleared by a parent/guardian, the absence will be considered unexcused and/or truant.

#### **If absences are Unexcused or Truant:**

\*Students that have an unexcused or truant absence will receive no credit from their teachers for the activities performed on the day of the absence.

\*Students with unexcused absences or trancies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and trancies.

#### **EXCUSED ABSENCES**

The school reserves the right to require medical verification in cases where student absences are excessive. The amount of classroom instruction and work missed can be overwhelming and is critical for future success.

Families are encouraged to notify the school in the event of a pending absence. It is the student's responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

#### **EXCUSED/UNEXCUSED ABSENCES**

**Excused absences include** - illness or 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, non-medical or dental appointments. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

#### **ELIGIBILITY REQUIREMENTS**

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:**

All Athletic Activities	Chess	Math Team	Student Council	Speech
Science Olympiad	Band	Choir	Orchestra	
Knowledge Bowl	Drama	RALIE / LOA	Music Listening	Cheerleading
Mock Trial	Rock 'n Roll Revival			

### **Academic Eligibility Policy-Adopted June, 2008 (Revised 2019)**

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 be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
  - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
    - i. Students will be assigned for a specific amount of time and/or class grade with our academic support staff.
    - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
  - b. If the student is failing in one or more classes they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, the student will be ineligible once again.
4. **Academic Ineligibility**
  - a. 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.
5. **Enforcement Procedures:**
  - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester by the Activities Office.
  - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.
  - c. 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.
6. **Additional ALC Policy:**
  - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.
  - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
  - c. 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.

- d. 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.
  - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.
  - f. The person responsible for the education of a homeschool 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
  - g. 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.
7. Exceptions to the above will be made in the following circumstances:
- a. Students on 504 plans or in special education may have different standards written into their plan upon the approval of the student's counselor, 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.
  - b. 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 by the parents, Activities Director and Principal.

**CHEMICALS** - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. 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.

#### **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, vaping devices, nicotine, 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 fair and meaningful consequences when the rules are broken, with the main intention being to help the student.

In addition, students who receive a chemical violation, and are named a captain in that school year, will have the captain designation removed. Students who receive a violation during the season, will be ineligible for postseason awards.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below. Teams shall not have the latitude to implement consequences that deviate from MSHSL [Bylaw 205](#).**

#### **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 from 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
- Bullying
- 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)

#### **ATTENDANCE BOUNDARIES/ELIGIBILITY:**

- Students who attend Northfield Middle School, Northfield High School, ~~St. Dominic's~~, ALC 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 9th, 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."

**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 and will be voluntary for participants. 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.

#### **SCHEDULING CONFLICT RESOLUTION: ATHLETICS AND FINE ARTS/ACTIVITIES**

At Northfield High School we work hard to avoid scheduling conflicts between fine arts events and athletic events so that students may feel encouraged to participate in both. The following hierarchy has been established to help decide which event a student should attend when athletic events and music events conflict. This is listed from highest priority to lowest:

1. MSHSL State Tournaments/scheduled music performances.
2. Section games/scheduled music performances/once in a year performances i.e. band trips etc.
3. Big 9 Conference games/scheduled music performances.
4. Non-Conference games.
5. Scrimmages/dress rehearsals.
6. Athletic practices/music rehearsals.
7. Informal team/group gatherings i.e. Pizza Parties, Pre-game Meals.

In the case of a "tie" in the hierarchy above, the following factors will assist in making logical choices for all involved:

#### **Additional Factors To Help Make a Logical Decision**

##### **ATHLETICS**

1. The athlete is a starter
  2. The athlete is a likely sub
  3. The athlete is not likely to play
- \* Absence of this athlete might negatively affect game outcome

##### **MUSIC**

1. The musician is part of a very small section, or an integral member (first chair)
  2. The musician is part of larger section
  3. The musician participates
- \* Band/Choir is a graded, curricular class

When the hierarchies above cannot determine a clear-cut decision, students, coaches, music directors, and parents will agree:

1. Neither the student or parent/guardian shall participate in deciding which event will be missed and which event will be attended.

2. A neutral person/mediator (administrator) will guide the final decision. (Administrator may ask the student for his/her preference of the activity he/she may want to attend. Even though a student may indicate a preference, it may or may not be granted).
3. Neither the athletic coach nor the music director shall penalize the student in any way when the decision made is not to attend the event that they supervise.
4. A decision for one conflict resolution is not precedent setting; each situation is unique.

**FAN BUSES:** Fan buses will be provided for team state tournament participation, however, the minimum number of students to send a fan bus is 45. Non-supervising adults and Middle School students are not eligible to ride a HS fan bus.

### **DISTRICT #659 ACTIVITIES FEE INFORMATION**

1. The following guidelines are for the use of scholarship/feewaivers 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 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 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 40% toward the activity fee. A waiver form must be submitted for each activity, each season.*
  - d. *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 the costs of equipment, apparel, transportation, and officials.)

#### **Athletics - High School**

Full <u>Fee – 100%</u>	Reduced <u>Meal – 40%</u>	Free <u>Meal – 20%</u>	
\$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 <u>Fee – 100%</u>	Reduced <u>Meal – 40%</u>	Free <u>Meal – 20%</u>	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening, Speech-Drama-One-Act Play-Science Olympiad

#### **Athletics - Middle School**

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

#### **Academic and Fine Arts Activities – Middle School**

Full <u>Fee – 100%</u>	Reduced <u>Meal – 40%</u>	Free <u>Meal – 20%</u>
---------------------------	------------------------------	---------------------------

**Family Limit**

Full	Reduced	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

**\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

**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. The 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. A waiver form must be submitted for each activity, each season.

**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 the 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 theseason. (Length of season is the first practice date through the first scheduled game of postseason competition).
- Refund must be requested during the academic year of the activity.

**FUNDRAISING – HANDLING OF FUNDS:** The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money. Failure to comply with this process could result in disciplinary action and/or termination.

- Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. "Fundraiser Request" forms are available in the Activities Office. (A sample form is located in Appendix B).
- 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.**
- Resale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
- 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.
- 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.
- Under no circumstances should money be collected or spent without it being "run through" the activity account and the appropriate procedures.

**GIFTS AND DONATIONS:** There is a 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.

**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.

**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 in 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.

**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.

**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 practices must end by 6:30 p.m. Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

**PRACTICES - HOLIDAY/VACATION PERIODS:** 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. 9-12 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. Any participants who are involved in family activities are to be fully excused from practices with prior notification. 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.

\*While the school recognizes the value of family time and trips, we encourage parents and families to schedule trips to coincide with scheduled school vacations.

\*\* Some sports do practice and compete during natural school breaks or holidays; there will be an expectation in some of those sports for athletes to be in attendance. Coaches will communicate the schedule and expectations to families prior to the start of the season. Varsity athletes are expected to attend practices and games during school holidays and breaks if applicable.

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT’S BOUNDARIES (exception Clay Target)-~~THIS IS CHANGED DUE TO COVID~~**

## **SCRIMMAGES**

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.

## **TICKET POLICIES/CONFERENCE:**

**ATHLETICS:** Ticket prices, as established by the 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. Students and adults tickets/passes will be purchased online through the [Activities Website](#). There are a variety of passes to purchase that meet your individual needs. The pass allows admittance to all home regular season athletic events.

**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.

## **COMMUNICATIONS BETWEEN STAFF AND PARENTS**

Parenting, coaching, and directing are all extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to your child. When parents have a child involved in our programs, they have a right to understand what expectations are placed on them. This begins with clear communication from the coach or director.

### **Communication to expect from the Coach or Director:**

- Philosophy of sport or activity
- Expectations for your child, including sportsmanship and MSHSL rules/policies
- Location and times of all practices, games or events, and transportation expectations
- Team requirements, i.e. practices, special equipment, out of season training, lettering policy
- Procedures to follow – should your child be injured, attendance at school on practice/game days
- Discipline that may result in the denial of your child's participation
- Regular, individual meetings with students regarding role, how to improve, etc.
- Consistent, timely, thorough communication throughout the season (email, website, etc)

### **Communication that coaches and directors may expect from parents:**

- Concerns expressed directly to the coach or director
- Specific concerns with regard to philosophy and or expectations
- Notification of any illness or injury of missed practices

Students involved in the programs at Northfield High School will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way they or their parents had hoped. At these times, discussion with the coach or director is encouraged.

### **Issues appropriate for parents to bring forward as part of a discussion with coaches/directors:**

- Treatment of a student, mentally and physically
- Ways to help a student improve

- Concerns about a student behavior

It is very difficult for parents to accept their child not participating as much as they may hope. The aim of the NHS Athletic/Activities Department is to support coaches and directors as teachers. A coach or director will make judgment decisions based on what they believe to be best for all students involved. As you can see from the above list, certain things can and should be discussed with parents. Other things, such as the ones listed below, must be left to the professional judgment of coaches and directors.

**Issues not appropriate for parents to bring forward as part of a discussion with coaches/directors:**

- Team or group selection
- Team strategy
- Play calling
- Other students

There are often situations that may require a conference between the coach or director and the parents. **The student should be, and is requested to be involved in these meetings.** To resolve the problem, we must have everyone's help and involvement.

**RESOLVING CONFLICTS**

There are situations that may require a conference between the coach or director and the parent. These are encouraged. However, it is requested that all parties follow professional dialogue expectations. It is very important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following steps are expected to be followed in order to promote resolution. Note: This process is not intended to provide grievance of rule(s) of the Minnesota State High School League.

If there is a problem:

- **STEP 1:** The student should talk directly to the captain, coach or director, one on one

If the problem is not resolved:

- **STEP 2:** Parents and student will contact the coach or director for their insight into the problem. Parents are welcome to provide support for the student through conversations with the coach or director after the initial player/coach or director discussion. Coaches or Directors shall respond within 24-48 hours to all inquiries. There will be no correspondence from a coach or director after 7 pm each day.
- **STEP 3:** Parents set-up a face-to-face meeting with the coach or director. Requests should be directed to the coaches' or directors' school phone number/email. Inquiries will be returned in a timely fashion – minimum expectations are for a return call/email within 24-48 hours. It is expected that the head coach or director and at least one assistant are involved in the conference. This meeting is expected to take place at Northfield HS at a mutually agreeable time.

Parents/students and coaches or directors are to address themselves to problems/concerns related to them only. In order to be in compliance with the "Privacy in Information Act" problems/concerns related to other students will not be discussed.

**Parents Should Not:**

- Call the Activities Director or NHS administration without participating in the first 3 steps.
- Confront the coach or director before or after practice, game, event or banquet. These can be emotional times for both individuals. Meetings of this nature do not promote resolution.

**Coaches or Directors Should Not:**

- Engage in email “discussion” of an issue unless it is for routine absences or concerns due to illness, injury, etc. Phone calls and in-person meetings (as necessary) are expected.

If the meeting with the coach or director does not provide a satisfactory resolution:

- **STEP 4:** Parents are asked to contact the Activities Director and request a meeting with all parties. If steps 1-3 have been followed appropriately, the AD will mediate a resolution between the student, coach or director, and parent.

Focused dialogue is a crucial part of conflict resolution. Your willingness to support students and parents when they follow the expectations is paramount to successfully resolving potential issues and ensuring positive outcomes.

All information and forms can be found on the Activities Website at <https://activitiesnorthfieldschools.sportngin.com/>

**COVID RESOURCES**

# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020

July 2021							July		January 2022							January	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2	3								1	1	New Year's Day
4	5	6	7	8	9	10	4	Independence Day	2	3	4	5	6	7	8	3	School Resumes
11	12	13	14	15	16	17	5	Independence Day Holiday	9	10	11	12	13	14	15	17	No School, Dr Martin Luther King Jr Day
18	19	20	21	22	23	24			16	17	18	19	20	21	22	27	End of Second Quarter
25	26	27	28	29	30	31			23	24	25	26	27	28	29	28	No School, Teacher Preparation Day
									30	31						31	School Resumes; Beginning of Third Qtr
August 2021							August		February 2022							February	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7					1	2	3	4	5		
8	9	10	11	12	13	14			6	7	8	9	10	11	12		
15	16	17	18	19	20	21			13	14	15	16	17	18	19		
22	23	24	25	26	27	28			20	21	22	23	24	25	26		
29	30	31							27	28						21	No School; Staff Development Day
																	Presidents Day
September 2021							September		March 2022							March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4					1	2	3	4	5		
5	6	7	8	9	10	11			6	7	8	9	10	11	12	7-11	No School; Spring Break
12	13	14	15	16	17	18			13	14	15	16	17	18	19		
19	20	21	22	23	24	25			20	21	22	23	24	25	26		
26	27	28	29	30					27	28	29	30	31				
October 2021							October		April 2022							April	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2								1	2		
3	4	5	6	7	8	9			3	4	5	6	7	8	9	1	End of Third Quarter
10	11	12	13	14	15	16			10	11	12	13	14	15	16	4	No School; Teacher Preparation Day
17	18	19	20	21	22	23			17	18	19	20	21	22	23	5	School Resumes; Beginning of Fourth Quarter
24	25	26	27	28	29	30			24	25	26	27	28	29	30		
31																	
November 2021							November		May 2022							May	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6			1	2	3	4	5	6	7		
7	8	9	10	11	12	13			8	9	10	11	12	13	14		
14	15	16	17	18	19	20			15	16	17	18	19	20	21		
21	22	23	24	25	26	27			22	23	24	25	26	27	28		
28	29	30							29	30	31					30	No School, Memorial Day
December 2021							December		June 2022							June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4						1	2	3	4		
5	6	7	8	9	10	11			5	6	7	8	9	10	11	5	Graduation
12	13	14	15	16	17	18			12	13	14	15	16	17	18	8	Last Day of School (2-hr early dismissal)
19	20	21	22	23	24	25			19	20	21	22	23	24	25		
26	27	28	29	30	31				26	27	28	29	30				

## School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

 Holidays, No School  Holidays

 No School

 No School, Teacher Preparation or Staff Development Days

## Student Days:

Term 1: 42 days  
Term 2: 47 days  
Term 3: 39 days  
Term 4: 46 days  
TOTAL: 174 days

## Summary:

174 student contact days  
9 non-student contract days  
4 contract days off calendar (4 conferences)  
TOTAL: 187 contract days  
89 days - first semester; 85 days - second semester

## NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

### New Teacher Inservice

August 24      New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26    All New Teacher Inservice

### Teachers Back-to-School Workshop Week

Aug 30 - Sept 2      Staff Development Days  
September 3      Teacher Preparation Day

September 6      **No School.** Labor Day  
September 7      First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22      **No School.** Fall Break (MEA)  
October 25      School Resumes

November 5      End of 1<sup>st</sup> Quarter (42 days)  
November 8      **No School.** Teacher Preparation Day  
November 9      School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26    **No School.** Thanksgiving Break

Dec 23 - Dec 31    **No School.** Winter Break

January 3      School Resumes  
January 17      **No School.** Dr. Martin Luther King Jr. Birthday  
January 27      End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28      **No School.** Teacher Preparation Day  
January 31      School Resumes. Beginning of 3rd Quarter and Second Semester

February 21      **No School.** Presidents Day. Staff Development Day

March 7-11      **No School.** Spring Break

April 1      End of 3<sup>rd</sup> Quarter (39 days)  
April 4      **No School.** Teacher Preparation Day  
April 5      School Resumes. Beginning of 4th Quarter

May 30      **No School.** Memorial Day

June 5      Graduation  
June 8      **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

### School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## **Policy 950 LAND ACKNOWLEDGEMENT**

### **I. PURPOSE**

The purpose of this policy is to formalize a statement from the Northfield School District that recognizes and respects Indigenous peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous peoples and their traditional territories.

### **II. GENERAL STATEMENT OF POLICY**

A “land acknowledgement” is a formal statement from a city, province, state, institution of higher education, or other cultural institution that affirms and recognizes the Indigenous peoples of a particular place and their historic, ongoing, and future relationships with those lands and waters.

### **III. HISTORY**

- A. The Wahpekute Tribe were the earliest known people to occupy the region around Northfield, Minnesota and lived here for thousands of years.
- B. The 2020–21 District Youth Council’s Equity and Inclusion subcommittee, on behalf of the District Youth Council, proposed a land acknowledgement be formally adopted by the Board of Education.

### **IV. LAND ACKNOWLEDGEMENT STATEMENT**

The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.

### **V. DISSEMINATION OF THE LAND ACKNOWLEDGEMENT STATEMENT**

- A. Sharing the land acknowledgement statement
  - 1. The land acknowledgement statement will be read at the school board organizational meeting in January, at the school board meeting nearest Indigenous Peoples Day and at Northfield High School and Area Learning Center senior graduations.
  - 2. The land acknowledgement statement will be published on the district’s website, in the district’s nature areas located at its elementary schools, on meeting agendas and at a prominent location in each school building office.
  - 3. The land acknowledgement statement may be read in other circumstances as determined by an administrator.

**Policy 950 Land Acknowledgement**

Adopted: INSERT DATE HERE

**School Board**

**INDEPENDENT SCHOOL DISTRICT NO. 659**

**Northfield, Minnesota**

# Northfield Public Schools

## 2021-2022

### School Calendar

Approved by the School Board  
March 9, 2020  
Revised XX.XX.2021

July 2021						
Su	M	Tu	W	Th	F	Sa
				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

July	
4	Independence Day
5	Independence Day Holiday

January 2022						
Su	M	Tu	W	Th	F	Sa
						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					

January	
1	New Year's Day
3	School Resumes
17	No School, Dr Martin Luther King Jr Day
27	End of Second Quarter
28	No School, Teacher Preparation Day
31	School Resumes; Beginning of Third Qtr

August 2021						
Su	M	Tu	W	Th	F	Sa
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				

August	
24	New SpEd/Elem Inservice
25-26	New teacher Inservice
30-31	Staff Development Days

February 2022						
Su	M	Tu	W	Th	F	Sa
		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					

February	
21	No School; Staff Development Day Presidents Day

September 2021						
Su	M	Tu	W	Th	F	Sa
			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		

September	
1-2	Staff Development Days
3	Teacher Preparation Day
6	Labor Day
7-8	Family Conferences
9	First Day of School/ Beginning of First Quarter

March 2022						
Su	M	Tu	W	Th	F	Sa
		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		

March	
7-11	No School; Spring Break

October 2021						
Su	M	Tu	W	Th	F	Sa
					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	
21-22	No School; Fall Break (MEA)

April 2022						
Su	M	Tu	W	Th	F	Sa
					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

April	
1	End of Third Quarter
4	No School; Teacher Preparation Day
5	School Resumes; Beginning of Fourth Quarter

November 2021						
Su	M	Tu	W	Th	F	Sa
	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				

November	
5	End of First Quarter
8	No School; Teacher Preparation Day
9	School Resumes
24-26	No School, Thanksgiving Break

May 2022						
Su	M	Tu	W	Th	F	Sa
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				

May	
30	No School, Memorial Day

December 2021						
Su	M	Tu	W	Th	F	Sa
			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	






December	
Dec 23-Dec 31	No School; Winter Break
Dec 31	New Year's Day Holiday

June 2022						
Su	M	Tu	W	Th	F	Sa
			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		

June	
5	Graduation
9	Last Day of School (2-hr early dismissal)

#### School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		Kickoff Family Conferences
	No School, Teacher Preparation or Staff Development Days		

#### Student Days:

Term 1: 40 days  
Term 2: 47 days  
Term 3: 39 days  
Term 4: 47 days  
TOTAL: 173 days

#### Summary:

173 student contact days  
11 non-student contract days  
3 contract days off calendar (3 conferences)  
TOTAL: 187 contract days  
87 days - first semester; 86 days - second semester

# Northfield Public Schools 2022-2023 School Calendar DRAFT 4

Approved by the School Board  
XXXXX, 2021

July 2022						
Su	M	Tu	W	Th	F	Sa
					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						

## July

4 Independence Day

August 2022						
Su	M	Tu	W	Th	F	Sa
	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			

## August

23 New SpEd/Elem Inservice  
24-25 New teacher Inservice  
29-31 Staff Development Days

September 2022						
Su	M	Tu	W	Th	F	Sa
				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	

## September

1 Staff Development Days  
2 Teacher Preparation Day  
5 Labor Day  
6-7 No School; Family Conferences  
8 First Day of School  
Beginning of First Quarter

October 2022						
Su	M	Tu	W	Th	F	Sa
						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

20-21 No School; Fall Break (MEA)

November 2022						
Su	M	Tu	W	Th	F	Sa
		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			

## November

4 End of First Quarter  
7 No School; Teacher Preparation Day  
8 Beginning of Second Quarter  
23-25 No School, Thanksgiving Break






December 2022						
Su	M	Tu	W	Th	F	Sa
				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

## December

Dec 23-Jan 2 No School; Winter Break

### School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		Kickoff Family Conferences
	No School, Teacher Preparation or Staff Development Days		

	Holidays, No School		Holidays
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	No School		Kickoff Family Conferences
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	No School, Teacher Preparation or Staff Development Days
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January 2023						
Su	M	Tu	W	Th	F	Sa
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				

## January

2 New Year's Day Holiday  
3 School Resumes  
16 No School, Dr Martin Luther King Jr Day  
20 End of Second Quarter  
23 No School, Teacher Preparation Day  
24 Beginning of Third Quarter

February 2023						
Su	M	Tu	W	Th	F	Sa
			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				

## February

20 No School; Staff Development Day  
President's Day

March 2023						
Su	M	Tu	W	Th	F	Sa
			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	

## March

24 End of Third Quarter  
27-31 No School; Spring Break

April 2023						
Su	M	Tu	W	Th	F	Sa
						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						

## April

3 No School; Teacher Preparation Day  
4 School Resumes;  
Beginning of Fourth Quarter

May 2023						
Su	M	Tu	W	Th	F	Sa
	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			

## May

29 No School, Memorial Day

June 2023						
Su	M	Tu	W	Th	F	Sa
				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	

## June

4 Graduation  
8 Last Day of School (2-hr early dismissal)  
End of fourth quarter

### Student Days:

Term 1: 40 days  
Term 2: 43 days  
Term 3: 43 days  
Term 4: 47 days  
TOTAL: 173 days

### Summary:

173 student contact days  
11 non-student contact days  
3 conference days off calendar  
TOTAL: 187 contract days  
83 days - first semester; 90 days - second semester

**Fundraiser Report | May 24, 2021**

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of fundraisers that have occurred since December.

Activity	Type of fundraiser	Purpose	Results
Boys Swimming and Diving	Kwik Trip Gas Cards	Raise funds for replacement of training equipment, purchasing of swim caps, fast (tech) suits for meets and new backstroke pennants for the pool.	Net Profit: \$1,038.75
Boys Swimming and Diving	Applebee's donation (15% of take out ordered on 12/8/20)	Funds for COVID training and equipment and replacement of old team uniforms.	\$124.83
Bowling	Candy bars	Raise funds for team gear	\$1,321.32
Music Department	Plants	Supplemental funds for instruments, equipment, travel, compositions and clinicians.	In progress
Band	Coupon Books	Raise fund to offset student travel costs	In progress

In January, the board approved the submission of the pay equity report. This report is submitted to the state every three years. There are three tests that employers must pass:

- Salary range test
- Statistical analysis test
- Exceptional pay test

The district did not pass the salary range test. The salary range test assesses the length of time that it takes employees to reach their maximum salary. Right now, our female-dominated job classes take longer to attain their top pay than male-dominated classes. This issue is primarily due to the number of steps in our collectively bargained contracts. We have worked with our consultant, Kathleen Murphy of Murphy Management Consultants, to identify a pathway to passing this test.

According to our letter of non-compliance from Minnesota Management and Budget, we can accomplish this by:

“...reducing the average number of years required for female classes to achieve maximum salary, increasing the average number of years for male classes to achieve maximum salary or some combination of the two to narrow or eliminate the difference in the number of years needed to reach maximum salary for male and female classes.”

The district plans to request an extension for correcting this issue to work with the Northfield Education Association during the upcoming negotiations process to fix the problem.

The pay equity report process also can uncover other issues related to compensation. In this round of the pay equity analysis process, our consultant identified Directors of Finance, Human Resources, Instructional Services, and Special Services as being significantly underpaid based on their pay equity points analysis. All four of the positions have been assigned the same job points. In researching this issue, we found it results from the reorganization of district administrative duties following the reduction of the previous Director of Administrative Services position. The Finance and Human Resources Directors were assigned more responsibilities as a result of the reduction. While their salaries were increased, the increase was not enough to align with their revised pay equity point assignment. The updated salary recommendations are below.

Position	Currently Approved 2021-22 Salary	Proposed 2021-22 Salary
Director of Finance	\$131,600	\$149,500
Director of Human Resources	\$131,600	\$149,500
Director of Instructional Services	\$143,483	\$149,500
Director of Special Services	\$143,483	\$149,500

These proposed salary increases will align these positions with their pay equity points and make these salaries more comparable within the region.

**Executive Summary:** This report provides information about the District's work to address the COVID-19 global health pandemic.

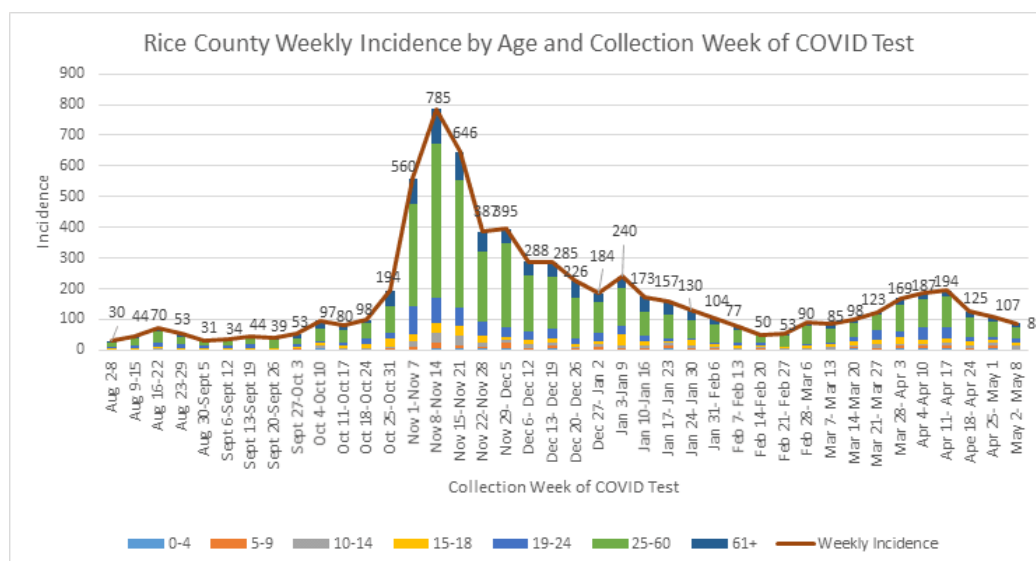
## COVID-19 Situation Update

Minnesota has experienced a decrease in the number of COVID-19 cases over the past month and Rice County has followed suit. We continue to collaborate with Rice County Public Health and the Minnesota Department of Health to ensure the safest school environment practicable for our students and staff. The chart below illustrates a recent snapshot of the current COVID-19 situation at Northfield Public Schools.

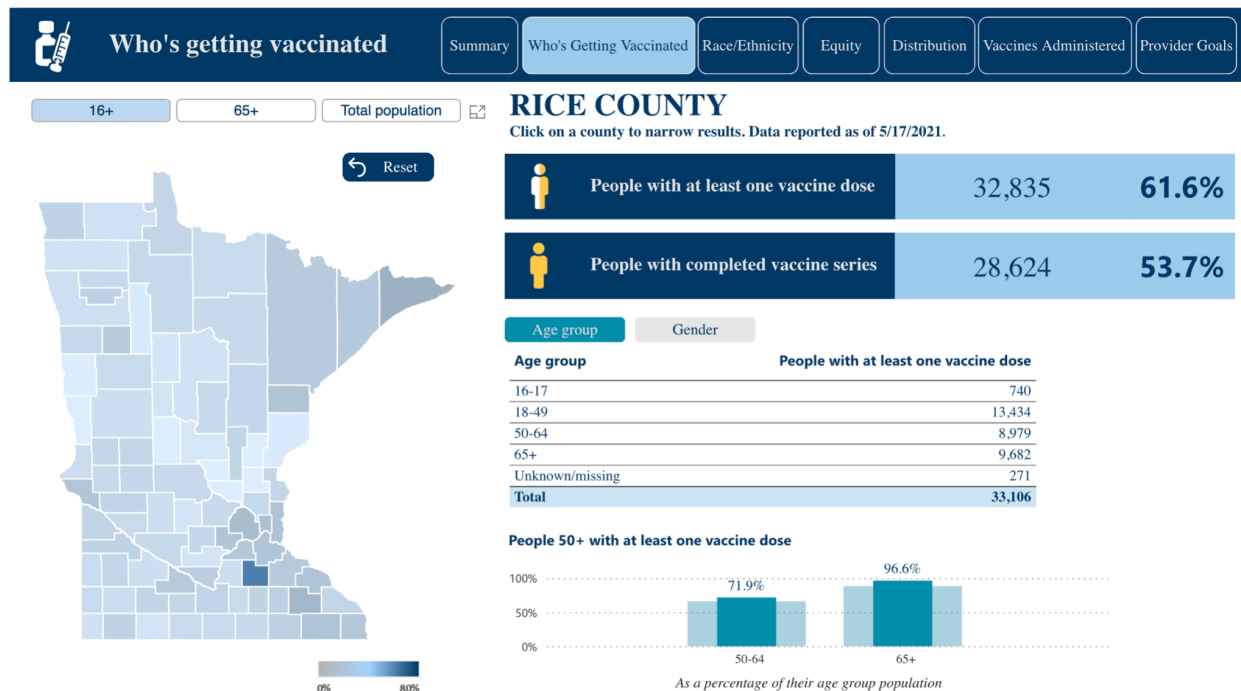
	Active Cases as of May 20	ILI Average May 7-13	Quarantine Average April 9-15
ALC	0	-	-
Bridgewater	0	0%	3.59%
Greenvale Park	< 5	1%	1.68%
Middle School	6	1.02%	5.86%
High School	< 5	0.78%	2.60%
Sibley	< 5	1.13%	7.24%
NCEC	< 5	1.90%	1.70%

The **influenza-like illness average (ILI)** column denotes the average daily percentage of students absent due to symptoms consistent with influenza-like illnesses, including COVID-19, within the reporting period. The **quarantined average** column indicates the average daily percentage of students absent due to the need to be quarantined because they were a close contact with a person who has tested positive for COVID-19 during the reporting period. The **total active cases** column indicates the number of student or staff COVID-19 cases reported in the last 14 days.

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



**Vaccination rates** in Rice County continue to improve. This graphic shows the Rice County vaccination rates as of May 17, 2021.



The latest data provided by Rice County indicates 302 16- and-17-year olds who reside in the Northfield (55057) zip code have at least one dose of the COVID-19 vaccine. The district is currently working with Allina Clinic to provide a vaccination clinic targeting 16- and 17-year olds at the Northfield Community Education Center.

The district held a parent webinar on May 16 about vaccination for children. Northfield Hospital+Clinics pediatrician Dr. Ben Flannery and Allina Clinics pediatrician Dr. Kyle Hoffert shared their perspectives on the safety of the COVID-19 vaccine for children and answered parent questions. Approximately 20 people attended the webinar.

## Graduation Update

The latest changes to the COVID-19 protocols allow for increased attendance at the Northfield High School (NHS) graduation on June 6 and the Area Learning Center (ALC) graduation on June 3. Attendance will not be limited based on COVID-19 restrictions. Because there will be more than 500 people in attendance at the NHS graduation and the ALC graduation has been moved inside, face masks will be required due to the state guidelines. There will still be a rain date for the NHS graduation on June 7.



## Committee Report

*Board of Education*

**Name:** Corey Butler

**Committee:** Legislative Action Committee

**Date Submitted:** 5/19/2021 8:06:37

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- The Minnesota House, Senate and Gov. Tim Walz agreed in principle to a \$52 billion budget on Monday ahead of the statutorily mandated deadline to end the session.
- Though broad numbers were agreed to, a final budget bill has not been approved.
- Details are expected to be worked out in the coming weeks with key actors before being voted on, likely by mid-June.
- A bill must be signed by Walz by June 30 to avoid a state shutdown.
- In Monday's agreement, it included: \$525 million in new money for E-12 education in the next two-year budget cycle and \$675 million in the following biennium. It's unknown how those dollars are expected to be allocated between the funding formula and other educational needs, but it seems unlikely that it will hit the 2% annual increase for the student formula. About \$400 million of that number would need to be dedicated to the formula to hit those 2% annual increases.
- For context, the recent Minnesota House proposed bill pushed for a new \$772.6 million allocation for schools, while the Senate version called for an increase of \$152.1 million. They ended up at \$525 million.
- Additionally, an expected \$75 million is to be pledged to summer programming from the federal COVID Flexible Fund.
- The LAC and Superintendent Hillmann are continuing to reach out to the appropriate lawmakers, both those who represent us and have a say in the final negotiations, to advocate for our schools and stakeholders.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

May 10, 2021

District Office Boardroom

1. Call to Order

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

2. Agenda Approval/Table File

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

3. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the board via email by 5:00 p.m. on May 10, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There was a public comment.

4. Announcements and Recognitions

- Anita Aase has been selected Minnesota Superintendents' Office Personnel Association (MSOPA) Executive Administrative Assistant of the Year. She will be recognized at their annual meeting in May.

5. Items for Discussion and Reports

- a. High School Raider Mascot Options. Superintendent Hillmann summarized the timeline and process of the Raider mascot refresh. Principal Leer and Director Olson presented updated iterations of the 'preferred' Raider mascot option. There will be further iteration of the original draft and the board will be asked to approve the refreshed Raider mascot at the next board meeting.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on the Student Citizenship, MSYC/BLAST, PLUS and Hand in Hand handbooks for school year 2021-2022.
- c. COVID-19 Response and Operations Update. Superintendent Hillmann reviewed the district's dashboard chart which includes current active cases, the influenza-like illness average, and the quarantine average. Governor Walz shared updated state guidance and the outdoor mask mandate ended May 7. There is different guidance for outdoor events of 500+ people with controlled entry, and additional rollbacks will occur on May 28. We continue to monitor these changes and how they impact attendance at district events including graduation. The Safe Learning Plan remains in effect until the last teacher contract day.

We are preparing for summer programming and working through the guidance provided by the state. No additional restrictions, requirements or guidance has been issued for next school year. Today the Food and Drug Administration approved the Pfizer vaccine for 12-15 year olds.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on April 26, 2021

b. Gift Agreements

- \$1,000.00 from Dianne Kyte for TORCH Scholarships
- \$1,000.00 from Multek Flexible Circuits for Northfield High School robotics program
- \$2,000.00 from Multek Flexible Circuits for scholarships
- \$3,000.00 from The Rodgers Family Foundation for the David Rodgers Scholarship

c. Financial Report

February 2021. Director of Finance Val Mertesdorf requested that the board approve paid bills totaling \$1,699,914.58, payroll checks totaling \$3,287,644.66, a wire transfer totaling \$14.88 from MN Trust-Bond Refunding to MN Trust-Oper, a wire transfer totaling \$200,000.00 from MN Trust-Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$860,256.95 from Wells Fargo to Frandsen General, a wire transfer totaling \$500,000.00 from Frandsen General (to MSDLAF Liquid in March), a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$900,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2021. At the end of February 2021 total cash and investments amounted to \$27,143,863.89.

d. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit

Fireworks Display on July 3 or July 4, 2021. The district has been contacted by the City of Northfield, the sponsor of the July 4th fireworks display, for permission to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display. The school district has granted permission for this activity and waived the ban of fireworks on school district property in the past. This approval is contingent on the City of Northfield completing a COVID-19 plan as required of all entities requesting use of school district facilities.

e. Personnel

i. Appointments

1. Nicholas Albright, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
2. Laura Kay Allen, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
3. Anthony Amys-roe, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
4. Caroline Ash, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
5. Katelyn Balster, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
6. Abigail Borene, Summer Recreation Program Supervisor with Community Education, beginning 5/26/2021-8/31/2021; \$11.89/hr.
7. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 6/7/2021-about 9/1/2021; Year 3-\$16.50/hr.
8. Correction: MaryKatherine Deschamp, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/30/2021-5/31/2021; Supervisor \$13.14/hr., General Hire \$12.25/hr.
9. Grace Dickerson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.08/hr.
10. Jeff Eckhoff, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
11. Stephanie Ennis, Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at the Elementary Schools, beginning 6/1/2021-8/20/2021; MA, Step 2
12. Jacob Eschen, Summer Recreation Program Supervisor with Community Education, beginning 5/26/2021-8/31/2021; \$10.64/hr.
13. Noah Gagnon, 1.0 FTE Physics Teacher at the High School, beginning 8/30/2021; BA, Step 1
14. Mackie Glassing, EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, beginning 5/6/2021-6/10/2021; Step 1-\$15.52/hr.
15. Ellianna Ims, EarlyVentures Teacher for up to 40 hours/week at the NCEC, beginning 5/3/2021-6/10/2021; Step 1-\$16.63/hr.
16. Kathleen Kopseng, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
17. Sarah Kowalewski, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$11.00/hr.

18. Beth LaCanne, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$14.50/hr.
19. Kyle Malecha, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/10/2021-about 9/1/2021; Year 1-\$15.00/hr.
20. Lucy Menssen, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.25/hr.
21. Amanda Mitchell, 1.0 FTE Elementary K-5 Teacher at Greenvale Park, beginning 8/30/2021; MA+40, Step 10
22. Charlotte Moser, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/17/2021-10/31/2021; Step 1-\$15.00/hr.
23. Connor Nagy, Summer Seasonal Grounds/Custodial Worker with Buildings and Grounds, beginning 5/17/2021-10/31/2021; Year 1-\$15.00/hr.
24. Brenda Niebuhr, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
25. Thomas Rice, Summer Seasonal Grounds Worker-Electrical Apprentice with Buildings and Grounds, beginning 6/14/2021-about 9/1/2021; Year 1-\$15.00/hr.
26. Emily Shroyer, 1.0 FTE Elementary K-5 Teacher at Greenvale Park, beginning 8/30/2021; MA, Step 10
27. Nathan Tichy, Test Proctor at the High School, beginning 5/3/2021-5/28/2021.
28. Mariah Thomas-McCarty, Summer Recreation Positions with Community Education, beginning 5/26/2021-8/31/2021; Aquatics Supervisor-\$10.64/hr. and Aquatics Assistant-\$10.08/hr.
29. Ryan Turnquist, 1.0 FTE Licensed School Counselor at the High School, beginning 8/30/2021-6/8/2022; MA, Step 3.
30. Elizabeth Brust, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.08/hr.
31. Alexander Casson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
32. Kyle Fearing, 1.0 FTE Health Teacher at the Middle School, beginning 8/30/2021; BA, Step 9
33. Ana Gallego, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 2-\$14.48/hr.
34. Ana Knighten, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
35. Margaret Magnuson, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 2-\$14.48/hr.
36. Lily Moravchik, Summer Aquatics Position with Community Education, beginning 5/26/2021-8/31/2021; \$10.89/hr.
37. Caroline Peterson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; Supervisor-\$10.89/hr. and General Hire-\$10.25/hr.
38. Rafael Silva, 1.0 FTE Band Teacher at the High School, beginning 8/30/2021; BA, Step 3
39. Amy Truman, 1.0 FTE Administrative Support Assistant-Class IV at Sibley, beginning 8/2/2021; Class IV, Step 3 - \$22.20/hr.

ii. Increase/Decrease/Change in Assignment

1. Stephanie Balma, Teacher at the NCEC, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
2. Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
3. Natalie Deane, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
4. MaryKatherine Deschamp, General hire and supervisor with Community Education Recreation effective 5/26/2021-8/31/2021, change start date to 4/30/2021-8/31/2021.
5. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
6. Leah Driscoll, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
7. Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
8. Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
9. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
10. Michael Garlitz, Accelerate Nfld Coordinator with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.

11. Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
12. Mitzi Holden, Kitchen Manager at Greenvale Park, add Summer Building and Grounds Seasonal Worker/Painter for up to 40 hours/week, effective 6/14/2021-8/15/2021; \$16.50/hr.
13. Melanie Klein, Special Ed Teacher at Sibley, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
14. Heather Kuehl, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
15. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
16. Becky Malecha, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
17. Makenzie Mathews, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
18. Kim Medin, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
19. Diane Nagy, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
20. Andrew Richardson, Teacher at the High School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
21. Angela Schock, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
22. Paula Seeberg, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
23. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
24. Amanda Sieger, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
25. Eric Swan McDonald, Teacher at the ALC, add Boundary Waters Teacher for up to 8 hours/day for 5 days with the ALC, effective 6/14/2021-6/18/2021.
26. Scott Stanina, Teacher at the High School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
27. Allison Sweeney, 1.0 FTE Grade 3 Teacher at Sibley, change to 1.0 FTE Instructional Coach-Behavior at Sibley, effective 8/30/2021.
28. Ellen Trotman, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day M-Th at the Middle School, effective 7/1/2021-8/20/2021; Lane/Step
29. Katrina Warner, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$14.98/hr.
30. Kathy Wiertsema Miller, .65 FTE Portage Counselor, change to 1.0 FTE Portage Counselor, effective 4/15/2021-6/10/2021.
31. Kari Winter, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for a maximum of 132 hours-based on student need with the District, effective 6/22/2021-8/19/2021.
32. Correction: Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
33. Nancy Becker, Building Nurse at the Middle School, add Summer Nurse for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021.
34. Ashley Benhart, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 6 hours/day M-Th at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/Step
35. Correction: Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
36. Jane Ehlers, Building Nurse at Sibley, add Summer Nurse for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021.
37. Correction: Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
38. Correction: Michael Garlitz, Accelerate Nfld Coordinator with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.

39. Cece Green, Child Nutrition Manager II at the High School, add Summer Child Nutrition Lead for up to 6 hours/day M-Th (approved additional hours as needed) at Greenvale park, effective 6/14/2021-8/27/2021; 20-21-\$22.69/hr.; 21-22-\$23.16/hr.
40. Correction: Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
41. Mitzi Holden, Child Nutrition Manager I at Greenvale Park, add Summer Child Nutrition Associate for up to 5 hours/day M-Th (approved additional hours as needed) at all kitchens, effective 6/14/2021-8/27/2021; 20-21-\$18.81/hr.; 21-22-\$19.28/hr.
42. Jeanne Mahoney Hanzlik, .60 FTE MTSS Odysseyware for the 2020-2021 school year at the High School, will continue this position for the 2021-2022 school year, effective 8/30/2021-6/8/2022.
43. Lauren Moravchik, Aquatics Lifeguard with Community Education, add General Hire Recreation Position with Community Education, effective 5/26/2021-8/31/2021; Supervisor-\$11.89/hr. and General Hire-\$11.25/hr.
44. Jenelle Mullin, Child Nutrition Associate III at the High School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th (approved additional hours as needed) at all kitchens, effective 6/14/2021-8/27/2021; 20-21-\$18.81/hr.; 21-22-\$19.28/hr.
45. Lori Mullen, Child Nutrition Associate III at Bridgewater, add Summer Child Nutrition Associate for up to 5 hours/day M-Th (approved additional hours as needed) at all kitchens, effective 6/14/2021-8/27/2021; 20-21-\$18.81/hr.; 21-22-\$19.28/hr.
46. Julie Ochs, Building Nurse at Greenvale Park, add Summer Nurse for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021.
47. Caroline Peterson, Summer Recreation Position with Community Education, add Aquatics-Lifeguard with Community Education, effective 5/26/2021-8/31/2021; Lifeguard-\$10.39/hr.
48. Melissa Reed, Psychologist at Sibley, add Summer Psychologist for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Lane/step
49. John Schnorr, 1.0 FTE Speech Language Pathologist for the 2020-2021 school year at the NCEC, will continue this position for the 2021-2022 school year, effective 7/1/2021-6/30/2022.
50. Mariah Thomas-McCarty, Summer Recreation Positions with Community Education, add Summer Aquatics-Lifeguard with Community Education, effective 5/26/2021-8/31/2021, \$10.14/hour..
51. Correction: Katrina Warner, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
52. Brent Yule, Assistant Football Coach at the High School, change to Head Football Coach at the High School, effective 5/10/2021; Level A, Step 1.

iii. Leave of Absence

1. Kaci DeGroot, EarlyVentures Teacher at the NCEC, Family/Medical Leave of Absence, effective on or about 6/14/2021-9/10/2021.
2. Lindsey Downs, Teacher at Sibley, Family/Medical Leave of Absence, effective on 4/30/2021 and will continue on an intermittent basis for up to 60 work days.
3. Joyce Lindstrom, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective 4/19/2021-5/14/2021.
4. Rhea Mehrkens, Teacher at the Middle School, Leave of Absence effective for the 2021-2022 school year.
5. Rebecca Meyers, extending childcare leave of absence through the 2021-2022 school year.
6. Nicole Papke, Teacher at Greenvale Park, .20 FTE Leave of Absence for the 2021-2022 school year, effective 8/30/2021.
7. Mary Robia, Teacher at the High School, Leave of Absence effective for the 2021-2022 school year.
8. Melissa Senko, Child Nutrition Associate I at the Middle School, Leave of Absence effective 5/3/2021 through the end of the 2020-2021 school year.
9. Dorothy Cohan, Administrative Assistant Class IV at the District Office, Family/Medical Leave of Absence, effective 5/10/2021-5/24/2021.

iv. Retirements/Resignations/Terminations

1. Jacob Dayneko, Industrial Technology Teacher at the High School, resignation effective at the end of the 2020-2021 school year.
2. Todd Ledman, Night Lead Custodian at the High School, resignation effective 5/18/2021.
3. Erika Velasquez, EA at the High School, termination effective 5/5/2021.
4. Jessica Webber VanZuilen, EA at the High School, termination effective 4/27/2021.
5. Linda Wicklund, Child Nutrition Associate I at the High School, resignation effective 5/14/2021. Will continue as a substitute.
6. Joquan Williams, KidVentures Site Assistant at Greenvale Park, resignation effective 5/21/2021.
7. Debbie Erickson, CNA I at the High School, resignation effective 5/26/2021.

v. Advancement of Probationary Licensed Staff

Advancement of Licensed Staff to Tenure Status for 2021-2022 -tenure status at 1.0 FTE unless otherwise noted.

Melanie Klein

7. Items for Individual Action

- a. Revised 2020-2021 Community Services Budget. On a motion by Goerwitz, seconded by Baraniak, the board approved the Revised 2020-21 Community Services Budget which reflects revenues of \$2,332,881 and expenditures of \$2,711,488 and reflects the significant impact of lower enrollment in fee based programs and higher staff to student ratios in our school age care program to meet safety protocols due to the COVID-19 pandemic.
- b. Dissolution of Boys Swim/Dive Cooperative Sponsorship. On a motion by Goewitz, seconded by Baraniak, the board approved the dissolution of boys swim/dive cooperative sponsorship between Northfield Public Schools and Randolph Public Schools beginning with the 2021-22 school year.
- c. Area Learning Center and Adult Basic Education Agreement. On a motion by Gonzalez-George, seconded by Goerwitz, the board approved the updated agreement between the Area Learning Center and Adult Basic Education regarding over twenty-one (adult credit recovery) high school diploma students, and general educational development students.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the May 2021 enrollment report.

9. Future Meetings

- a. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, June 14, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 8:55 p.m.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 11<sup>th</sup> day of May, 2021, by and between Charles Pillsbury, 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 for Nancy Pillsbury Memorial TORCH Scholarship, check #36134.

Charles Pillsbury  
Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12<sup>th</sup> day of May, 2021, by and between Cardinal CG Company, 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

\$1,500.00 for Cardinal CG Scholarships, check #7858.

Cardinal CG Company  
Donor

By: Received in District Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12<sup>th</sup> day of May, 2021, by and between Northfield Area Family YMCA, 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 for Northfield Area YMCA scholarships, check # 3059.

Northfield Area Family YMCA  
Donor

By: Received in District Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 18<sup>th</sup> day of May, 2021, by and between Northfield Raider Touchdown 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 for the Northfield Touchdown Club Scholarship, check #3002.

Northfield Raider Touchdown Club

Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Charles Pillsbury	\$1,000.00	Nancy Pillsbury Memorial TORCH Scholarship
Cardinal CG Company	\$1,500.00	Cardinal CG Scholarships
Northfield Area Family YMCA	\$1,000.00	Northfield Area YMCA Scholarships
Northfield Raider Touchdown Club	\$1,000.00	Northfield Touchdown Club Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

# CHARTER SCHOOL CONTRACT

Between

Northfield Public Schools

And

Prairie Creek Community School – District #4090

WHEREAS, the primary purpose of the School is to provide an educational program for its students in order to improve all pupil learning and all student achievement; and

WHEREAS, the secondary purpose(s) of the School's educational program is/are:

- Increase learning opportunities for all pupils;
- Encourage the use of different and innovative teaching methods;
- Measure learning outcomes and create different and innovative forms of measuring outcomes; and
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site; and

WHEREAS, the parties are authorized under Minnesota law to contract for the operation and oversight of a charter school, pursuant to Department of Education approval of Northfield Public Schools intent to charter the School, dated November 21, 2001, a copy of which is attached as Exhibit A; and

WHEREAS, Northfield Public Schools and the School previously entered into a charter school contract which expires June 30, 2021; and

WHEREAS, Northfield Public Schools has conducted the performance evaluation of the School (See Exhibit N), considered the reauthorization of the School, and has approved the issuance of a charter contract to the School.

NOW, THEREFORE, Northfield Public Schools grants this Contract conferring certain rights, privileges, and obligations of a charter school and confirms the status of a charter school to the School. In addition, the parties agree that the granting of this Contract is subject to the following terms and conditions.

## **ARTICLE I DEFINITIONS**

Section 1.1. Certain Definitions. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

(a) “Applicable Law” means all state and federal law applicable to Minnesota charter schools and any regulations implemented pursuant thereto.

(b) “Charter School Act” means the Minnesota Statutes 124E.01 through 124E.26, as amended, and any rules adopted pursuant thereto.

(c) “Commissioner” means the Commissioner of the Minnesota Department of Education.

(d) “Contract” means this Charter School Contract between Northfield Public Schools and the School.

(e) “Department of Education” means the Minnesota Department of Education.

(f) “District” means Northfield Public Schools.

(g) “School” means Prairie Creek Community School, located at one site, 27695 Denmark Avenue, Northfield, MN 55057, which is established as a charter school under this Contract pursuant to the Charter School Act, and any additional site(s) pursuant to subsequent Department of Education approval of any supplemental affidavit to expand sites. The name and location(s) of the School will not be changed without the prior written consent of the District.

(h) “School Board” means the Board of Directors of the School.

(i) “Student” and “Pupil” are used interchangeably, and each means the Students/Pupils at the school.

Section 1.2. Captions. The captions and headings used in this Contract are for convenience only and shall not be used in construing the provisions of this Contract.

Section 1.3. Gender and Number. The use of any gender in this Contract shall be deemed to be or include the other genders, including neutral, and the use of the singular shall be deemed to include the plural (and vice versa) wherever applicable.

Section 1.4. Exhibits. All Exhibits to this Contract are incorporated into, and made part of, this Contract. This Contract has the following Exhibits:

- A. Minnesota Department of Education Approval
- B. Articles of Incorporation of the School
- C. Bylaws of the School
- D. Implementation of Purpose/Mission
- E. Description of School's In-School & Out-of-School Time Programs
- F. Academic & Non Academic Pupil Performance Outcomes/Goals
- G. Statement of Admissions Policies and Procedures
- H. Governance & Management Plan
- I. Administration and Operations Plan
- J. Financial Management Plan
- K. Statement of Assurances Signed by All Board Members
- L. Charter School Closure Checklist & Plan
- M. Supplemental Continuing Oversight Criteria, Processes, Procedures
- N. Performance Evaluation of School

## **ARTICLE II**

### **RELATIONSHIP BETWEEN THE SCHOOL AND THE DISTRICT**

Section 2.1. Voluntary Authorization. The District qualifies as a authorizer pursuant to Minnesota Statute 124E.05 Subd. (1). In granting this Contract, The District voluntarily exercises powers given to The District pursuant to Applicable Law to authorize charter schools. Nothing in this Contract shall be deemed to be any waiver of the District's autonomy or powers.

Section 2.2. Independent Status of the School. The School is not and shall not be deemed to be a division or part of the District. The relationship between the School and the District is based solely on the applicable provisions of the Charter School Act and the terms of this Contract or other written contracts or written agreements between the District and the School. Except as otherwise provided in this Contract or the Charter School Act, the District shall have no authority or control, over operational, administrative, or financial responsibility for the School.

Section 2.3. Financial Obligations Are Separate. Any contract, mortgage, loan or other instrument of indebtedness entered into by the School and a third party shall not in any way constitute an obligation, either general, special, or moral, of the District. The School will never pledge the full faith and credit of the District for the payment of any School contract, mortgage, loan or other instrument of indebtedness.

Any contract, mortgage, loan or other instrument of indebtedness entered into by The District and a third party shall not in any way constitute an obligation, either general, special, or moral, of the School. The District will never pledge the full faith and credit of the School for the payment of any District contract, mortgage, loan or other instrument of indebtedness.

Section 2.4. No Authority To Obligate or Bind Other Party. The School has no authority whatsoever to enter into any contract or other agreement that would obligate the District, nor

does the School have any authority whatsoever to make any representations to third parties including lenders, that the District in any way guarantees, is obligated, or is in any way responsible for any obligation, including any contract, mortgage, loan or other instrument entered into by the School.

The District has no authority whatsoever to enter into any contract or other agreement that would obligate the School, nor does the District have any authority whatsoever to make any representations to third parties including lenders, that the School in any way guarantees, is obligated, or is in any way responsible for any obligation, including any contract, mortgage, loan or other instrument entered into by the District.

Section 2.5. Limited Use of "District" Name. The School may not use the name of the District or any assumed name, trademark, division or affiliation of the District in any of the School's promotional advertising, contracts, or other materials without the District's prior written consent, except that the School may include the following statement in such materials, "[Name of School] is authorized by Northfield Public Schools." Pursuant to Minnesota Statute 124E.07 Subd. 8(b) the School shall identify the District as its authorizer and include District contact information on its website and in School materials made available to the public.

### **ARTICLE III ROLE OF DISTRICT**

Section 3.1. Oversight Responsibilities of the District. The District shall monitor and evaluate the School's academic, financial, operational, and student performance, including the School's compliance with this Contract and Applicable Law. The District shall monitor and evaluate School performance using various criteria, processes, and procedures set forth generally in Article VI and Exhibit M.

The School agrees that, in the spirit of continuous improvement, the District may monitor and evaluate any indicator of academic, financial, operational, and student performance, including indicators not expressly set forth in this Contract, which shall inform the School's continuous improvement plan.

Section 3.2. Authorizer Fee. The School shall pay the District a fee for the District's execution of its oversight responsibilities. The fee shall be the maximum fee provided by the Charter School Act, except that if Minnesota law is amended to increase this fee, the School will pay the increased fee.

Section 3.3 Conflict of Interest Policy. The District has a specific Conflict of Interest policy for its role as a Charter School authorizer. This policy is available on the District's policy web page (<http://northfieldschools.org/about/board/policies>).

## **ARTICLE IV**

### **PERMITTED ACTIVITIES OF THE SCHOOL & ASSUMPTION OF LIABILITY**

Section 4.1. Limitation on Actions. The School shall act exclusively as a charter school and shall not undertake any action inconsistent with its status as a charter school authorized to receive state and federal school aid funds and shall not undertake any action to jeopardize its 501(c)(3) status including observation of applicable conflict of interest requirements.

Section 4.2. Other Permitted Activities. The School shall have all powers, duties and responsibilities provided by law to a charter school. The School shall not engage in any otherwise lawful activities that are in derogation of the School's status as a public school or that would jeopardize the eligibility of the School for state and federal school aid funds. The School may exercise its powers, enter into agreements with other public schools, governmental units, businesses, community and nonprofit organizations, reasonably necessary to accomplish its obligations as a charter school under this Contract.

Section 4.3. Assumption of Liability. The School and the School Board may sue and be sued. The School and the School Board accept liability for all actions arising out of or are in any manner connected with the School's operations.

## **ARTICLE V**

### **LEGAL STATUS OF THE SCHOOL**

Section 5.1. Nonprofit Status. The School shall be organized and operated as a nonprofit corporation under Minnesota Statutes Chapter 317A, as amended. Notwithstanding any provision of Minnesota Statutes Chapter 317A, as amended, the School shall not take any action inconsistent with the Charter School Act or in derogation of the School's status as a public school.

Section 5.2. Articles of Incorporation. The School represents that, as of the date of this Contract, the Articles of Incorporation of the School set forth as Exhibit B are accurate and have not been otherwise altered or amended.

Section 5.3. Bylaws. The School represents that, as of the date of this Contract, the Bylaws of the School set forth as Exhibit C are accurate and have not been otherwise altered or amended. Bylaws shall be amended in accordance with procedures specified in the School's bylaws. Updated bylaws (as amended) must be forwarded to the District within 20 days and upon acceptance shall become an amendment to Exhibit C.

## **ARTICLE VI OPERATING REQUIREMENTS**

Section 6.1. Governance. The School shall be organized and administered under the direction of the School Board elected in accordance with the School's Bylaws and Applicable Law. The School Board shall decide and be responsible for matters related to the operation of the School including, but not limited to, budgeting, curriculum, programming, personnel, and operating procedures. In addition, the Board shall evaluate the student achievement and School's progress towards achieving its charter contract goals and commitments.

Section 6.2. School Board Meetings. Meetings of the School's Board and its committees shall comply with the Minnesota Open Meeting Law, Minnesota Statute Chapter 13D.

Section 6.3. Exhibits. The School agrees to implement and adhere to all the representations and information identified in the Exhibits, including without limitation, the achievement of the academic outcomes/goals identified in Exhibit F.

Section 6.4. Compliance with all Applicable Laws. The School shall comply with all Applicable Laws.

Section 6.5. Programs Offered by the School. All programs which the School provides, operates, is affiliated with, or sponsors shall comply with Applicable Law and be covered by the School's insurance.

The School provides the following programs:

(a) In-School Time Programs. In-school time programs include all programs operated during school hours. The School provides the in-school time program summarized in Exhibit E. Except as may be otherwise limited by the Department of Education approval of The District affidavit of intent to charter the school or expanded by the Department of Education approval of any supplemental affidavit to expand the grades or programs offered by the School, the School may accept enrollment to students for the following in-school time program(s):

☐ Early Learning

☐ Preschool Instructional

☐ Pre-K

☒ Grades K – 5 with a maximum enrollment of 180 students

(b) Out-of-School-Time Programs. Out-of-school-time programs include any programs operated before or after school hours, or on weekends, or during school calendar breaks, including before/after school care, but does not include School clubs or athletics. The School provides, operates, is affiliated with, or sponsors the out-of-school time programs identified and described in Exhibit E and according to the parameters set-forth therein. The School does not provide, operate, affiliate with, or sponsor out-of-school-time programs not otherwise identified and described in Exhibit E.

(c) Club and Athletic Programs. The School provides club or athletic programs as it deems appropriate from time to time. The School will provide equal access to all programs and will not permit any program to operate in derogation of Applicable Law or its status as a public school.

Section 6.6. Academic Curriculum Program. The School will implement and adopt the academic program and curriculum set forth in Exhibit E.

Section 6.7. Methods of Assessment. The School shall evaluate students' work based on, at a minimum, the assessment strategies identified in this Contract and its annual report.

(a) Academic Measures – The District will monitor student academic performance and school culture, which provides the basis for high academic performance.

1. Regular Assessments. The District will monitor academic achievement by reviewing student testing and assessment.
2. State Required Assessments. School students will take the Minnesota Comprehensive Assessment tests and any other testing required by Applicable Law.
3. Nationally-Normed Referenced Assessments & School-Level Assessments. Except as may be otherwise limited by Exhibit F, School students will take a nationally-normed referenced assessment on at least an annual basis. In addition, School students will also take assessments that are consistent with the educational program articulated in Exhibit E, the statutory purpose articulated in Exhibit D and the School goals articulated in Exhibit F.
4. Assessment and Test Results. The School will provide the District results of Minnesota required assessments. The District will compare testing data to other schools in order to measure performance.
5. Northfield Public Schools and Authorized Charter Schools Meetings. The School agrees to participate in joint meetings of the Northfield Public Schools and its Authorized Charter Schools, that consists of representatives of the District and all District authorized schools, and the District will monitor the School's participation in these meetings. The goal of participation in these meetings is to share information and identify resources, and the School agrees to do so.
6. Professional Development. The school will ensure that each teacher at the School has opportunities to engage in professional development activities that focus in part on developing authentic assessments, measures of student outcomes, and effective teaching strategies. The School will advise the District of its various professional development activities in its Annual Report.

(b) Site-visits. The District shall engage in site-visits in the course of the Contract term. Site-visits will be an opportunity to review academic goals and achievement data to date, evaluate the implementation of the academic program, operations and other matters. The District shall engage in site visits at such frequency as determined necessary or prudent by the District.

(c) Remediation.

1. School Initiated. If the School fails to make adequate progress towards achieving its academic outcomes/goals, financial targets, or comply with Applicable Law or other requirements, the School may at any time prepare and implement an improvement plan to overcome such deficiencies. The School may at any time submit the plan to the District for review and comment prior to adoption and implementation.
2. District Initiated. If the District has a concern about the School, or if the School fails to make adequate progress towards achieving its academic outcomes/goals or to meet financial requirements, or to comply with Applicable Law, or other requirements, the District shall provide the following notices, as applicable.

(a) Notice to School Leader or Board Chair. The District shall notify the school leader or board chair of area(s) of concern for correction. The District may specify a target date for correction.

(b) Formal Notice to School Board. If the situation remains uncorrected without reasonable explanation, or if the situation involves an urgent concern, the District will formally notify the School of the area(s) of concern for correction and may ask the School to adopt a specific performance improvement plan. If the District requires the School to retain a third-party investigation, the School shall retain an investigator within ten (10) days of such requirement; in addition, the third party investigator must be acceptable to the District, and the School shall authorize such investigator to provide status reports to and communicate with the District. The District shall specify a target date for correction that the District may, if circumstances warrant, amend.

(c) Notice to School Board of Charter Revocation/Termination. The District initiates notice whereby charter authorization will be withdrawn pursuant to Article X.

Section 6.8. School Calendar and School Day Schedule. The School shall provide instruction for at least the hours of instruction required by Minn. Stat. 120A.41.

Section 6.9. Finance, Reporting and Compliance.

(a) To the District. The School will furnish the District (via the School's website) with monthly financial reports. The reports must contain budget and actual revenue and expenses (both by current month and year-to-date) and contain explanations for all items exceeding budget and the manner in which the excess items will be resolved, as well as cash-flow statements and fiscal year-end fund balance projections. The financial reports will also include the total dollar amount of unpaid accounts payable more than thirty days past due with an explanatory note for the total amount of any such past due amounts disputed by the School, if applicable; and the current average daily membership of the School. Should the School continually exceed its budgeted expenses with no corresponding increase in revenue, not report properly or timely to the Department of Education or the District, evidence any fiscal or legal non-compliance, the School will engage resources to resume budgeted performance and operate in compliance with all Applicable Law and generally accepted standards of fiscal management.

The School allows the District to discuss the School's financial matters with both its external auditor and accounting service provider if any. The School consents to the District conducting reviews of the School's accounts payable, at such times as the District may require, either at the School or at the School's accounting service provider, if any.

The School Board is responsible for establishing, approving, and amending an annual budget in accordance with Applicable Law. The School will provide the District (via the school's website) the adopted budget for the following school year by June 30th.

The budget must detail budgeted expenditures at the object level. In addition, the School Board is responsible for approving all revisions and amendments to the annual budget. The school will make available on its website any revisions or amendments to the School's budget within ten (10) business days after School Board approval.

(b) To Department of Education. The School will comply with all reporting requirements established by the Department of Education.

Section 6.10. Accounting Standards. The School shall at all times comply with generally accepted public sector accounting principles, generally accepted standards of fiscal management, and accounting system requirements that comply with Department of Education requirements.

Section 6.11. Annual Financial Statement Audit. The School shall engage an annual external audit of all financial and accounting records. The audit will be prepared and reviewed by an independent certified public accountant. By December 15th of each year, the School shall

submit two (2) copies of the annual financial statement audit and auditor's management letters including any required supplemental information, for the school year ending the previous June 30th. By January 1st of each year, the School Board shall provide to the District a copy of any responses to auditor's management letters. The School will comply with the same financial audits, audit procedures, and audit requirements of school districts, including Minnesota Statutes sections 123B.75 to 123B.83, except to the extent deviations are necessary because of the program of the School. Financial, program, or compliance audits may be conducted by the Department of Education, or the State Auditor, and/or the Legislative Auditor.

Section 6.12. UFARS and MARSS. The School will utilize the UFARS financial accounting principles and methods. The School will comply with MARSS requirements with respect to student accounting.

Section 6.13. Contributions and Fund Raising. The School may solicit and receive contributions and donations as permitted by Applicable Law and UFARS. The School shall have an approved policy regarding the acceptance and administration of such gifts. No solicitation shall indicate that a contribution to the School is for the benefit of the District.

Section 6.14. Annual Reports. The School will submit its state-required annual report to the District no later than the date specified by the Minnesota Department of Education. The annual report shall be approved by the School Board prior to the submission to the District and will include such information as the District may require including at a minimum, information required under Applicable Law and a report on the School's performance as it relates directly to the goals articulated in Exhibit F.

Section 6.15. Employment. An employee hired by the School shall be an employee of the School for all purposes and not an employee of the District for any purpose. With respect to School employees, the School shall have the power and responsibility to: (i) select and engage employees; (ii) pay their wages; (iii) dismiss employees; and (iv) control employees' conduct, including the method by which the employee carries out his or her work. The School shall comply with the Public Employment Relations Act (PELRA), Minnesota Statutes Chapter 179A, as applicable. The School must employ or contract with teachers who hold valid licenses or any allowable waivers to perform the teaching service for which they are employed at the School.

The School Board shall be responsible for carrying workers' compensation insurance for its employees. The School shall employ and contract teachers who hold valid licenses or certifications, as required by Applicable Law. Teachers employed by the School shall be treated by the School as public school teachers for the purposes of Minnesota Statutes Chapters 354 and 354A.

The School will ensure that lesson plans and related materials developed by School employees to implement the School's academic program and curriculum are and remain School, and not individual/employee, property.

Section 6.16. Collective Bargaining Agreements. Collective bargaining agreements, if any, with employees of the School shall be the responsibility of the School.

Section 6.17. Transportation. The School may provide transportation for students enrolled in the School and shall provide transportation for all students who are enrolled in the School and who reside in the District in which the School is located as required by Applicable Law. Otherwise, transportation will be provided by the district in which the School is located. In providing transportation either through the District or itself, the School shall do so in compliance with and provide any notices required by Applicable Law.

Section 6.18. Notification of Claim. The School agrees to provide notice to The District within five (5) days of the School's receipt of any significant claim, including any allegation of illegality or impropriety by the School or its employees, and any adverse notice received from the Department of Education.

Section 6.19. Expenses. The School agrees to pay for all expenses related to its operation as a charter school, including expenses incurred for operational programs and all expenses related to the performance of its obligations under this Contract and Applicable Law.

Section 6.20. Board Data. The School agrees to notify the District of any resignations or additions to its School Board within ten (10) days of such change. All additions to the School Board will execute a statement of assurance, in the form of Exhibit K, within ten (10) days of such addition, and which shall be provided to the District within thirty (30) days of such addition. The School agrees to obtain background checks, at the School's expense or at the individual's expense if allowed by Applicable Law, on all potential board members before such members are added to the School Board.

Section 6.21. Additional Reporting Obligations.

(a) Teacher Licensure. The School will provide the District by October 1 (via the Annual Report) of each school year of the following for each teaching staff member: full name, Minnesota license number, grade taught, subject(s) taught. The School will advise The District of any changes to its teaching staff via the board meeting minutes on the school website.

(b) Other Reporting. The School will furnish the District with other critical documents, data or information at the District's request. The District agrees that requests for other reporting will be reasonable and necessary.

Section 6.22 Cooperation and Third Parties. The School agrees to cooperate with and assist the District or its designee in providing the access, information, and data the District requires at the District's sole discretion in executing this Contract. The School understands and agrees that the District may contract with a third party to perform any of the District's oversight functions.

Section 6.23. Conflict of Interest and Assurances. The School agrees to comply with the provisions of Minnesota Statutes Section 124E.14 as well as the requirements of Exhibit K.

## **ARTICLE VII GENERAL PROHIBITIONS**

Section 7.1. Tuition Prohibited. The School shall not charge tuition. The School may impose fees and require payment of expenses for activities of the School where such fees and payments are not prohibited by Applicable Law, including Minn. Stat 123B.34-123B. 39.

Section 7.2. Establishment of Religion Prohibited. The School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.

Section 7.3. Home School Support Prohibited. The School shall not be used as a method of educating or generating revenue for students who are being homeschooled, except as may be allowed by Applicable Law.

Section 7.4. Open Admissions. The School shall not limit admissions to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability or any other criteria inconsistent with Applicable Law. A student shall be re-enrolled for the next school year until formally withdrawn from the School.

Section 7.5. Lottery Admissions. The School shall enroll an eligible student who submits a timely application, unless the number of applicants exceeds the capacity of the programs, class, grade level, or building. In such cases, enrollment shall be by lottery and, when conducting such lottery, the School shall provide enrollment preferences as provided by Applicable Law.

## **ARTICLE VIII COMPLIANCE WITH STATE AND FEDERAL LAWS**

Section 8.1. State Laws. The School shall comply with applicable state laws. Nothing in this Contract shall be deemed to apply any other state law to the School. Except as otherwise provided by the Charter School Act or this Contract, the School shall be exempt from all Minnesota Statutes and rules applicable to a school, school board, and school district unless the statute or rule is made specifically applicable to a charter school.

(a) Students with Disabilities.

1. Compliance. The School shall comply with Minnesota Statute Sections 125A.02, 125A.03 to 125A.24 and 125A.65, concerning the provision of education services to students with a disability at the School.

2. Special Education Director. The School shall employ or contract with a special education director who shall be responsible for program development, coordination and evaluation; planning for professional development and general programmatic and fiscal supervision and administration.

3. Systems & Services. The School shall implement, at a minimum:

(a) a child-find system to identify students with disabilities and students who are suspected of having disabilities; such system will include a procedure for receiving referrals from parents, teachers, outside agencies, and physicians.

(b) a system for conducting comprehensive initial and reevaluations to determine eligibility for special education and related services.

(c) a full range of special education services to ensure that all students with disabilities are provided with the specially designed instruction and related services based on their disability-related needs.

(d) a system for monitoring appropriate and proper due process procedures to ensure effective and efficient child study procedures and methods of providing special education services for identified students.

4. Financial Parameters. The School is entitled to access state special education funds for salaries, supplies/equipment, contracted services, and student transportation costs. The School is permitted to bill certain special education costs not paid by state special education funds to the student's resident district. The combination of state special education funds and the ability to bill to the district certain special education costs enable the School to adequately provide special education services to such children. The School may also access federal special education funds.

At such time as the School has determined the number of its students who have disabilities as defined in Minnesota Statutes, sections 125A.03-24 and 125A.65, the School shall provide to the Commissioner a further description of the financial parameters within which the School will operate to provide special education instruction and services to such children.

(b) Health and Safety. The School shall meet the same federal, state, and local health and safety requirements applicable to a school district.

(c) Immunization. The School shall comply with the Minnesota Statutes section 121A.15, requiring proof of student immunization against measles, rubella, diphtheria, tetanus, pertussis, polio, mumps, and hemophilia influenza type B prior to enrollment.

(d) Human Rights Act. The School shall comply with the Minnesota Human Rights Act, Chapter 363A, which prohibits unfair discriminatory practices in employment, public accommodations, public services, or education; and comply with Minnesota Statutes section 121A.04, which

governs provisions of equal opportunities for members of both sexes to participate in athletic programs.

(e) Student Discipline and Dismissal. The School shall comply with the Minnesota Pupil Fair Dismissal Act (MPFDA), Minnesota Statutes sections 121A.40 to 121A.56. The School Board shall provide to the District its approved discipline policy and procedure consistent with the MPFDA within 120 days of the effective date of this Contract. The School shall comply with the continuing truant notifications under Minnesota Statute section 260A.03.

(f) Fee Law. The School shall comply with the Minnesota Public Schools Fee Law, Minnesota Statutes sections 123B.34 to 123B.39, which governs authorized and prohibited student fees.

Section 8.2. Federal Laws. The School shall comply with applicable federal laws. Nothing in this Contract shall be deemed to apply any other federal law to the School.

Section 8.3. Intellectual Property. The School has ascertained that its name and logo do not violate or infringe upon the intellectual property rights of another and has taken appropriate measures to secure the intellectual property rights with respect to its name and logo.

Section 8.4. Student Records. The School shall comply with Applicable Law regarding the management and transfer of student records.

## **ARTICLE IX AMENDMENT**

Section 9.1. Amendments. The District and the School acknowledge that the operation and administration of a charter school and the improvement of educational outcomes over time may require appropriate amendment of this Contract. In order to ensure a proper balance between the need for independent development of the School and the statutory responsibilities of The District as an authorizing body, all amendments to this contract must be in writing, and signed by the parties.

Section 9.2. Change in Existing Law. If, after the effective date of this Contract, there is a change in Applicable Law which alters or amends the responsibilities and obligations, rights, or remedies of either the School or the District, this Contract shall be altered or amended to reflect the change in existing law as of the effective date of such change. To the extent possible, the responsibilities, obligations, rights or remedies of the School and the District shall conform to and be carried out in accordance with the change in Applicable Law.

## **ARTICLE X CONTRACT REVOCATION/TERMINATION AND NONRENEWAL**

Section 10.1. Grounds for Revocation/Termination or Nonrenewal. This Contract may be revoked/terminated and need not be renewed by the District upon a determination by the District that one or more of the following has occurred:

- (a) Failure of the School to demonstrate satisfactory achievement for all students including the requirements for student performance set forth in this Contract; or
- (b) Failure of the School to meet generally accepted standards of fiscal management; or
- (c) Failure of the School to comply with all Applicable Law.

Section 10.2. Other Grounds for Revocation/Termination or Nonrenewal. In addition to the grounds for revocation/termination and nonrenewal set forth in Section 10.1, the District may revoke/terminate or not renew this Contract, upon the District's determination that one or more of the following has occurred:

- (a) The School is unable to pay its bills as they become due, is insolvent, or is bankrupt;
- (b) The School has insufficient enrollment or demonstrated financial resources to successfully operate a charter school, or the School has lost more than fifty percent (50%) of its student enrollment from the previous school year.
- (c) The School defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract;
- (d) The School amends its Articles of Incorporation and/or Bylaws at any time without notifying the district.
- (e) The District discovers negligent, fraudulent or criminal conduct by any of the School's applicant(s), directors, officers, employees or agents in relation to the school's performance under this Contract; or
- (f) The School's applicant(s), directors, officers or employees have provided false or misleading information or documentation to the Department of Education or the District in connection with the District's issuance or oversight of this Contract, or in connection with any affidavit that the School requests the District submit to the Department of Education, or in connection with the School's reporting requirements under this Contract or Applicable Law; or
- (g) Other good cause shown.

Section 10.3. Procedures for Revoking/Terminating or Not Renewing Contract. The District's process for revoking/terminating or not renewing the Contract is as follows:

(a) Notice of Intent to Revoke/Terminate or Not Renew. The District, upon reasonable belief that grounds for revocation/termination or nonrenewal of the Contract exist, shall notify the School Board of such grounds by issuing the School Board a notice of intent to revoke/terminate or not renew. The notice of intent to revoke/terminate or not renew shall be in writing, shall set forth in reasonable detail the alleged grounds for revocation/termination or nonrenewal, and shall state that the School Board may request in writing, within fifteen (15) business days of receiving the notice, an informal hearing before the District.

(b) School Board's Response. Within fifteen (15) business days of receipt of the notice of intent to revoke/terminate or not renew, the School Board shall respond in writing to the alleged grounds for revocation/termination or nonrenewal. The School Board's response shall either admit or deny the allegations of non-compliance. If the School's response includes admissions of non-compliance with the Contract or Applicable Law, the School Board's response must also contain a description of the School Board's plan and timeline for correcting the non-compliance with the Contract or Applicable Law. If the School's response includes a denial of non-compliance with the Contract or Applicable Law, the School's response shall include sufficient documentation or other evidence to support a denial of non-compliance with the Contract or Applicable Law. A response not in compliance with this Section shall be deemed to be non-responsive. As part of its response, the School Board may request that an informal hearing be scheduled with the District. The School Board's failure to provide to the District a written request for an informal hearing within the fifteen (15) business day period shall be treated as acquiescence to the District's proposed action.

(c) Informal Hearing. Upon receiving a timely written request for an informal hearing, the District shall give ten (10) business days notice to the School Board of the hearing date and time, and the District shall conduct such hearing.

(d) Plan of Correction. The District shall review the School Board's response and may, in its sole discretion, determine whether a reasonable plan for correcting the deficiencies may be formulated. If the District determines that a reasonable plan for correcting the deficiencies set forth in the notice of intent to revoke/terminate or not renew can be formulated, the District shall develop a plan for correcting the non-compliance ("Plan of Correction"). In developing a Plan of Correction, the District is permitted to adopt, modify or reject some or all of the School Board's response for correcting the deficiencies outlined in the notice of intent to revoke/terminate or not renew. The District is not obligated to offer a Plan of Correction to the School.

(e) Withdrawal of Notice of Revocation/Termination or Nonrenewal. The District may withdraw its notice of intent to revoke/terminate or not renew if the District determines any of the following: (i) the School Board's denial of noncompliance is persuasive; (ii) the non-compliance set forth in the notice of intent to revoke/terminate or not renew has been corrected by the School Board; or (iii) the School Board has successfully completed the Plan of Correction.

(f) Effective Date of Revocation/Termination or Nonrenewal. If the District decides to revoke/terminate or not renew the Contract, the revocation/termination or nonrenewal shall be

effective on the date of the District's act of revocation/termination or nonrenewal, or at a later date as determined by the District, such date specified by the District in its determination of revocation/termination or nonrenewal. The District must take final action regarding revocation/termination or nonrenewal no later than twenty (20) business days: (i) before the specified date for revocation/termination or nonrenewal of the Contract, or (ii) the Contract's termination date.

Section 10.4. Dissolution. If this Contract is revoked/terminated, or if this Contract is not renewed pursuant to this Article, the School will dissolve following the process provided by Minn. Stat. Ch. 317A and Applicable Law relating to dissolutions and Exhibit L.

Section 10.5. Distribution of Property Upon Termination of Contract. In the event of dissolution of the School, all property which it might lease, borrow or contract for use, shall be promptly returned to those organizations or individuals from which the School has leased or borrowed the materials.

Section 10.6. Property Owned by School. All property that has been purchased by the School will remain its own. In the event of subsequent dissolution of the School, such property as may be required or permitted by Applicable Law will first be donated to other charter schools authorized by the District and if no District Charter School wants such property, then to any other Minnesota Charter School. Any remaining property will then will be sold or distributed in accordance with Applicable Law.

Section 10.7. Property Owned by School Employees. All property personally and/or individually owned by the trained and licensed teachers or staff employed by the School, shall be exempt from distribution of property and shall remain the property of the individual teachers and staff. Such property includes, but is not limited to, albums, personal mementos and other materials or apparatus that have been personally financed by teachers or staff. Such property does not include lesson plans and related materials developed and produced by School employees to implement the School's academic plan and curriculum; the School will ensure that its employment agreements document that such property is School property.

## **ARTICLE XI ADDITIONAL PROVISIONS**

Section 11.1. Contract Renewal or Transfer to Different Authorizer.

(a) Contract Renewal

1. Considerations Determining Renewal. The School acknowledges that improving all pupil learning and all student achievement is the most important factor the District will consider in determining Contract renewal, which determination shall be based substantially on the School's attainment of its academic outcomes/goals identified in Exhibit F. The District will also consider any compelling evidence of improved pupil learning and student achievement for all students on

Department of Education measures other than the attainment of outcomes/goals specified in Exhibit F.

The District will consider other factors in its renewal determination, which factors are considered secondary to improving all pupil learning and all student achievement. Specifically, the District will consider the achievement of any additional identified purposes specified in Exhibit D, and financial and operational performance obligations and compliance with Applicable Law as set forth in this Contract.

The School will be eligible for renewal only if the School has improved pupil performance and student achievement for all students, notwithstanding superior performance in financial, operations, governance, or legal compliance factors.

If the District offers a renewal contract, a five-year term will be awarded only if warranted by School performance: the School has improved all pupil learning and all student achievement, the School has met or substantially met its academic pupil performance outcomes/goals in Exhibit F, the school has no significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas.

2. Considerations Warranting Nonrenewal. Nonrenewal is warranted based on the existence of grounds identified in section 10.1 or 10.2 or Applicable Law, notwithstanding the existence of improved pupil learning and student achievement for all students. For example, nonrenewal will result from the School's failure to improve all pupil learning and all student achievement notwithstanding superior performance in financial, operations, governance, or legal compliance factors, and nonrenewal may result from the School's improvement of all pupil learning and all student achievement combined with a significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas.
3. Corrective Action Renewal. If the School has improved all pupil learning and all student achievement, but School performance also indicates the existence of a significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas, The District may, but is not obligated to, renew this Contract. If the District renews the Contract in these circumstances, the renewal is for corrective action with a term not to exceed three years, and the School acknowledges and agrees that the School must continue to improve all pupil learning and all student achievement and must eliminate and resolve the deficiencies causing the Corrective Action Renewal and that no additional deficiencies are created or identified during that renewal term, in order to be eligible for a subsequent renewal.
4. Application. By December 15th of the school year in which this Contract terminates, the School will submit an application to the District that shall contain three parts: (1) School Performance. An analysis and evaluation of the School's performance under this Contract, which shall include

a comprehensive evaluation of each contract goal for each year of the contract, as well as an evaluation of fiscal, operational, and governance performance during the term of the contract; (2) Proposed Goals. A proposal for goals for the following contract period; and (3) Other Information. Any other information the School desires the District to consider. The School agrees to provide to the District documentation supporting the School's evaluation if requested by the District.

The District will notify the School at least sixty (60) business days prior to the termination of this contract as to whether the District intends to offer a renewal charter contract.

(b) Transfer to Different Authorizer. The District must consent to the School's transfer to another authorizer. If the District consents to the School's request to transfer to a different authorizer, the School agrees to reimburse the District for any authorizer fees waived or not paid, grants provided by District to the School, and all training and professional development provided to the School by a third party but paid by the District. This provision does not apply if the District requests that the School transfer to another authorizer.

Section 11.2. Insurance. The School Board shall secure and maintain in its own name as the "first named insured" at all times the following insurance coverage:

- (a) workers' compensation insurance to include coverage A;
- (b) insurance covering all of the School's real and personal property, whether owned or leased;
- (c) insurance required by Minn. Stat. 466.04, including a minimum of commercial general liability insurance in comprehensive form, bodily injury and property damage combined of one and a half million dollars (\$1,500,000) per occurrence and personal injury of one and a half million dollars (\$1,500,000) per occurrence; and up to one million dollars (\$1,000,000) per occurrence for the release or threatened release of a hazardous substance; and if not included under its general liability coverage, additional coverage as follows: minimum automobile liability insurance coverage, bodily injury and property damage, of one million dollars (\$1,000,000) per occurrence if the School owns or operates motor vehicles; officer and employee errors and omissions/professional liability of one and a half million dollars (\$1,500,000) per occurrence; and employee theft insurance of five hundred thousand dollars (\$500,000).

The insurance must be obtained from a financially responsible licensed mutual, stock, or other responsible company licensed to do business in the State of Minnesota.

The School may join with other charter schools to obtain insurance if the School Board finds that such an association provides economic advantages to the School, provided that each School maintains its identity as first named insured. The School shall have a provision included in all policies requiring notice to the District, at least thirty (30) days in advance, upon termination or non-renewal of the policy. In addition, the School shall provide the District or its designee copies of all insurance policies required by this Contract, if requested for periodic review by the District.

The above-stated coverage limits shall be issued and maintained as indemnity limits and shall not be reduced by any applicable insurer defense obligations. The Department of Education

may suggest or Applicable Law may determine alternative amounts and terms of any deductible or insurance provisions, which shall supersede the foregoing requirements. The School shall provide the Department of Education with any insurance information, as requested.

The School may expend funds for payment of the cost of participation in an accident or medical insurance program to insure protection for students while attending school or participating in a school program or activity.

Section 11.3. School Lease. The School shall provide to the District a copy of its lease, and any subsequent amendment(s), or deed for the premises in which the School shall operate within fourteen (14) calendar days of execution. The school will provide to The District any notice of lease termination within five (5) calendar days of receipt. The School may lease space from any independent or special school board eligible to be a charter school authorizer, other public organization, private nonprofit institution organization or private property owner, as it deems necessary. The School may lease space from a sectarian organization as allowed by Applicable Law.

Section 11.4. Occupancy and Safety Certificates. The School Board shall: (a) ensure that the School's physical facilities comply with all fire, health and safety standards applicable to schools; and (b) possess the necessary occupancy and safety certificates for the School's physical facilities. The School Board shall not conduct classes until the School has complied with this section. Copies of such certificates shall be provided to the District before the first day of classes, if requested by the District.

Section 11.5. Legal Liabilities. The District does not assume any obligation with respect to any director, employee, agent, parent, guardian, student, or independent contractor of the School. The School acknowledges and agrees that it assumes full liability for its activities and that the Commissioner, the District, officers and members of the Board of the District, and employees of the District, are immune from civil and criminal liability with respect to all activities related to the School, pursuant to Minnesota Statutes Section 124E.09 and nothing in this Contract is intended to affect such immunity.

Section 11.6. Indemnification of the District and Commissioner. Notwithstanding Section 11.5, the School agrees to indemnify and hold harmless the District and its officers, board members, employees, agents or representatives, and to indemnify and hold harmless the Commissioner and Department of Education officers, agents, and employees notwithstanding Minn. Stat. section 3.736, from all suits, claims, demands, or liability, including attorney fees, and related expenses, which arise out of or are in any manner connected with the School's operations or which are incurred as a result of the reliance of The district upon information supplied by the School, or School Board and its agents or employees, or which arise out of the failure of the School to perform its obligations under this Contract or which arise out of the District's exercise of its obligation under Applicable Law or enforcement of this Contract.

## **ARTICLE XII GENERAL TERMS**

Section 12.1. Term of Contract. This Contract shall be effective on July 1, 2021 and shall remain in full force and effect for five (5) academic years through the end of the 2025/2026 school year, and shall terminate on June 30, 2026, unless sooner revoked/terminated according to the terms hereof.

Section 12.2. Notices. Any and all notices permitted or required to be given hereunder shall be deemed duly given: (i) upon actual delivery, if delivery is by hand; or (ii) upon receipt by the transmitting party of confirmation or answer back if delivery is by facsimile or electronic mail; or (iii) upon placing into United States mail if by postage paid first class mail. Each such notice shall be sent to the respective party at the address indicated below or to any other address or person as the respective party may designate by written notice delivered pursuant hereto:

If to the District:

Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

If to the School: to the attention of the School Board or School Board President/Chair at:

Prairie Creek Community School  
27695 Denmark Avenue  
Northfield, MN 55057

Section 12.3. Severability. If any provision in this Contract is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Contract. Subject to Section 9.2, if any provision of this Contract shall be or become in violation of any local, state or federal law, such provision shall be considered null and void, and all other provisions shall remain in full force and effect.

Section 12.4. Successors. The terms and provisions of this Contract are binding on and shall inure to the benefit of the parties and their respective successors.

Section 12.5. Entire Contract. Except as specifically provided in this Contract, this Contract sets forth the entire agreement between the District and the School with respect to the subject matter of this Contract. All prior contracts, representations, statements, negotiations, understandings, and undertakings are superseded by this Contract.

Section 12.6. Assignment. This Contract is not assignable by either the School or the District.

Section 12.7. Non-Waiver. Except as provided herein, no term or provision of this Contract shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether expressed or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.

Section 12.8. Governing Law. This Contract shall be governed and controlled by the laws of the State of Minnesota as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

Section 12.9. Counterparts. This Contract may be executed in any number of counterparts. Each counterpart so executed shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

Section 12.10. Construction. This Contract shall be construed fairly as to both parties and not in favor of or against either party, regardless of which party prepared the Contract.

Section 12.11. Force Majeure. If any circumstances occur which are beyond the control of the parties, which delay or render impossible the obligations of one or both of the parties, the parties' obligations to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.

Section 12.12. No Third Party Rights. This Contract is made for the sole benefit of School and the District. Except as otherwise expressly provided, nothing in this Contract shall create or be deemed to create a relationship between the parties hereto, or either of them, and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

Section 12.14. Non-agency. School is not an agent of the District and the District is not an agent of the school.

Section 12.14. Termination of Responsibilities. Except as provided in Section 12,15, upon termination or revocation of the Contract, the District or its designee and the School shall have no further obligations or responsibilities under this Contract to the School or any other person or persons in connection with this contract.

Section 12.15. Survival of Provisions. The terms, provisions, and representations contained in Section 11.1 (a)3 Probationary Renewal, Section 11.2 Insurance, Section 11.5 Legal Liabilities, Section 11.6 Indemnification of the District, Section 12.8 Governing Law, Section 12.10 Construction, Section 12.13 Non-Agency, and any other provisions of this Contract that by their sense and context are intended to survive termination of this Contract shall survive.

As the designated representative of the District, I hereby issue this Contract to the School on the date set forth:

DATE: May 27, 2021

NORTHFIELD PUBLIC SCHOOLS

By: \_\_\_\_\_  
Julie Pritchard  
Its: Board Chair

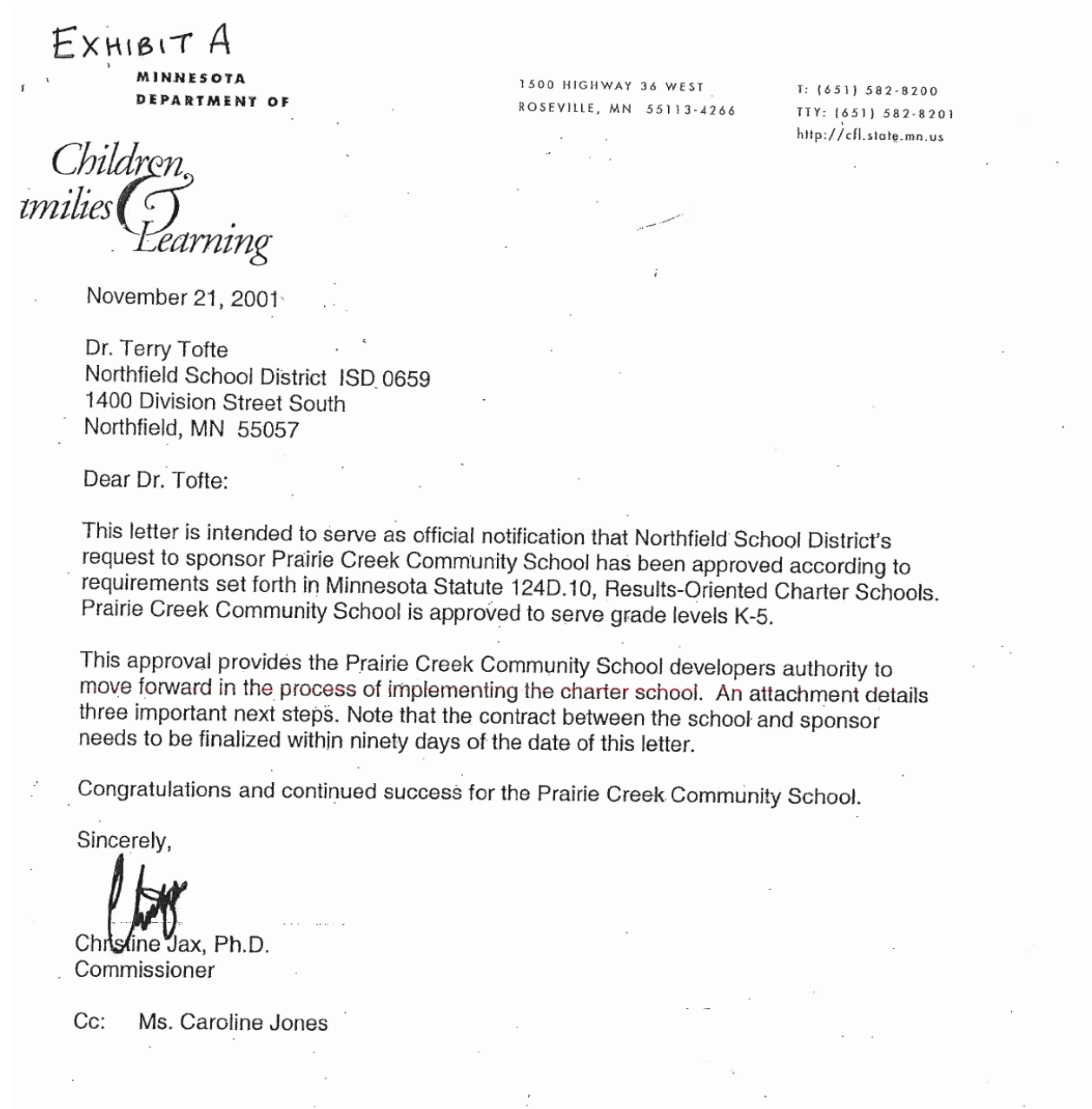
As the authorized representative of the School, I hereby certify that the School is able to comply with the Contract and all Applicable Law, and that the School, through its governing board, has approved and agreed to comply with and be bound by the terms and conditions of this contract as of the date set forth above.

PRAIRIE CREEK COMMUNITY SCHOOL

By: \_\_\_\_\_  
Ben Miller  
Its: Board Chair

## Exhibit A

### Minnesota Department of Education Approval



**Exhibit B****Articles of Incorporation of the School**

**ARTICLES OF INCORPORATION  
OF  
PRAIRIE CREEK COMMUNITY SCHOOL**

These Articles of Incorporation are signed and acknowledged by the undersigned incorporator for the purpose of forming a nonprofit corporation under the Minnesota Nonprofit Corporations Act, Minnesota Statutes, Chapter 317A.

**ARTICLE I  
NAME**

The name of the corporation is Prairie Creek Community School (the "Corporation").

**ARTICLE II  
REGISTERED OFFICE**

The address of the registered office in the State of Minnesota is 27695 Denmark Avenue, Northfield, Minnesota 55057.

**ARTICLE III  
PURPOSES**

The purposes for which the Corporation is organized are: (1) to be operated in accordance with Minnesota law, including the provisions of Minnesota Statute § 124D.10, to promote, support, advance and represent the interests of a fully accountable, financially, legally and educationally autonomous public charter school; (2) to receive and disburse funds or other property incident to or necessary for the accomplishment of its purposes and do any and all acts incidental to the transaction of its business or expedient for the attainment of the purposes stated herein; (3) and to carry out such purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter in effect (the "Code"), and which is other than a private foundation by reason of being described in Section 509 (a)(1), (2) or (3) of the Code.

**ARTICLE IV  
NO PECUNIARY GAIN**

No part of the earnings may inure to the benefit of or be distributed to the Corporation's members, directors or officers. No financial gain shall ever accrue to a member, officer or director of the Corporation, nor to any person or organization in the conduct of the business of the Corporation, except that reasonable compensation may be paid for services actually rendered to or for the Corporation in carrying out its charitable purposes as permitted by federal law. Any receipts of the Corporation in excess of the ordinary expenses of the Corporation shall inure to the benefit of the Corporation and shall be applied by the directors to the expenses incurred by the Corporation in carrying out the purposes set forth herein.

**065027**

## **ARTICLE V POLITICAL ACTIVITY**

No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation. The Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

## **ARTICLE VI MEMBERS**

The Corporation shall not have capital stock. The membership of the Corporation shall consist of one or more classes. The Board of Directors shall have the authority to establish one or more classes of membership and shall fix the voting power, rights and preferences of each class in the Bylaws of the Corporation.

## **ARTICLE VII DISSOLUTION**

Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision of the payment of all debts, obligations, liabilities, costs and expenses of the Corporation, dispose of all assets of the Corporation; provided, however, that in no case shall a liquidation, transfer or disposition be made which would not qualify as a charitable contribution under Section 170(c)(1) or (2) of the Code, and all assets shall be turned over and transferred to one or more organizations qualified as exempt pursuant to Section 501(c)(3) of the Code or to the State of Minnesota or any political subdivision thereof for exclusively public purposes.

## **ARTICLE VIII PERSONAL LIABILITY**

Neither the members, nor the incorporator, directors, officers, employees, representatives or agents of the Corporation, past or present, shall be personally liable for the payment of any debts or obligations of this Corporation of any nature whatsoever, nor shall any of the property of the members or any of the incorporator, directors, officers, employees, representatives or agents be subject to the payment of the debts or obligations of the Corporation to any extent.

## **ARTICLE IX INITIAL DIRECTOR**

The initial sole member of the Board of Directors, who shall served until a different Board of Directors is appointed in the manner provided for in the Bylaws of the corporation, is:

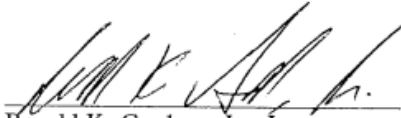
Caroline Jones  
27695 Denmark Avenue  
Northfield, Minnesota 55057

**ARTICLE X  
INCORPORATOR**

The name and address of the incorporator is:

Ronald K. Gardner  
4000 IDS Center  
80 South Eighth Street  
Minneapolis, Minnesota 55402

IN WITNESS WHEREOF, I have hereunto set my hand this 18<sup>th</sup> day of February, 2002.

  
\_\_\_\_\_  
Ronald K. Gardner, Jr., Incorporator

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

FEB 20 2002 *LS*

  
Secretary of State

**Exhibit C**

**Bylaws**

**Prairie Creek Community School**

**BYLAWS OF Prairie Creek  
Community School (the  
“Corporation”)**

**ARTICLE I  
PURPOSE**

The purposes of the Corporation are as stated in its Articles of Incorporation.

**ARTICLE II  
OFFICES**

The registered office of the Corporation in the State of Minnesota is as stated in the Articles of Incorporation. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

**ARTICLE III  
MEETINGS**

Section 1. Annual Meeting. The annual reorganization meeting of the Board of Directors shall take place in October of each year. Notice of the annual meeting of the Corporation shall be by official posting on the school website and posting at the school site. Such notice shall contain the date, time and place of the meeting.

Section 2. Regular Meetings. Regular meetings of the Board of Directors shall be held every month or as according to a board-approved schedule. The Board will be notified by written notice received by mail, e-mail, in person or by facsimile prior to the meeting. The notice shall designate the time, place and date of such meeting.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called at any time, for any purpose, by the Chairperson or at least two Directors. Notice of every special meeting of the Board of Directors shall be delivered in person, e-mailed, or made via telephone, not later than seventy-two (72) hours before the meeting is to be held. The notice shall be accompanied by an agenda which shall specifically state the purpose of the special meeting.

Section 4. Emergency Meetings. An emergency meeting may be called because of circumstances that, in the judgment of the Board, require immediate consideration by the charter board. Under such circumstances, the cause must be clearly identified in the agenda, and notification must be given to all board members. For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting in accordance with Minnesota Statutes, section 13D.04, subdivision 3.

Section 5. Quorum and Adjourned Meeting. A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any such meeting, the director or directors present thereat shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present. The existence of a quorum is determined when a duly called meeting is convened.

Section 6. Voting. The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the Board.

Section 7. Open Meeting Law. All Board of Director meetings and committee meetings of the Board of Directors, and notice of all such meetings, shall comply with the Open Meeting Law.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

Section 1. General Powers. The affairs of the Corporation shall be managed by its Board of Directors. Except as limited by the Articles of Incorporation, these Bylaws, Minnesota Statute 124D.10, and by other applicable law, the Board of Directors shall have the power and authority to do all acts and perform all functions that the Corporation may do or perform.

## Section 2. Number and Qualifications.

(a) Number. The Board of Directors shall consist of nine voting members.

(b) Qualifications.

(i) Related Parties Prohibited. The Board of Director membership shall not contain any related parties, as defined by Minn. Stat. 124D.10.

(ii) Additional Qualifications. Consistent with Minn. Stat. 124D. 10, Subdivision 4(g), the Board of Director membership will adhere to the following governance model:

Section 3. Governance Model. For as long as required by Minnesota law, the ongoing Board of Directors shall be comprised of at least two Minnesota licensed teachers employed at the school, at least one parent/legal guardian of a child enrolled at the school, and at least one community member who is neither employed at the school nor has a child enrolled at the school. Parent, Teacher and Community Directors will serve a three year term.

a) A teacher employed at the school who is also a parent of a child enrolled at the school is eligible for a teacher-designated Director position and is ineligible for a parent-designated Director position.

b) A parent who fills a parent-designated Director position and whose child is un-enrolled from the school during his or her term may end their term or remain on the board as a community member.

c) A parent Director may not be an employee of the school, per Minn. Stat. 124D.10, Subdivision 4(g).

Section 4. Governance Structure. The structure of the board can be changed in accordance with Minnesota Statutes, section 124E.07, subdivision 4 by utilizing the following process:

1. By a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and
2. with the authorizer's approval.

Any change in board governance structure must conform with the board composition established under this section.

Section 5. Resignation and Removal. Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chairperson or the Secretary of the Corporation and shall be effective at the time specified therein, or if no time is specified, at the time of its receipt by the Chairperson or Vice-Chairperson. The acceptance of such resignation shall not be necessary to make it effective. A director may be removed at any time, by a two-thirds (2/3) majority vote of all remaining directors of the Corporation.

Section 6. Filling Vacancies. Unless otherwise provided by Minnesota Statutes, Section 317A.227, vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the end of the term they are replacing, or until his or her successor has been duly elected and qualified, subject to his or her earlier death, disqualification, resignation or removal.

Section 7. Compensation. Directors shall not receive compensation for their services as a Director, but nothing in these Bylaws shall be construed to preclude a teacher Director from serving the Corporation as an employee and receiving compensation therefore. In addition, the directors of this Corporation may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to this Corporation, as the Board of Directors from time to time determines such services to be directly in furtherance of the purposes and in the best interest of the Corporation.

Section 8. Presence at Meetings. Members of the Board of Directors or of any committee, as applicable, may participate in a meeting of the Board of Directors or any committee by means of telephone or similar electronic communications if all of the following conditions are met:

- (a) an in-person meeting is not practical or prudent due to a health pandemic or an emergency declared under Minn. Stat. Ch. 12,

- (b) all Board members, wherever physically located, can hear one another and all discussion and testimony,

- (c) all members of the public at the regular meeting location can hear all discussion and testimony and all votes, unless attendance at the regular meeting

location is not feasible due to the health pandemic or emergency declaration,

(d) at least one Board member, legal counsel, or chief administrator is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration, and

(e) all votes are conducted by roll call, so that each Board member's vote on each issue can be identified and recorded.

Section 9. Committees of the Board. The Board of Directors may, by resolution passed by a majority vote of a quorum of the Board of Directors, designate, define authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member of any meeting of the committee.

(a) Authority of Committees. All committees shall make recommendations to the Board of Directors. No committee shall have the authority to act on behalf of the Board of Directors.

(b) Procedures for Conducting Committee Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these Bylaws and the policies of the Corporation. The Board Chairperson shall be an ex-officio non-voting member of all committees, unless the Chairperson serves as a member of such committee. The meetings of all committees shall be open to the public, pursuant to Minnesota's Open Meeting Law.

(c) Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board and shall keep regular minutes of its proceedings, and all action of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

(d) Committee Establishment. The Board may establish committees by majority vote of Board membership.

Section 10. Conflict of Interest. A Conflict of Interest Policy will be established by the Board of Directors that is consistent with Minn. Stat. 124D.10 and federal law. (Please

refer to the Conflict of Interest Policy approved by the Board of Directors for specific requirements and conditions.)

## **ARTICLE V OFFICERS**

### **Section 1. Number & Election.**

(a) Number of Officers. The officers of this Corporation shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary and such other officers as the Board of Directors shall determine from time to time.

(b) Election of Officers & Term.

(ii) Board. The officers of the Corporation shall be elected by the Board for the lesser of a one (1) year term or the remaining unexpired term of the Director.

**Section 2. Vacancies.** A vacancy in any office of this Corporation occurring by reason of death, disqualification, resignation or removal shall be elected by a majority vote of the Board for the remaining unexpired term of the office.

**Section 3. Chairperson.** The Chairperson shall:

- (a) Exercise the functions of the Office of the Chairperson of the Corporation;
- (b) Preside at all meetings of the Board of Directors; (c) Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation as directed by the Board of Directors;
- (d) Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- (e) Have the general powers and duties usually vested in the office of the Chairperson and;
- (f) Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.

#### Section 4. Vice-Chairperson

- (a) The Vice Chairperson shall fulfill the above duties in the absence of the Chairperson.

#### Section 5. Treasurer. The Treasurer shall facilitate the Board's financial oversight responsibilities and shall:

- (a) Serve as Chair of the Finance Committee;
- (b) Provide direction for the oversight of the school's record keeping and accounting policies;
- (c) Ensure the presentation of timely and meaningful financial reports to the board;
- (d) Ensure the development of the annual budget and its submission to the Board for its approval;
- (e) Oversee development and board review of financial policies and procedures;
- (f) Lead the board in assuring compliance with federal, state and other financial reporting requirements;
- (g) Present the recommendation of the auditor to the Board for their approval; and,
- (h) Perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors.

#### Section 6. Secretary. The Secretary shall provide direction for the keeping of legal documents and shall:

- (a) Certify and keep at the office of the Corporation the current Bylaws and Board-approved policies;
- (b) Keep at the office of the Corporation a book of minutes of all meetings of the Board and of its committees;
- (c) Present for approval by the Board copies of the minutes of meetings of the Board;
- (d) Ensure that all meeting notices are duly given in accordance with the provisions of the Bylaws or as required by law;
- (e) Serve as the general protocol officer of the Board, ensuring that all procedural requirements are followed legally and ethically; and,

(f) Perform such other duties as may be prescribed by the Board of Directors.

Section 7. Management and Administrative Employees. The Corporation may have such management and administrative employees as the Board of Directors deems necessary. Such employees shall: 1) be appointed in a manner, 2) have their duties and responsibilities; and 3) hold their positions for the time, prescribed by the Board of Directors.

Section 8. Compensation. The employees of the Corporation may be paid such reasonable compensation, if any, for their services rendered to the Corporation in such capacity, and may be reimbursed for reasonable out-of-pocket expenses, as the Board of Directors from time to time determines to be directly in furtherance of the purposes and in the best interests of the Corporation.

Section 9. Bond. The Board of Directors of this Corporation shall from time to time determine which, if any, of the officers, agents or employees of this Corporation shall be bonded and the amount of each bond.

Section 10. Removal of Officer. An officer may be removed at any time, by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for the purpose of considering the removal of an officer.

Section 11. Resignation. Any officer may resign at any time. Such resignation shall be made in writing to the Chairperson or Vice Chairperson of the Corporation and shall take effect at the time specified therein, or if no time be specified, at the time of its receipt by the Chairperson or Vice Chairperson. The acceptance of a resignation shall not be necessary to make it effective.

## **ARTICLE VI DISTRIBUTION OF ASSETS**

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) majority vote of all directors, the Board of Directors may resolve that the Corporation Cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to affect dissolution. Written notice as required by the Bylaws shall state that the purpose of the meeting shall be to vote upon the dissolution of the Corporation. A resolution to dissolve the Corporation shall be approved only upon the affirmative vote of a two-thirds (2/3) majority of the Board of Directors taken at a meeting during which

the resolution is brought before the public. If such cessation and distribution is called for, the Board of Directors shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, Section 317A.735 and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, Section 317A.723.

## **ARTICLE VII INDEMNIFICATION**

Section 1. Indemnification. Each director, officer and employee of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation, as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521. The Corporation shall not be obligated to indemnify any other person or entity except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. The Board or its designee shall have the power to advance such person's expenses incurred in defending any such proceeding to the maximum extent permitted by law. This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. The Corporation may purchase insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, the Articles of Incorporation or these Bylaws.

## **ARTICLE VIII AMENDMENTS TO BYLAWS**

The bylaws may be amended, altered, or repealed and new bylaws adopted, upon:

- (a) by a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and
- (b) with the authorizer's approval.

## **ARTICLE IX FINANCIAL MATTERS**

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it financially liable for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal. The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of this Corporation original or copies of:

- (a) Approved minutes and records of all proceedings of the Board of Directors and all committees;
- (b) Records of all votes and actions of the members;
- (c) All financial statements of this Corporation; and,
- (d) Articles of Incorporation and Bylaws of this Corporation and all amendments

and restatements thereof.

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted standards of fiscal management for a public charter school applied on a consistent basis, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the records and books of account of the Corporation to be audited at least once each fiscal year and at such other times as it may seem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate.

## **ARTICLE X MISCELLANEOUS**

Section 1. Gender References. All references in these Bylaws to a party in the masculine shall include a feminine and neuter.

Section 2. Plurals. All references in the plural shall, where appropriate, include the singular and all references in the singular shall, where appropriate, be deemed to include the plural.

Revised 5.13.2021

## **Exhibit D**

### **IMPLEMENTATION OF PURPOSE/MISSION**

#### **PRAIRIE CREEK COMMUNITY SCHOOL**

The School's identified statutory purposes and the methods it will use to achieve them are:

1. Improve all pupil learning and all student achievement
2. Increase learning opportunities for all pupils
3. Encourage the use of different and innovative teaching methods
4. Require the measurement of learning outcomes and create different and innovative forms of measuring outcomes
5. Create new professional opportunities for teachers including the opportunity to be responsible for the learning program at the school site

The School will report its implementation of these purposes in its annual report.

## **Exhibit E**

### **ACADEMIC PROGRAM PRAIRIE CREEK COMMUNITY SCHOOL**

#### **In-School Time Programs:**

##### **K-5 Academic Program:**

1. Implementation of a child-centered, multi-age progressive education program. Mission Statement:

##### **Prairie Creek is a community school**

Families, teachers, staff, and students collaborate to create a joyful and challenging climate for learning. We work to build an inclusive environment to which all belong. We embrace the experiences, identities, and perspectives that we all bring.

##### **Prairie Creek is a child-centered school**

Children discover their power in an experiential learning environment. We honor the whole child and attend to the well-being of each individual - socially, emotionally, physically, and academically. We strive to know children deeply and assure them of their value.

##### **Prairie Creek is a progressive education school**

We are committed to inquiry, innovation, and reflective practice. We support children in developing the skills and habits of mind that cultivate a lifelong love of learning. We share our philosophy and practice with others and learn from them.

##### **Prairie Creek works to make the world a better place**

We engage in democratic decision-making and problem-solving where children are empowered to speak their voice and effect change in pursuit of a just and compassionate world. We challenge and prepare one another to understand and actively resist racism and other societal injustices. We nurture a close connection with nature and promote environmental stewardship.

##### **Narrative:**

Prairie Creek's progressive philosophy aligns closely with current research and best practices for developing 21st century skills. The school is a multi-age, active learning environment that fosters creativity, critical thinking, and a passion for learning. The school places a strong emphasis on the value of play, the arts and the development of social and emotional intelligence.

The academic program is centered on a philosophy, rooted in the teaching of John Dewey and other progressive educators that holds that children will construct an understanding of the world from genuine experiences. Consequently, children engage in thematic study and individual projects throughout the school year. Teachers tailor this study to the children's developmental

stages as they progress through the K - 5 program. Interdisciplinary study is aligned to standards through an annual review by teacher professional development committees. Comprehensive literacy and math plans support this work and ensure continuity and opportunity for reading, writing and numeracy to also connect in authentic ways with other subject areas. Prairie Creek has a strong commitment to the arts, and specialists teach all children in the fields of visual art, music and Spanish. A team of teaching assistants provides an additional level of child-centered support in classrooms.

The general education program is supported by a team of three licensed special education teachers and paraprofessionals that serve Individual Education Program Plan needs. The school is developing a tiered program to provide literacy support in the general education setting.

Prairie Creek is committed to a robust model of teacher evaluation. All teachers are supervised and evaluated by the school director and engage in peer coaching through the Q Comp program.

### **Out-of-School Time Programs:**

The School offers the following out-of-school time programs:

- After School Care: Before and after school care is provided for children. This is a fee-based program

## Exhibit F

### ACADEMIC OUTCOMES / GOALS

<b>1. All Children are Ready for School</b>				
<b>1a. Early Literacy Goals</b>				
Early-Reading Criteria - Fountas & Pinnell				
At Least 70% of kindergarten students will be ready for first grade by reaching F & P level D				
At Least 75% of Grade 1 students will be ready for second grade by reaching F & P level J				
At Least 75% of Grade 2 students will be ready for third grade by reaching F & P level M				
<b>II. All Students are Ready for Career and College, Including Third Grade Literacy</b>				
<b>II. A. Attain Grade-Level Proficiency - All Students State Comparison</b>				
MCA - Math (Grades 3 - 5)				
PCCS combined FY22 - FY26 proficiency rate exceeds the state combined FY22-26 proficiency rate.				
MCA - Reading (Grades 3 - 5)				
PCCS combined FY22 - FY26 proficiency rate exceeds the state combined FY22-26 proficiency rate.				
<b>II. B. Attain Grade-Level Proficiency - All Resident District (Northfield) Comparison</b>				
MCA - Math (Grades 3 - 5)				
PCCS combined FY22 - FY26 proficiency rate exceeds the resident district combined FY22-FY26 proficiency rate.				
MCA - Reading (Grades 3 - 5)				
PCCS combined FY22 - FY26 proficiency rate exceeds the resident district combined FY22-FY26 proficiency rate.				
<b>III. All Racial and Economic Achievement Gaps between Students are Closed</b>				
<b>III.A. Attain Grade Level Proficiency - FRP State Comparison</b>				
MCA - Math (Grades 3 - 5).				
PCCS combined FY22 - FY26 proficiency rate exceeds the state combined FY22-26 proficiency rate				
MCA - Reading (Grades 3 - 5)				
PCCS combined FY22 - FY26 proficiency rate exceeds the state combined FY22-26 proficiency rate				
<b>III.B. Attain Grade Level Proficiency - FRP Resident District Comparison</b>				
MCA - Math (Grades 3 - 5).				
PCCS combined FY22 - FY26 proficiency rate exceeds the resident district combined FY22-26 proficiency rate				
MCA - Reading (Grades 3 - 5).				
PCCS combined FY22 - FY26 proficiency rate exceeds the resident district combined FY22-26 proficiency rate				

<b>IV. All Students are Ready for Career and College (as Measured by Growth)</b>				
<b>IV.A Meet or Exceed National Growth Norms - Students Below Grade Level Making High Growth</b>				
Math (Grades 1 - 5). FASTBRIDGE				
The overall percentage of students identified by Fastbridge in the "some risk" or "high risk" categories will decrease by more than 5% points from fall to spring				
Reading (Grades 1 - 5) FASTBRIDGE				
The overall percentage of students identified by Fastbridge in the "some risk" or "high risk" categories will decrease by more than 5% points from fall to spring				
<b>IV.B Meet or Exceed National Growth Norms - Students at or Above Grade Level Making Medium/High Growth</b>				
Math (Grades 1 - 5) FASTBRIDGE				
The overall percent of students identified by FastBridge as at the "grade level benchmark" (low risk - college pathway) will improve by at least five percentage points between fall and spring.				
Reading (Grades 1 - 5) FASTBRIDGE				
The overall percent of students identified by FastBridge as at the "grade level benchmark" (low risk - college pathway) will improve by at least five percentage points between fall and spring.				

## **Exhibit G**

### **Prairie Creek Community School Enrollment & Lottery Policy**

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process and procedures at Prairie Creek Community School that follows all Minnesota state guidelines.

#### **I. Definitions**

Parent – The term “parent” as used in this policy refers to the legal guardian of a student as defined in Minnesota Statute Section 124E.11.

Prairie Creek Community School – Prairie Creek Community School may also be known as PCCS or “the School” throughout this document.

Enrolled – A student will be considered “enrolled” at PCCS upon the completion and return of the Student Enrollment Form.

Enrollment Team - A team that is made up by the Director or Designee and the Office Manager or Designee

#### **II. Open Enrollment**

##### **A. Enrollment Application**

The PCCS enrollment application is only valid for one lottery. If a parent would like to include their child in subsequent lotteries (upon being waitlisted), they must submit a new application. The application is made available by November of the previous school year (online and paper). To be included in the lottery, parents must submit the application by a deadline set by the administration annually, but students can be added to the waitlist at any time during the school year by submitting an enrollment application. A lottery will be conducted for every grade where openings exist and a new waitlist will be established for each grade following the lottery.

#### **III. Lottery Process**

##### **A. General**

When the number of enrollment applications exceeds the number of openings in a particular grade, PCCS will conduct a lottery to determine those students who will be admitted or put on the waiting list. The school will follow the steps outlined below to ensure this procedure is equitable to all applicants. A completed Enrollment Application is required in order to be included in the annual lottery and/or placed on the waiting list. The lottery is open to observation by the public and will be posted in the school calendar and on the website.

##### **B. Enrollment Eligibility**

In order to be eligible to enroll at Prairie Creek Community School in Kindergarten, a student must be age 5 on or before September 1st of the year they will be starting school. In order to be eligible for first grade, a student must be at least 6 years of age by September 1st of the calendar year for which the student seeks admission or has completed kindergarten.

### **C. Enrollment Preferences**

1. *Siblings* refers to those prospective students who have siblings currently enrolled at PCCS in the academic year in which the lottery is being conducted.
  - a. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
  - b. Any child in a foster care situation with the family of a current student. In accordance with Minnesota Statutes, section 124E.11(c)
  - c. In the event that there is one opening in a given grade and the next child on the waiting list has a sibling in the same grade (possibly, but not limited to twins), all sibling children will be admitted and the class size will be increased over the limit only to accommodate these siblings.
  - d. No other children will be admitted from the waiting list until the class size drops to one below the limit. If the sibling is on the waiting list for a different class, they remain on the waiting list until a spot opens up.  
\*Siblings will only be given preference if the enrollment form is turned in by the application deadline.
2. Prospective students who are children of PCCS employees will receive enrollment preference provided there is an opening in the grade to which they are applying.
  - a. This admission preference does not apply to children of substitute teachers or independent contractors.

### **D. Process to determine the number of students to be accepted**

1. The administrative team at PCCS will propose and the PCCS Board of Directors will determine the number of openings in each grade, for the next school year by January board meeting of the application year.

### **E. Lottery Procedures**

Prairie Creek Community School will conduct a lottery to determine enrollment and waiting lists at each grade level. Per our sibling preference section of this policy (III.C.1), if there are more siblings of currently enrolled students than there are openings in a particular grade, a lottery amongst the siblings will be conducted before the lottery for all other applicants. The sibling lottery will be conducted first as it is a mandatory preference. Upon completion of the sibling preference lottery, a lottery of the children of staff (III.C.2) will be conducted followed by non-preferenced children.

The enrollment lottery shall be open to the public for observation. A notice of the date, time, and location of the enrollment lottery will be posted on our website. The lottery will be conducted by the school Director (or designee), a member of the school board executive committee (Chair, Vice-Chair, Treasurer, or Secretary) and the school office manager. Care must be taken to not disclose private data at the public enrollment lottery (for example, using numbers assigned to enrollment applications instead of using prospective and/or current student names).

Students are admitted to the school in the order in which they are drawn in the lottery, until all available spots are filled. The lottery then continues and establishes the general waiting list for each grade in the order drawn, until all applications are drawn.

All families that are awarded a spot through the enrollment process will be contacted via phone or email. All other families will receive notification of their waiting list position via email or letter.

#### **IV. Waiting List**

Following the lottery, those students who have not been admitted will be placed on a waiting list. Students will remain on the waiting list until they are offered enrollment or their parent/guardian requests they be removed. We will follow the steps outlined below to ensure the procedure is equitable to all applicants.

##### **A. Waiting List Procedures**

1. All students will be assigned an anonymous identifier during the lottery procedures.
2. Families will be notified of their child's waiting list position.
3. Siblings of newly enrolled students are moved up the waiting list when the enrolled student's Student Enrollment Form is received.
4. The waiting list is maintained by the Enrollment Team and updated throughout the year as students are enrolled off of the list.

\*If a sibling of a currently enrolled student or student of a new faculty member submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings or faculty children currently on the waiting list).

*Note: The Waiting List for Prairie Creek Community School is intended for the sole purpose of enrollment and distribution of information deemed appropriate by PCCS to be of interest to those parties. PCCS will not sell, distribute or otherwise disseminate waiting list information. PCCS will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at PCCS.*

#### **V. Enrollment of New Students after the Lottery**

Openings for grades K - 5 will be filled on a grade level basis.

#### **A. Confirmation of Opening**

The Enrollment Team will be notified when a position is open once the school:

1. Receives confirmation that a family is declining an enrollment offer.
2. Receives a withdrawal notification in writing from parent(s) or confirmed enrollment from another school.

#### **B. Contact Next on Waiting List**

As a space becomes available, the Enrollment Team will contact the first student next on that grade's waiting list who has not already been contacted for the current school year via email and phone. Once a parent has been contacted, they must respond within two (2) business days in order to accept the position or the Enrollment Team will offer the position to the next student on the list.

#### **VI. Open enrollment spots**

When a student is unenrolled at PCCS for any reason, their spot will be offered to the next student on the waiting list.

#### **VII. Student Withdrawal**

When a student withdraws from PCCS, a parent should notify the Enrollment Team of the withdrawal.

In the event that another school requests a transfer of an enrolled student's records but PCCS has not been notified by the student's parent or guardian of an intent to unenroll the student from PCCS, an attempt shall be made to contact the student's parent or guardian for clarification. If the parent or guardian cannot be reached, PCCS shall consider the student to be unenrolled.

#### **VIII. Non-Discrimination**

It is the policy of the School Board of PCCS School District No. 4090 to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age or disability (hereinafter "protected class status") be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by the district.

## **Exhibit H**

### **GOVERNANCE AND MANAGEMENT PLAN PRAIRIE CREEK COMMUNITY SCHOOL**

The School is operated by a Board of Directors, elected in accordance with its bylaws.

The Board of Directors delegates the day-to-day management of the school to an administrator who is hired and supervised by the Board of Directors.

The Board of Directors employs and contracts with necessary teachers, as defined by Minn. Stat. 122A.15, Subd. 1, who hold valid licenses to perform the particular service for which they are employed at the School.

Teachers employed at the School are treated by the School as public school teachers for the purposes of Minn. Stat. chapters 354 and 354A.

The Board of Directors employs necessary employees who are not required to hold teaching licenses to perform duties other than teaching and may contract for other services.

The Board of Directors may discharge teachers and non-licensed employees.

The Board of Directors decides matters relating to operations of the School including, but not limited to, budgeting, curriculum, and operating procedures. The Board of Directors delegates to the school administrator the operational decisions made by the Board of Directors.

The Board of Directors shall implement a governance plan whereby it regularly, but no less than annually, evaluates: academics – whether the school is improving student achievement; finances – whether the school is fiscally sound; and operations – whether the school is well-managed and legally compliant; and shall include summaries of its evaluations in board minutes.

The Board of Directors shall adopt a policy, plan, budget and process consistent with Minn. Stat. 120B.11 to review curriculum, instruction, student achievement, and strive for the world's best workforce.

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<sup>1</sup> <https://www.revisor.mn.gov/statutes/cite/124E.11>

The Board of Directors shall review its strategic plan annually. As part of its strategic plan: (1) the Board of Directors will adopt and implement the World's Best Workforce Plan for the School, (2) the Board of Directors will implement a financial plan to maintain a 25% fund balance.

## **Exhibit I**

### **ADMINISTRATION AND OPERATIONS PLAN PRAIRIE CREEK COMMUNITY SCHOOL**

#### **Administrator:**

The Board hires an administrator who manages the day-to-day operations of the School. Responsibilities include: (1) implementing the mission and philosophy of the School; (2) maintaining the academic integrity of the school; (3) oversight of the operations of the School, faculty, and staff; (4) ensuring the curriculum furthers the mission of the School; (5) oversight of instruction, accountability and student management.

The administrator ensures that the culture and mission of the School are clear to all stakeholders.

The administrator also facilitates development of the School's culture. The administrator reports to the Board.

#### **Faculty:**

The faculty implements the progressive education mission of the school. They ensure that the inquiry -based curriculum is designed to meet Minnesota State Standards.

#### **Chief Financial Officer**

The chief financial officer is responsible for all financial matters at the School. The business manager has a strong background in school finance and reporting and oversees the budget and preparation of necessary reports. The chief financial officer reports to the administrator and the Finance Committee of the Board of Directors.

## **Exhibit J**

### **FINANCIAL MANAGEMENT PLAN PRAIRIE CREEK COMMUNITY SCHOOL**

The Board is trained in financial oversight. The Board treasurer and finance committee members receive additional training to ensure comprehensive understanding of charter school finance and oversight.

The Board monitors and evaluates the School's recordkeeping, controls, and financial position.

Specifically: (1) the Chief Financial Officer reports at all Board meetings regarding the School's financial position, including current and forecast positions, and makes related recommendations; (2) the Board Treasurer reports at all Board meetings regarding all disbursements made, cash flow, balance, additional relevant financial data, and its monitoring of the School's recordkeeping and control processes; and (3) the Board Treasurer and School Leader meet regularly with the Chief Financial Officer to monitor school finances on a regular and ongoing basis. Significant developments that adversely impact the School are immediately brought before the Board.

The Board retains an external auditor on an annual basis to review the School's internal controls and processes. The Board initiates and monitors corrective action to ensure that noted deficiencies, if any, are addressed and will not result in repeat findings in subsequent audits

**Exhibit K**  
**Board Member Assurance Statements**

Signed agreements from Charter School Board members to comply with all federal and state laws governing organizational, programmatic, and financial requirements applicable to charter schools per Minnesota Statutes, section 124E.10, Subdivision 1(a)(6). See the following pages.

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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This signed agreement affirms my commitment as a member of the Prairie Creek Community School board that I will comply with all federal and state rules and laws governing organizational, programmatic and financial requirements applicable to charter schools even if that means actively researching current state and/ or federal rules, laws and other requirements. I understand that I may be held liable if your school does not comply.

Donald F. Findlay  
Signature

Donald F. Findlay  
Print name

Community Board Member  
Board position

3/24/2021  
Date


6/30/2022  
Date term expires

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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Signature

**Beth Molitor**

Print name

**Parent member**

Board position

**3/26/2021**

Date

**May 2023**

Date term expires

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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Molly McGovern Wills

Signature

Molly McGovern Wills

Print name

Teacher Member

Board position

3/26/2021

Date

Summer 2022

Date term expires

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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Signature

Kelsey Fitschen-Hemmah

Print name

Treasurer/Teacher Member

Board position

3/26/2021

Date

6/30/2023

Date term expires

Prairie Creek Community School  
27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640

Authorizer: Northfield Public Schools

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Bonnie Jean Florn  
Signature

Bonnie Jean Florn  
Print name

Vice Chair  
Board position

03-24-21  
Date

06-30-2021  
Date term expires

Prairie Creek Community School  
27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640

Authorizer: Northfield Public Schools

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Benjamin Miller  
Signature

Benjamin Miller  
Print name

Board Chair  
Board position

3/24/21  
Date

6/30/21  
Date term expires

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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This signed agreement affirms my commitment as a member of the Prairie Creek Community School board that I will comply with all federal and state rules and laws governing organizational, programmatic and financial requirements applicable to charter schools even if that means actively researching current state and/ or federal rules, laws and other requirements. I understand that I may be held liable if your school does not comply.

Lisa Percy  
Signature

Lisa Percy  
Print name

Community Member, Secretary  
Board position

3-29-21  
Date

6/2021  
Date term expires

**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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This signed agreement affirms my commitment as a member of the Prairie Creek Community School board that I will comply with all federal and state rules and laws governing organizational, programmatic and financial requirements applicable to charter schools even if that means actively researching current state and/ or federal rules, laws and other requirements. I understand that I may be held liable if your school does not comply.

*Christine Williams*

Signature

Christine Williams

Print name

Member

Board position

3/24/2021

Date

6/30/2023

Date term expires



**Prairie Creek Community School**  
**27695 Demark Avenue, Northfield, Minnesota 55057 T:507.645.9640**

**Authorizer: Northfield Public Schools**

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This signed agreement affirms my commitment as a member of the Prairie Creek Community School board that I will comply with all federal and state rules and laws governing organizational, programmatic and financial requirements applicable to charter schools even if that means actively researching current state and/ or federal rules, laws and other requirements. I understand that I may be held liable if your school does not comply.

Shelly Dickinson  
Signature

Shelly Dickinson  
Print name

Parent  
Board position

3/29/2021  
Date

May 2022

## Exhibit L

(Name of School)

(Date of Report)

### Charter School Closing Checklist & Plan

***IMPORTANT: THIS DOCUMENT IS NOT AN EXCLUSIVE LIST OF ALL ACTIONS NECESSARY TO CLOSE A SCHOOL AND IS NOT A SUBSTITUTE FOR LEGAL ADVICE.***

***CHARTER SCHOOLS SHOULD CONSULT WITH LEGAL COUNSEL.***

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<b>Involuntary Closure:</b> ___ Frequently Asked Questions. Create Q & A including summary of closure process, summary of transition steps, etc. ___ Notice of Final Determination. Provide notice to school and Minnesota Department of Education. ___ Press Release. Issue press release which includes brief history of school closure process, reason(s) for closure, and identifies press point person. ___ Closure Checklist. Provide additional copies of closure checklist and plan to school, highlight family transition and student records transfer. ___ Offer assistance as appropriate to school board. ___ Updates. Request periodic updates of closure progress. ___ Request file log (identifying file name, date transferred, school transferred).				
	<b>Voluntary Closure:</b> ___ Closure Checklist. Provide additional copies of closure checklist and plan to school, highlight family transition and student records transfer. ___ Offer assistance as appropriate to school board. ___ Updates. Request periodic updates of closure progress. ___ Request file log (identifying file name, date transferred, school transferred).				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completi on Date	Status
<b>CHARTER SCHOOL RESPONSIBILITIES</b>					
<b>Organizational</b>					
<b>1</b>	<b>Establish School Board Committee for wind-up/transition</b>  ____ Designate School contact person(s) to send and receive communications.  ____ Assign tasks/action items to employees or School Board members.  ____ Provide contact information and list of employees/School Board members and correspondent responsibilities to the District.				
<b>2</b>	<b>Terminate Contracts/Cancel Programs Beyond Termination Date</b>  Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.				
<b>3</b>	<b>Reserve Funds</b>  Segregate by School Board resolution in a separate checking account up to \$50,000 in funds to be used for legal, accounting and other expenses to dissolve the school.				

4	<b>Maintain Communications and Identifiable Location</b>  Notify the landlord that during the wind-up of the School's affairs, it is anticipated that the School Board will use the School Facility, and access thereto should be maintained, even if only by advance notice in order to access assets, etc. In the event the landlord sells or rents the School Facility before the winding up of the School's affairs, the School must relocate its business records and remaining assets to a location <i>with operational telephone service with voice message capability, and maintain custody of business records until all business and transactions are completed, and the School corporation dissolved.</i>				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
5	<b>Designation of Records Custodian</b>  ____ The school must designate a contact person for student and financial records for two years after closure. ____ Provide the District with a copy of the notice.				
<b>Notification s and Further Actions</b>					
6	<b>Notification to Parents/Guardians</b>  Notify parents/guardians and employees of school regarding the closure of the School, if such notification has not been made. Such notification shall include, but not be limited to, the following:  ____ Date of the last day of regular instruction.				

	<p>___ Information and offer assistance sufficient to enable the student to re-enroll in another school.</p> <p>___ List of and contact information for the charter, public and private schools in the area.</p> <p>___ Date of optional school fair, coordinated by the School with representatives of area schools.</p> <p>___ Provide the District with a copy of the notice.</p>				
7	<p><b>Final Report Cards and Student Records Notice</b></p> <p>Within 7 days after end of classes, provide parents / guardians with copies of final report cards and notice of where student records will be sent and specific contact information.</p> <p>___ The notice must advise the parent/guardian to contact the school where the student intends to enroll and to have the student's new school contact the School's district of location to have the student's educational records transferred to the new school.</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
7	<p>___ Student records sent to the student's new school upon the new school's request.</p> <p>___ After the school closes, and unless the student's records are requested by another school, the remaining student records will be sent to each student's school district of residence.</p> <p>___ Provide the District with a copy of the notice.</p>				
8	<b>Transfer of Student Records and Testing Material</b>				

	<p>If the parents do not request transfer of records to a specific school, student records must be sent to the student's resident district.</p> <p>All end of school year grades and evaluations must be completed and made part of the student records, including any IEP/Committee on Special Education meetings/progress reports.</p> <p>Testing material, including scores, test booklets, etc. required to be maintained by the School and must also be forwarded to the new school.</p> <p>No later than 10 business days after the School closes, send student records to the new school, including:</p> <p>___ Individualized Education Programs (IEPs) and all records regarding special education and supplemental services, where applicable,</p> <p>___ student health/immunization records</p> <p>___ attendance records</p> <p>___ grades</p> <p>___ assessments/testing information</p> <p>___ credits earned</p> <p>___ MARSS numbers, and</p> <p>___ all other student records.</p> <p>___ If a student's record contains formal disciplinary records, provide notice to the student and student's parent/guardian that the records will be transferred as part of the student's educational record. NOTE: THIS REQUIRES AN INDIVIDUAL/FILE BY FILE REVIEW.</p>				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	___ To the extent that scores, etc. will come into existence after the end of classes, arrangements should be made with				

	the testing agent to forward such material to the new school.				
9	<b>Notification to School Districts/Area Schools</b>  Notify resident school district and area schools that: ___ The school is closing on (date). ___ They will be getting students. ___ Provide a phone number/contact person to call for records. ___ If applicable, notification regarding cessation and transportation services should be provided. ___ Provide the District with a copy of the notice.				
10	<b>Notification of Funding Sources / Charitable Partners</b>  All sources of the School's operational funding must be notified in writing of the closure of the School, including any charitable partners.  ___ The School should not incur additional liability; however, it may continue to accept gifts from charitable partners as long as the charity is aware of the School's closure. ___ Charities with property on the premises of the School should be notified to remove same as soon as possible or after end of classes, whichever is appropriate.				
11	<b>Notification of Contractors and Termination of Contracts</b>  Within 30 days, formulate a list of all contractors with contracts in effect; the list should briefly describe the service and whether any property is related to the contract (e.g., photocopier lease).  ___ Notify the contractors regarding cessation of school operations. ___ If applicable, instruct contractors to make arrangements to remove any contractor property from the School facility by a date certain e.g., copying machines, water coolers, other rented property.				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Provide the District with a copy of such notice.</p> <p>___ Retain records of past contracts with proof that they were fully paid. (See Records Retention below.)</p> <p>___ Telephone, gas, electric, water, insurance (premises and D&amp;O insurance should remain operative through the end of classes and to the extent necessary to wind up the School's affairs beyond that time.</p> <p>As appropriate, and to the extent possible, terminate contracts for goods and services as of the last date such goods or services will be needed.</p>				
12	<p><b>Notify MDE/Schedule State Audit</b></p> <p>Notify Minnesota Department of Education and schedule MDE audit, as applicable.</p>				
13	<p><b>Notification of Employees and Benefit Providers</b></p> <p>After an employee termination date is established, notify all employees of termination of employment and/or contracts, and notify benefit providers of pending termination of all employees.</p> <p>Notify employees and providers of termination of all benefit programs, and, if allowable, terminate all programs as of the last date of service in accordance with applicable law and regulations (i.e., COBRA), including:</p> <p>___ health care / health insurance;</p> <p>___ life insurance;</p> <p>___ dental plans;</p> <p>___ eyeglass plans;</p> <p>___ cafeteria plans;</p> <p>___ teacher retirement plans; and</p> <p>___ other.</p>				

	Specific rules and regulations may apply to such programs – Consult legal counsel. Employees should be notified of eligibility for Minnesota Unemployment Insurance pursuant to any applicable laws and				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Regulations. (In the event the School has not paid into the unemployment program on an ongoing basis, the School may have significant financial liability on an ongoing basis after the end of classes, and additional reserve funds should be set aside.				
14	<b>Notification re: Transportation Services</b>  As required by the contractual notice requirements, cancel school district or private transportation services				
15	<b>Notification Regarding Lawsuits</b>  Within 5 days after receiving notice and/or service of process regarding litigation against, or initiated by, the School, School Board of School employees, notify the District and provide copies of legal papers received.  The School has an ongoing obligation to keep the District informed regarding such litigation, including bankruptcy, whether voluntary or involuntary, and to provide copies of all filings.				
<b>Assets, Insurance, Liquidation</b>					

16	<b>Withholding</b>  ___ Pay Federal withholding tax. ___ Pay State withholding tax.				
17	<b>Payroll</b>  ___ Pay Staff through last day of employment.				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
18	<b>List of Creditors and Debtors: UCC Search</b>  ___ Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. This list is not the same as the contractor list, above, but may include contractors, which should be listed. ___ Perform a UCC search to determine if there are any secured creditors and to what assets security interests are attached. ___ Provide a copy of the list of creditors to the District with the amount owed to each creditor thereon and the amount owed by each debtor.				
19	<b>Notification to Creditors</b>  Notify all creditors of its closure.  The School should solicit from each creditor a final accounting of the School's accrued and unpaid debt owed to such creditor. This figure should be compared to the School's calculation of the debt and be reconciled between the parties.				

	To the extent possible, the School should also begin to negotiate a settlement of debts, which is ultimately consummated by a settlement agreement reflecting satisfaction and release of the existing obligations, if possible. Consult Legal Counsel.				
20	<b>Notification to Debtors</b> Within thirty (30) days the School must contact all debtors and demand payment. Debtors include persons who owe the school fees or credits, lessees or sub-lessees of the School, and any person holding property of the School.				
21	<b>Reconciliation with District(s)</b> The School must reconcile its billings and payments with the districts, including special education payments.				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
22	<b>School Wind-Up Plan and Action</b> The School shall collect debts, dispose of assets and negotiate with and pay creditors in an orderly fashion in accordance with a timetable and plan adopted by the School's board of trustees. Priority should be given to continuing the School's educational program through the end of the charter termination and retaining funds to complete the wind-up process. ___ The initial plan should be adopted within 20 days of and be updated at least twice per month. ___ Termination of non-essential personnel and cancellation of non-essential services prior to end of classes. ___ Make final federal, state and local tax payments (every employer, including the School, which pays wages to employees is responsible for withholding, depositing, paying, and reporting federal, state and local income tax, social security taxes, and federal unemployment tax for such wage payments).				

	<p>___ Auction / sale of assets in a manner that avoids conflicts of interest and maximizes net revenue to the extent permitted by ongoing agreements with existing creditors.</p> <p>___ Liquidation or closing of bank accounts according to a schedule that minimizes fees but leaves the School enough flexibility to pay creditors, attorneys, accountants, etc. during the course of the wind-up, including funds for a final audit, and for dissolution in accordance with Minnesota Statutes, sections 124E.10, subdivision 1(b) and 124E.25, subdivision 1a (a) and (b)).</p> <p>___ Cancellation of corporate credit cards and lines of credit.</p> <p>___ Change authorized signatures on accounts as needed to reflect changes in persons authorized to implement the winding down operations of the School Corporation, and employment, contract and School Board status of those authorized to sign for the School.</p> <p>___ Status reports on the implementation of the School Wind-Up Plan to be submitted to the District through Interim Statements and a Final Statement (below).</p>				
23	<p><b>Protection of Assets; Insurance</b></p> <p>The School's assets and any assets in the School that belong to others must be protected against theft, misappropriation and deterioration.</p> <p>___ Existing insurance coverage should be maintained on the assets until the disposal of such assets.</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Continue existing insurance for School Facility, and other assets until (1) disposal or transfer of real estate or termination of lease, and</p> <p>(2) disposal, transfer or sale of other assets are sold, respectively.</p>				

	<p>___ Negotiate School Facility insurance with entities that may take possession of School Facility – landlord, mortgagors: bond holders, etc., if possible.</p> <p>___ Appropriate security services should be obtained or maintained.</p> <p>___ Action may include moving assets to secure storage after closure or loss of the School Facility.</p>				
24	<p><b>D&amp;O Insurance</b></p> <p>Maintain existing directors and officers liability (D&amp;O) insurance, if any, until final dissolution of the School.</p>				
25	<p><b>Inventory</b></p> <p>No later than 30 days prior to end of classes, <u>all</u> of the School's assets must be inventoried and/or its inventory updated.</p> <p>___ All assets of the School, (not just assets over a certain dollar value) must be inventoried.</p> <p>___ Separately identify assets purchased with federal grant funds.</p> <p>___ Provide the District with a copy of the inventory.</p> <p>___ Identify assets belongs to other entities (school district, county, municipality, health department, sponsoring foundation, vendors, PTA, etc.), including those borrowed or loaned.</p> <p>___ Identify assets encumbered by the terms of a contingent gift, grant or donation, or a security interest.</p> <p>___ Return assets not belonging to School and document same.</p>				
26	<p><b>Liquidation of Assets</b></p> <p>___ Federally purchased property may not be sold to pay creditors and, according to specific program guidance, must either be returned to the awarding agency or distributed for similar use to another eligible entity. Assets purchased with federal grant funds may be given to other charter schools.</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Assets not purchased with federal grant funds must be liquidated in a commercially reasonable manner including, but not limited to, sale by way of auction, sealed bidding or other commercially reasonable sales methods to the extent permitted under agreements with existing creditors and to the extent such assets are free and clear of any liens or encumbrances. If an asset is subject to a lien, encumbrance or security interest, the secured party should be contacted.</p> <p>___ Assets valued at \$100,000 must be advertised and disposed via sealed bid.</p> <p>___ Assets valued between \$25,000 - \$100,000 must obtain at least two bids before disposition.</p> <p>School Board members and their relatives as well as employees and students of the School may participate in any auction/sealed bidding process provided the party has disclosed his/her relationship to the School Board and the disclosure is made a matter of record in the School Board's minutes and approved by a majority of the non-interested members of the School Board.</p> <p><i>School Board members, their relatives, employees and students of the school may not purchase school assets other than through auction or sealed bid.</i></p>				
27	<p><b>Interim / Final Statements</b></p> <p>No later than 10 days after end of classes, prepare, and submit to the District an interim statement of the final status of all contracts and other obligations of the School and all funds, including principal and accrued interest, owed to, and by, the School Corporation, with supporting evidence showing:</p> <p>___ all creditors or former creditors, any amounts paid to creditors (or in-kind exchanges of assets), and any amounts</p>				

	<p>of debt of the School outstanding, including principal and accrued interest, as of the date of the interim report; and</p> <p>___ all amounts owed to the School by debtors, any amounts paid by debtors, and whether any debtors have paid in full, and any amounts outstanding; and</p> <p>___ all income generated through sale or auction of assets and any other change in status of assets.</p> <p>The School will prepare and submit such statements at 30 day intervals until the final statement (below) is prepared and submitted.</p>				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
28	<p><b>Final Statement</b></p> <p>No later than 10 days prior to the filing of a dissolution proceeding, the School shall prepare a final statement of the status of all contracts and other obligations of the School, and all funds owed to the School, audited (or confirmed) by an independent accountant, with supporting evidence showing:</p> <p>___ all assets and the value and location thereof, whether such asset has been distributed to creditors in satisfaction or payment of any existing debt obligation; and</p> <p>___ each remaining creditor and any and all amounts owed to each creditor, including principal and accrued interest through the date of such statement; and</p> <p>___ statement that (a) all debts have been collected, or (b) that good faith efforts have been made to collect same, and</p> <p>___ each remaining debtor of the School and the amounts owed by each debtor, including principal and accrued interest.</p>				

	___ This statement is in addition to the final Financial Statement Audit (below).				
<b>Corporate Records / Accounting</b>					
<b>29</b>	<b>Final Financial External Audit</b>  The School must have an external audit performed in accordance with applicable law. ___ File as requested by Minn. Statute 124E.16				
<b>30</b>	<b>Charter Reports; Final Annual Report</b> During the course of the wind-up process, the School must comply with its reporting or notice obligations under the charter (including, but not limited to, resignations of Board members, etc.), and its reporting and notice obligations.				

Charter School Closure Plan

<b>Item</b>	<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Target Completion Date</b>	<b>Actual Completion Date</b>	<b>Status</b>
<b>31</b>	<b>Closeout of State and Federal Grants</b> State, federal and other grants must be closed out, including:  ___ Notification to the grant entity of the School closure; and ___ Filing of any required expenditure reports or receipts and any required program reports.				
<b>32</b>	<b>IRS Status; Reports</b> ___ Notification to IRS regarding any address change of the School; and				

	<p>___ Filing of required tax returns or reports (e.g., IRS form 990 and Schedule A) for school year in which school ceases operation.</p> <p>___ Notify the IRS of dissolution of the education corporation and its 501 (c) (3) status.</p> <p>___ File final tax returns or reports.</p>				
33	<p><b>Minnesota Charitable Organization Report</b></p> <p>___ Notification re: Any change of address.</p> <p>___ Filing of return for school year in which school ceases operation.</p> <p>___ File final report.</p>				
34	<p><b>Corporate Records</b></p> <p>In all cases, the School Board shall maintain all corporate records related to:</p> <p>___ Loans, bonds, mortgages and other financing;</p> <p>___ Contracts;</p> <p>___ Leases;</p> <p>___ Assets and asset sales;</p> <p>___ Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042.</p> <p>___ Governance (Minutes, by-laws, policies);</p> <p>___ Employees (background checks, personnel files);</p> <p>___ Accounting/audit, taxes and tax status, etc;</p> <p>___ Personnel;</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Employee benefit programs and benefits; and</p> <p>___ Any items listed in this Closure Plan.</p>				

	Any and all records not previously sent to the school district must be retained by a designated school representative.  ___ Notify the District of name and address where all records not sent to the school district are retained.				
<b>Dissolution / Final Distribution of Assets</b>					
<b>35</b>	<b>Dissolution</b>  The School Board must follow the dissolution provisions provided by Applicable Law.  ___ Board adopts intent to dissolve resolution, which includes a plan of dissolution. ___ Secure any required affirmation/approvals. ___ File notice of intent to dissolve with Minnesota Secretary of State. ___ File notice with Minnesota Attorney General's office. ___ Publish notice for unknown creditors and provide written notice to known creditors or provide written notice.  ___ Distribute Assets ___ Board approves Articles of Dissolution and files with Secretary of State and submits copy to the District.				

Charter School Closure Plan

Item	Action Items	Person(s)	Target	Actual	Status
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		Responsibl e	Completi on Date	Completi on Date	
36	<p><b>Final Distribution of Assets</b></p> <p>All liabilities and obligations of the School must be paid and discharged (or adequate provision must be made therefore) to the extent of the School's assets. Any assets held subject to lien, encumbrance, security interest or other written conditions or limitations must be disposed of in accordance with and subject to those conditions or limitations.</p> <p>Assets received and held by the School subject to limitations permitting their use only for charitable, benevolent, educational, or similar purposes, but not held upon condition requiring return or with specific disposition instructions, shall be held until dissolution and transferred or conveyed to one or more charter schools.</p> <p>___ An itemized receipt must be obtained from each recipient of an asset containing the name, address and telephone number of the recipient.</p> <p>___ In closing out any federal grant and accounting for any federal grant funds, property owned by the federal government or property acquired under a federal grant must be distributed in accordance with federal regulations. <i>See 34 CFR, Part 80, subparts C and D.</i></p>				

Charter School Closure Plan

**[SCHOOL NAME]**  
**STUDENT RECORD TRANSFER LOG**

	NAME OF STUDENT LAST, FIRST	MARSS #	WHERE District	WHO Name of Individual	DATE mm/dd/yy
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## **Exhibit M**

### **Continuing Oversight – Accountability**

The District evaluates its charter schools in three primary areas:

1. Academic Performance
2. Fiscal Performance
3. Operations and Legal Compliance

**Academic Performance:** Is the School improving all student achievement?

Academic Performance is evaluated based on six criteria: Absolute Proficiency, Comparative Proficiency, Growth, Achievement Gap, World's Best Workforce Plan and Governance.

**Absolute Proficiency:** Expecting proficiency for each student, the District evaluates the percentage of students meeting or exceeding state standards on the state assessment tests.

**Comparative Proficiency:** Expecting each charter school to fulfill its statutory obligation to improve student performance, the District evaluates how well the charter school performs compared to state average performance, a charter school of similar size and mission and to a district elementary that charter school students would otherwise likely attend.

**Growth:** Expecting growth for each student, the District evaluates the growth each student achieved on the state and other assessments.

**Achievement Gap:** Expecting all students to achieve academic success, the District evaluates the degree to which students receiving Special Education services achieve the same proficiency rates as students not qualifying for Special Education services on the state assessments.

**World's Best Workforce Plan:** The District evaluates how well the School performs on annual goals set in the World's Best Workforce Plan.

**Academic Governance:** The District evaluates the school board's demonstration that it critically evaluates and strategically leads academic performance.

**Fiscal Management:** Is the School fiscally sound?

Fiscal Performance is evaluated based on multiple criteria: External Audit, Fund Balance, State Finance Award, and Governance.

**External Audit:** The District evaluates external audits and expects its schools to work towards elimination of deficiencies.

**Fund Balance:** The District evaluates a school's fiscal health based on its ability to pay unforeseen expenses.

**State Finance Award:** The District considers whether a charter school has received the Minnesota Department of Education Finance Award, which recognizes sound fiscal health and management policies and procedures.

**Governance:** The District evaluates the school board's demonstration that it pre-approves and maintains a balanced budget; reviews monthly and annual budget reports and requires explanation for out-of-budget spending; receives required board training; and has adequate time to review board materials.

**3. Operations and Legal Compliance:** Is the School well-managed and legally compliant?

Operations and Legal Compliance is evaluated based on four criteria: Compliance with Applicable Law, Minnesota Department of Education Audit results, Charter Contract Reporting Obligations, and Leadership.

Charter schools must comply with applicable laws, such as admissions, teacher licensing, and special education requirements. The District evaluates the degree to which the school complies with these requirements.

Effective operations and governance are fundamental to a quality charter school. Consequently, the District evaluates effective operations through annual site visits, reviews board minutes, discussions with staff and stakeholders, MDE audit results, and adherence to charter requirements.

The District regularly monitors and evaluates other measures of school performance such as, near-term and long-term fiscal health indicators. These measures inform the District oversight but general are not used in determining charter renewal unless the measures impact charter school obligations contained in the charter contract.

## **Exhibit N**

### **CHARTER SCHOOL RENEWAL EVALUATION**

Name of Charter School: Prairie Creek Community School  
Name of Authorizer: Northfield Public Schools (District)  
Date Current Contract Expires: June 30, 2021  
Term of Current Contract: five Years (Charter Contract Section 12.1)  
Date of this Report: April 1, 2021  
Person to Contact Regarding this Report: Dr. Matt Hillmann  
Phone: 507-663-0629  
Fax: 507-663-0611  
Email: mhillmann@northfieldschools.org

Article VI of the charter contract between the District and the School sets forth the fiscal and student metrics and evaluation processes: the school agreed to the academic goals set forth in its application, to comply with reporting requirements, and to provide regular academic and financial reporting to the District. In addition, contract section 6.7 provides that the District would perform site visits as an additional evaluation tool, and contract section 6.19 specifies that District may contract with third parties to perform oversight functions. The District has performed oversight functions with its own staff. Consequently, information contained in this report is based on data on file with the Minnesota Department of Education; data on file with the authorizer; site visits performed by the District and meetings or activities attended by the District.

#### **Executive Summary**

Prairie Creek Community School is currently in its 19th operating year and has maintained a steady 180+ enrollment during the current contract period. PCCS has a strong FY20 fund balance of \$714,733 (33.2% of annual expenditures)

Prairie Creek's most recent (2020) external audit contains no material weakness, significant deficiency, or finding of any kind. Prairie Creek has also received the state finance award, that recognizes fiscal compliance and reporting obligations, annually for the past eight years.

Prairie Creek's academic performance has been consistently strong throughout the contractual period. The School achieved 85% of its charter contract academic goals.

The District believes these factors warrant a five-year renewal, the maximum allowed by law.

## GENERAL INFORMATION

The District granted a charter to PCCS in 2002 for grades K-5 to serve the Northfield area. PCCS transitioned from a private school and opened in the fall of 2002 as a public charter school with grades K-5.

Section 12.1 of the contract between The District and the School sets forth the term of the contract, and specifies that it terminate June 30, 2021. Article X sets forth the revocation and non-renewal provisions. The District has not issued any letters of concern or notice of intent to revoke/non-renew the contract.

	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>
Enrollment (K-5)	180	180	179	179
Average Daily Membership	179.93	179.78	178.52	179

*Prairie Creek Community School is fully enrolled at 180 students in 2020/21 and maintains a waitlist for open spots.*

### Key Demographic Trends (Data from Minnesota Report Card)

<b>PCCS Students</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>
Enrollment (K-5)	180	180	179	179
American Indian/ Alaska Native	0 (0%)	0 (0%)	0.0%	0%
Asian	5 (2.7%)	4 (2.2%)	3 (1.7%)	3 (1.7%)
Black/African American	6 (3.3%)	4 (2.2%)	5 (2.8%)	3 (1.7%)
White	155 (86.1%)	157 (87.2%)	154 (86.0%)	155 (86.6%)
Hispanic	3 (1.7%)	4 (2.2%)	4 (2.2%)	7 (3.9%)
Native American / Pac. Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Two or More Races	11 (6.1%)	11 (6.1%)	13 (7.3%)	11 (6.1%)
Students of Color	25 (13.9%)	23 (12.8%)	25 (14.0%)	24 (13.4%)

Free and Reduced Lunch	28 (15.6%)	29 (16.1%)	25 (14.0%)	22 (12.3%)
English Language Learners	0 (0%)	0 (0%)	0 (0.0%)	0 (0.0%)
Special Education Status	30 (16.7%)	29 (16.1%)	46 (25.7%)	42 (23.5%)

### Parent Satisfaction

Each spring (excluding the pandemic spring of 2019), PCCS distributes a parent engagement and satisfaction survey to parents/guardians of PCCS students.

The table below shows the average score for the four survey domains. The average rating for all four domains fell between the “Agree” (a rating of 3) and “Strongly Agree” (a rating of 4) response options.

### Average Response on Parental Engagement and Satisfaction Survey over Time

Domain	2016-2017	2017-2018	2018-2019	2019-2020
Community and Climate	3.72	3.78	3.82	No Survey administered
Curriculum and Learning	3.55	3.66	3.65	
Faculty and Staff	3.67	3.77	3.81	
Governance and Administration	3.76	3.72	3.69	

### Achievement of Purposes

As stated in its application, the School was established to achieve multiple purposes. The primary purpose is to improve all pupil learning and all student achievement. The identified multiple secondary purposes and evaluation of each follow: (1) Increase learning opportunities for all students, (2) Encourage the use of different and innovative teaching methods, (3) Require the measurement of learning outcomes and create different and innovative forms of measuring outcomes, and (5) Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.

### **1. Increase learning opportunities for all pupils**

To increase student learning opportunities, the school maintains small class size and responds to the academic and social/emotional needs of all children. Students are given unique experiential learning opportunities through personal projects, thematic study, arts residencies and environmental learning activities.

### **2. Encourage the use of different and innovative teaching methods**

The progressive education teaching philosophy aligns with best practices for 21st century student learning. Teachers incorporate play, the Habits of Mind, Responsive Classroom and constructivist pedagogy into their instructional practice. Math instruction is enhanced by Lesson Study professional development whereby teachers design math instruction to support conceptual understanding at a deeper level.

### **3. Require the measurement of learning outcomes and create different and innovative forms of measuring outcomes**

Over the course of the contract period, the school established innovative measuring outcomes. Academic and non-academic goals are established for each child at a fall parent/student/teacher conference. Beyond state accountability measures detailed in this report, progress is monitored through formative assessments in math and literacy and a variety of measures including work samples, portfolios, reports, projects and performance in thematic study areas. Narrative reports that detail student progress are provided to families at the winter and spring conferences.

### **4. Create new professional opportunities for teachers including the opportunity to be responsible for the learning program at the school site**

Student learning is designed by teachers in an innovative community of professional collaboration. Teachers team in professional development committees that review standards and best practices across the curricular areas. These committees meet and plan the weekly two hour professional development sessions for faculty. In addition, the teaching staff participated in two days of professional development at the end of the year for reflection on the year's work and goal setting focused on the mission and purpose of the school. The staff also participates in four days of workshops prior to the start of the school year. The faculty functions as an authentic learning community with teacher leadership employed to develop workshops related to academic and non-academic goals.

During the 2019-2020 school year, the faculty participated in a professional development committee process. Each committee has three classroom teachers, with the Director, the special education teachers and the part-time specialists joining as interest and time allow. During a meeting in September, the teachers took the entire list of professional development goal areas and topics that had been determined during faculty retreat in June and work week in August and divided them out among the three committees. They set aside one Wednesday meeting per month

for committees to meet. During these meetings, the committees planned upcoming professional development and school events. The committee assigned a particular topic was responsible for leading the Wednesday meeting(s) on that topic or finding a speaker or facilitator to lead. Each committee planned to facilitate about one meeting per month. Committees prioritized the list of tasks to reflect their relative importance. In the 2020 - 2021 school year, professional development time was adjusted to respond to the pandemic. There was a focus on designing and implementing instruction for the different learning models that were used throughout the year.

Weekly professional development meetings included all teaching staff. Some teachers also participated in specialized professional development outside of the regular weekly session. In 2018, Prairie Creek Community School was honored with the Minnesota Association of Charter School's Innovation Award for its innovative and teacher powered professional development design.

Conclusion: the School has implemented its stated purposes; consequently, the School fulfilled its statutory obligation (to achieve at least one statutory purpose).

#### **CONTRACT FULFILLMENT: FINANCIAL PERFORMANCE**

Section 6.11 of the contract between The District and the school requires the school to publish on its website an external audit by December 15 of each year and to comply with program, financial, and compliance audits conducted by MDE.

**External Audits:** The school's external audits completed during the contract period reveal no deficiencies.

**State Finance Award:** For the contract term, the District notes that the school received the State Finance award in 2017, 2018, 2019 and 2020 which recognizes compliance with reporting obligations and a positive fund balance.

**Financial Governance:** Records on file with The District demonstrates that the School's board approves its annual budget and monthly financial reports that demonstrate adherence to or deviation from budget; the school contracts its payment processing and generally promptly pays its bills and is not delinquent on payroll taxes or pension payments. In addition, the school has timely filed its required reports.

**Revenues & Expenditures:**

	FY 17	FY18	FY19	FY20
Total Revenue	\$2,017,947	\$2,135,763	\$2,154,665	\$2,200,559
Total Expenses	\$1,984,729	\$2,119,022	\$2,138,539	\$2,168,516
Annual Surplus/Deficit	\$33,218	\$16,741	\$16,126	\$32,043
Cumulative Fund Balance	32.9%	31.6%	32.1%	33.2%

PCCS has steadily built a strong fund balance reserve, finishing FY20 with a fund balance of \$714,733 (33.2% of annual expenditures) which has kept the school fiscally sound and well positioned to weather unforeseen events. The audited Financial Statements for the year ending June 30, 2020 show General Fund total revenue at \$2,200,559 and General Fund total expenses in the amount of \$2,168,516 resulting in a Net Income of \$32,043.

CliftonLarsonAllen, an independent auditor conducts PCCS's financial analysis. PCCS submits audited financial statements to Northfield Public Schools and the Minnesota Department of Education on or before December 31 each year.

**FISCAL MANAGEMENT - CONCLUSION:**

Prairie Creek has healthy enrollment and fund balance, reflecting solid fiscal sustainability. External audit findings of the past have been corrected and the school has had two years without any findings. In addition, the School received the state finance award the past four years. Review of Board meeting minutes indicates the board pre-approves and maintains a balanced budget; reviews monthly and annual budget reports and explanations for out-of-budget spending; and reviews financial reports.

**CONTRACT FULFILLMENT:  
ACADEMIC PERFORMANCE**

**Student Academic Growth – Progress Over Time**

**2016 - 2021 Contractual Goals**

**Goal 1: State Assessments (30% weight – 10% per Sub Goal)**

**Sub Goal 1.1: Absolute Proficiency:**

By the conclusion of FY2021, the school-wide proficiency rate for students who have been in the school for at least three consecutive years will meet or exceed the state average proficiency for all students for math and for reading. (10%)

		<b>PCCS</b>	<b>State</b>
<b>Math</b>	2017	67.4%	59.2%
	2018	61.4%	57.7%
	2019	70.5%	55.5%
	2020	No state assessments	No state assessments
	2021		
<b>Reading</b>	2017	73.0%	60.6%
	2018	71.6%	60.4%
	2019	70.5%	59.7%
	2020	No state assessments	No state assessments
	2021		

*Result: Goal Met*

**Sub Goal 1.2: Comparative Proficiency:**

a. During the contractual period, the School will demonstrate, on average, higher school wide proficiency rates in math and reading than New Discoveries Montessori Charter School. (5%)

		<b>PCCS</b>	<b>New Discoveries Montessori Charter School</b>
<b>Math</b>	2017	67.4%	39.2%
	2018	61.4%	34.4%
	2019	70.5%	26.1%

	2020	No state assessments	No state assessments
	2021		
<b>Reading</b>	2017	73.0%	53.2%
	2018	71.6%	48.9%
	2019	70.5%	43.2%
	2020	No state assessments	No state assessments
	2021		

*Result: Goal Met*

b. During the contractual period, the School will demonstrate, on average, higher school wide proficiency rates in math and reading than Sibley Elementary School. (5%)

		<b>PCCS</b>	<b>Sibley Elementary</b>
<b>Math</b>	2017	67.4%	66.0%
	2018	61.4%	75.4%
	2019	70.5%	70.9%
	2020	No state assessments	No state assessments
	2021		
<b>Reading</b>	2017	73.0%	67.8%
	2018	71.6%	73.4%
	2019	70.5%	73.9%
	2020	No state assessments	No state assessments
	2021		

*Result: Goal Not Met*

### **Sub Goal 1.3: Growth.**

During the contractual period, the School's combined (Reading and Math) weighted average growth z-score will, on average, exceed 0 (10%)

	<b>PCCS Reading &amp; Math Average Growth z - score</b>
2017	-0.1387
2018	-0.0722
2019	3.8065
2020	No state assessments

2021	
------	--

*Result: Goal Met. Average z-score FY17 -20 = 3.5956*

**Goal 2: Nationally Normed Assessment (15% weight)**

During the contractual period, an average of 50% of students in grades 1 - 5 will meet their targeted rate of growth in math, as measured by the NWEA MAP Math assessment, from fall to fall.

	<b>PCCS NWEA Growth (fall to fall)</b>
2017	57.4%
2018	45.5%
2019	49.3%
2020	46.4%
2021	

*Goal Met: Average growth score FY17 - 20 = 50*

**Goal 3: Reading Growth Goals (15% weight)**

During the contractual period, the School will establish fall to spring growth goals, aligned with ELA standards, for children in K through 3 utilizing the Fountas and Pinnell comprehensive system. An average of 66% of all students will meet growth targets.

	Grade K	Grade 1	Grade 2	Grade 3
<b>2017</b>	a.92% b.82% c.100%	a.83% b.94%	a.94% b.75%	A.70% b.89%
<b>2018</b>	a.60% b.87% c.100%	a. 95% b. 87.5%	a.100% b. 95%	a. 80% b. 96%
<b>2019</b>	a.62.5% b.91% c100%	a. 95% b.71%	a.100% b.67%	a.100% b.92%
<b>2020</b>	No results due to pandemic			

*Result: Goal met*

**Goal 4: World's Best Workforce Goals (20% weight – 5% per Sub Goal)**

**Sub Goal 4.1 All Students Ready for Kindergarten (5%)**

By the conclusion of FY 2021, 75% of incoming kindergarten students will be academically and behaviorally ready for kindergarten.

(The K/1 Team conducted Kindergarten Readiness Assessments prior to the onset of the FY 2021 school year with all incoming kindergarteners. The Readiness Assessments include literacy assessments, math assessments, and collection of social-emotional readiness data. The assessments are conducted 1 on 1 with the child's teacher in an interview setting and are based on kindergarten readiness benchmarks.)

A: 75% of incoming Kindergarteners know that letters and sounds are connected, as evidenced by identifying 1 or more letter(s) and the corresponding sound in the Pre-K letter/sound assessment.

*Result: 27 out of 30 (90% of students) were able to identify 1 or more letter(s) and the corresponding sound in the Pre-K Literacy Assessment.*

B: 75% of incoming Kindergarteners are able to count 5 or more objects, using 1 to 1 correspondence, as evidenced by the Pre-K Math Assessment Data.

*Result: 30 out of 30 (100% of students) were able to count 5 or more objects, using 1 to 1 correspondence, as evidenced by the Pre-K Math Assessment Data.*

C: 75% of incoming Kindergarteners are able to communicate their thinking by responding verbally to questions as evidenced by the pre-K teacher readiness interview.

*Result: 27 out of 30 (90% of students) were able to communicate their thinking by responding verbally to questions in readiness interviews.*

**Sub Goal 4.2 All Students in Third Grade Achieving Grade-Level Literacy (5%)**

By the conclusion of FY 2021, 77% of 3rd grade students will attain Level O for comprehension as measured by the Fountas and Pinnell independent leveled reading program.

	% attaining Fountas and Pinnell Level O
2017	77%
2018	90%
2019	96.7%
2020	No data (Covid)
2021	

*Result: Goal met for years that data was available.*

**Sub Goal 4.3 Closing Achievement Gap(s) (5%)**

Achievement Gap Reduction. By the conclusion of FY2021, for each reading and math, the proficiency index for the Special Education subgroup will be:

[One-third of (100 - 2016 Special Education subgroup proficiency index )]+2016 Special Education subgroup proficiency index.

*Result: In progress. No MCA's administered in 2020 due to pandemic*

#### **Sub Goal 4.4 All Students Career and College-Ready by Graduation (5%)**

By the conclusion of FY 2021, 100% of fifth grade students will complete and present an Honors Project each spring.

*Result: Goal met. 100% of graduating fifth grade students completed and presented an Honors Project in each of the contractual years.*

#### **Goal 5: Academic Governance (20% weight)**

The School will implement an Academic Governance Plan to critically evaluate and strategically lead the School's academic performance and improvement. The School shall include a summary of its findings in the School's board minutes no less than twice annually.

*Result: Goal met. WBWF and Annual Report documented in board agenda and minutes.*

#### **Student Engagement**

Consistent Attendance percentage for 2020 was 95.3% (State: 85.3%).  
(data from Minnesota Report Card)

## **Specific Operational Issues**

### **CONTRACT FULFILLMENT: OPERATIONS AND LEGAL COMPLIANCE**

**Admission Policies and Procedures.** Section 7.4 of the contract between the District and the School requires that the school have an open admissions policy and specifically prohibits limiting admission based on intellectual ability, achievement, aptitude, or athletic ability. Enrollment preferences are granted to siblings and children of staff.

**Management and Administration of the School.** The management and administration of the school is described in Exhibit D to the Charter Contract. Exhibit D states that the board shall be elected in accordance with its bylaws. The School's board is organized consistent with state law. The School Board delegates the day-to-day management of the School to an administrator who is hired and supervised by the School Board. The administrator delegates the management of the curriculum to the curriculum coordinator. The School Board shall decide matters relating to operations of the School including, but not limited to, budgeting and operating procedures. The School Board delegates to the school administrator implementation of the operational decisions made by the School Board. Based on The District's review, the Board complies with its bylaws.

**Financial Parameters within which the Charter Public School will Operate to Provide the Special Instructions and Services to Children with a Disability.** Contract section 8.1A enumerates the special education provisions with which the school agreed to comply, and that section also identifies the financial parameters regarding special education funding.

**Leadership.** School leadership and board management have been responsive to The District's requests.

## **Additional Legal Compliance**

Based on the District's review and the School's assurances of compliance, and except as noted below or elsewhere in this evaluation, The District believes that the School complies with the following requirements/laws, as applicable:

1. Open Meeting Law, Minn. Stat. 13D
2. Educational Data, Minn. Stat. 13.32
3. Educational Records, Minn. Stat. 120A.22 Subd. 7
4. Equal Opportunities in Athletic Programs, Minn. Stat. 121A.04
5. The Pledge of Allegiance Requirement, Minn. Stat. 121A.11 Subd. 3
6. The Pupil Fair Dismissal Act, Minn. Stat. 121A.40 – 121A.56
7. Receipt of Records, Minn. Stat. 121A.75
8. Teacher Licensure, Minn. Stat. 122A.15 Subd. 1
9. The Minnesota Public School Fee Law, Minn. Stat. 123B.34 – 123B.39
10. Keeping open a school that a school board decides to close, Minn. Stat. 124E.06 Subd. 3(d)

11. Assumption of liability by the charter school, Minn. Stat. 124E.09
12. Financial audits, audit procedures and audit requirements, Minn. Stat. 124E.16 Subd. 1
13. Charter School Board, Minn. Stat. 124E.07
14. Nonsectarian operations and affiliations, Minn. Stat. 124E.06, Subd. 3 (b)
14. The charter school's primary focus, Minn. Stat. 124E.01 Subd. 1
15. Tuition, Minn. Stat. 124E.06 Subd. 3(f)
16. Student Admission, Minn. Stat. 124E.11
17. Length of School Year, Minn. Stat. 124E.03 Subd. 6
18. Annual Report, Minn. Stat. 124E.16, Subd. 2
19. Information required by and submitted to the authorizer, under Minn. Stat. 124E.10 Subd. 14
20. Provisions for transportation of pupils enrolled at the school, Minn. Stat. 124E.15
21. Formation and operation of a charter school, Minn. Stat. 124E.06
22. Types/amounts of insurance coverages to be obtained by the charter school, Minn. Stat. 124E.09
23. Charter School Revenue, Minn. Stat. 124E.20
24. Education of pupils with a disability, Minn. Stat. 125A.02, 125A.03 – 125A.24, 125A.65
25. Student Legal Records, Minn. Stat. 250B.171 Subds. 3, 5
26. Minnesota Cooperative Law, Minn. Stat. 308A
27. PSCPA, Teacher Retirement, and TRA, Minn. Stat. 353, 354, 354a
28. Nonprofit Corporations, Minn. Stat. 317A
29. State and Local Health and Safety Requirements

**Teacher Licensing.** Prairie Creek has demonstrated licensing compliance. Minn. Stat. 124E.12 Subd. 1 states that charter schools must employ teachers with valid licenses to perform the duty for which they were hired at the school. According to MDE's Assignment/Licensure Discrepancy report, Prairie Creek has not had any assignment/licensure discrepancies during the current contract term.

**Facility.** The lease and site have been reviewed by the MDE. Fire and other safety requirements are in place.

**OPERATIONS AND LEGAL COMPLIANCE - CONCLUSION:** As indicated in more detail above, the District believes the school's operational compliance is satisfactory.

DRAFT



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



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

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## Important Phone Numbers

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

## **SAFETY**

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

## **INTRODUCTION**

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

## **HAND IN HAND TEACHERS**

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

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

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

## **EXAMPLE OF APPROXIMATE DAILY SCHEDULE**

Meet/greet, small motor activities 15 minutes

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

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

Stories/songs, bathroom break/snacks 30 minutes

Outside/gym large motor time 30 minutes

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

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

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

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

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

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

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

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



## **PEER INTERACTION/INCLUSION**

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

## **INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES**

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

## **FAMILY INVOLVEMENT**

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

## **PARENT COMPONENT**

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

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

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

## **GUIDANCE POLICY**

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

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

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

## **ATTENDANCE**

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

## **TRANSPORTATION**

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

## **ILLNESS**

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

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



## HEALTH SERVICES

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

## CLOTHING

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

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

## LATE PICKUP POLICY

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

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

## EMERGENCY CLOSING OF SCHOOL

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

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

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

## TUITION POLICY

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

## SNACKS

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

## FIELD TRIP INFORMATION

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

## TOYS FROM HOME

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

## BIRTHDAY OBSERVATIONS

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





## **Targeted Services**

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Middle School Youth Center  
(MSYC)

BLAST Handbook

2021-2022

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

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

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

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **MSYC/BLAST PHILOSOPHY**

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

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

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

### **Administration Staff**

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

### **Located at Longfellow Building**

201 Orchard St S, Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

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

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

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

## **ELIGIBILITY**

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

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

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

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

AND

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

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

## Schedules and Dates

~~Online~~ Summer Blast dates for 2021 are as follows:

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

Typical Summer Blast schedule ~~(when not online):~~ Times: ~~9:30a-12:30p~~ 9:45 a.m. - 2:30p, ~~total programming~~

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

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

Typical schedule:

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

## **BEHAVIORAL/DISCIPLINE CHALLENGES**

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

1. Talk with student

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

2. Parent call/meeting

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

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

If there are continued issues these are the 3 options.

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

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

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

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

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

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

## **ATTENDANCE INFORMATION**

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

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

## **ELECTRONICS**

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

## **MANDATED REPORTING**

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

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

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

## **PERSONAL POSSESSIONS**

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

## **VISITOR POLICY**

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

## **NURSE**

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

## **WEBSITE**

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

## **CHILD NUTRITION**

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

Child Nutrition is listed under the Support Services tab.

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

## **TRANSPORTATION**

Where a student is picked up is dependent on the program and site they are at. The program staff will communicate with families on the pick up procedure that is specific to their site.

## **ECURITY**

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

## **INJURY**

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

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

~~Appendix A~~

## ~~List of~~ **CONTACTS**

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



## **Targeted Services**

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# PLUS Handbook

## 2021-2022

201 Orchard Street South

Northfield, MN 55057

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

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

Director: Daryl Kehler

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

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

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

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

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

#### **Beliefs**

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

#### **Strategies**

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

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

## **PLUS Philosophy**

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

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

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

### **Administration Staff**

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

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

201 Orchard St S

Northfield, MN 55057

645-1201 (office)

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

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## ELIGIBILITY

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

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

### Northfield PLUS Program

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

AND

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

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

## Schedules and Dates

Online Summer PLUS dates for 2021 are as follows:

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

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

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

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

## School Year Plus Dates and Schedule

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

## BEHAVIORAL/DISCIPLINE CHALLENGES

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

1. Talk with student

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

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

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If there are continued issues these are the 3 options.

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

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

### HARASSMENT OR VIOLENCE AS ABUSE

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

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

## ATTENDANCE INFORMATION

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

## ELECTRONICS

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

## **MANDATED REPORTING**

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

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

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507-645-9576 (Northfield)

507-332-6115 (Faribault)

## **PERSONAL POSSESSIONS**

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## **VISITOR POLICY**

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## **NURSE**

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

## **WEBSITE**

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

## **CHILD NUTRITION**

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

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

## SECURITY

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

## INJURY

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

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## ~~Appendix A~~

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# **NORTHEFIELD PUBLIC SCHOOLS**

## **PROPOSED 2021-22 BUDGET BOOK**



"Delivering educational excellence that empowers all learners to engage in our dynamic world."

**NORTHFIELD PUBLIC SCHOOLS**  
**INDEPENDENT SCHOOL DISTRICT 659**  
**BOARD OF EDUCATION**

Julie Pritchard, Chair

Amy Goerwitz, Vice Chair

Jeff Quinnell, Treasurer

Noel Stratmoen, Clerk

Tom Baraniak

Corey Butler

Claudia Gonzalez-George

**SUPERINTENDENT OF SCHOOLS**

Dr. Matt Hillmann, Ed.D.

This document was prepared by the Finance Department of Northfield Public Schools

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

## 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 Northfield Public Schools is to deliver educational excellence that empowers all learners to engage in our dynamic world.

## OUR BELIEFS

- **Public Education**

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

- **Learning**

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

- **Learning Environment**

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

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

- **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.

## OUR STRATEGIES

- **Quality Education**

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

- **Stewardship**

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

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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.

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

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

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

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

May 24, 2021

Board of Education  
Independent School District 659  
Northfield, MN

It is with pride I submit and recommend the proposed budgets for the 2021-22 school year. This budget document is one of our primary tools to present summarized and transparent financial information to the Board, our employees and the community. This report includes our Operating and Proprietary funds with an emphasis on the General Fund. This document provides a cohesive report for all of the budgets presented over the past few months.

The purpose of a budget is to quantify the strategic plan and programming choices we have made as a district. It is a guide for the Board of Education to authorize the administration to fulfill the vision and mission of the district each day. In December, a revised budget that includes more accurate enrollment data, finalized employment contracts and a complete analysis of the 2021 legislative session will be presented. In December 2020, the Board received a three - year financial forecast. That forecast included assumptions and parameters used to set the framework for the 2021-22 budget planning process.

Seventy percent of the district's total funding comes from the State of Minnesota and it is essential that we recognize and understand the inadequate funding strategies the legislature employs. The Northfield community has been a tireless supporter of our schools. Their unwavering support and commitment to our students is deeply appreciated. The district will be gathering staff and community input regarding our strategic plan for the next five years and we will utilize these clear strategic priorities to create a five year balanced budget. This is an exciting and innovative process that Dr. Hillmann and I are proud to facilitate.

In addition to our current budget forecast, I would be remiss in not addressing the significant impact the pandemic has had on the district's human and fiscal resources. While the federal government has provided significant support, I want to be clear that the funds we have received are to help stabilize our budgets and support the additional needs of our students and staff coming out of the pandemic. The vast majority of our budget is still in the hands of the legislature. It is the legislature's responsibility to provide sustainable funding.

We strive daily to implement the district's strategic plan, mission and values to operate efficiently and effectively while continuing to provide a world-class learning environment. We consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support Northfield Public Schools.

Sincerely,



Val Mertesdorf  
Director of Finance

## ***BUDGET DEVELOPMENT CALENDAR***

December 14	<p>Auditors presented results of 2019-20 financial audit.</p> <p>School Board reviewed and approved 2020-21 revised General Fund budget as well as certified the 2020 Payable 2021 Tax Levy.</p> <p>School Board presented with five-year financial forecast.</p>
February 8	<p>School Board presented with proposed Operating Capital and Long Term Facilities Maintenance budget.</p>
February 22	<p>School Board adopted resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions.</p> <p>School Board presented with proposed budget for Debt Service Fund.</p> <p>School Board adopted the proposed Capital and Long Term Facilities Maintenance budget.</p>
March 8	<p>School Board presented with proposed budget for the Internal Service Fund.</p>
April 12	<p>School Board presented with proposed budgets for Child Nutrition and Community Services.</p> <p>School Board adopted the necessary resolutions relating to General Fund program and staffing changes for 2021-22.</p>
April 26	<p>School Board presented with proposed budget for the General Fund.</p>
May 24	<p>School Board adopts the 2021-22 Proposed Budgets for all funds.</p>

## ***STUDENT ENROLLMENT PROJECTIONS***

Minnesota funds the majority of its K-12 programs through a complex formula applied to the number of students attending each school. For most funding programs, the pupil count, known as adjusted pupil units (APU) is used to determine school revenue amounts.

Over the past several years, the district's enrollment has increased steadily. The 2019-20 school year was our first year of projected declining enrollment. The district anticipates that the total number of students will continue declining over the next couple of years. Enrollment for the 2020-21 school year was less than projected due to the pandemic. We are hopeful that students will return for the 2021-22 school year, but we are using a conservative enrollment estimate initially.

The October 1, 2020 enrollment numbers were included with historical data to calculate the current enrollment forecast which was prepared using the traditional cohort survival technique and weighting these results to favor more recent years. The following table represents the 2021-22 student enrollment projection. The bottom table includes historical enrollment counts and the longer range forecast for additional context.

<b>2021-22 Projected Average Daily Membership (ADM)</b>					
<b>Pre-KG</b>	<b>KG (incl. HK)</b>	<b>1-3</b>	<b>4-6</b>	<b>7-12 (incl. ALC)</b>	<b>Total</b>
<b>39.0</b>	<b>238.9</b>	<b>690.0</b>	<b>774.9</b>	<b>2,044.6</b>	<b>3,787.4</b>

<b>Enrollment History and Projection</b>							
<b>Year</b>	<b>Pre-K</b>	<b>KG</b>	<b>1-3</b>	<b>4-6</b>	<b>7-12</b>	<b>Total</b>	<b>APU</b>
2009-10	41.3	260.7	807.1	821.8	1,880.5	3,811.3	4,431.3
2010-11	37.5	239.7	795.0	843.0	1,865.8	3,781.0	4,405.2
2011-12	40.2	256.0	810.1	840.8	1,851.6	3,798.6	4,416.1
2012-13	40.1	267.6	796.2	875.1	1,838.5	3,817.5	4,424.9
2013-14	30.1	223.6	826.9	853.1	1,885.2	3,818.9	4,459.1
2014-15*	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.9
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.4	4,391.7
2017-18	39.3	273.0	807.1	922.9	2,001.8	4,044.1	4,444.5
2018-19	41.2	248.4	797.6	911.0	2,051.8	4,050.0	4,460.4
2019-20	42.8	246.5	764.4	892.8	2,072.6	4,019.0	4,433.6
2020-21#	39.4	203.6	748.3	856.8	2,096.1	3,944.2	4,363.4
<b>2021-22#</b>	<b>39.0</b>	<b>238.9</b>	<b>690.0</b>	<b>774.9</b>	<b>2,044.6</b>	<b>3,787.4</b>	<b>4,196.4</b>
2022-23#	39.6	236.4	687.1	764.7	2,038.0	3,765.8	4,173.4
2023-24#	40.0	215.8	719.2	713.2	1,978.8	3,667.0	4,062.8
# Estimated Enrollment							
* Change in pupil unit weights							

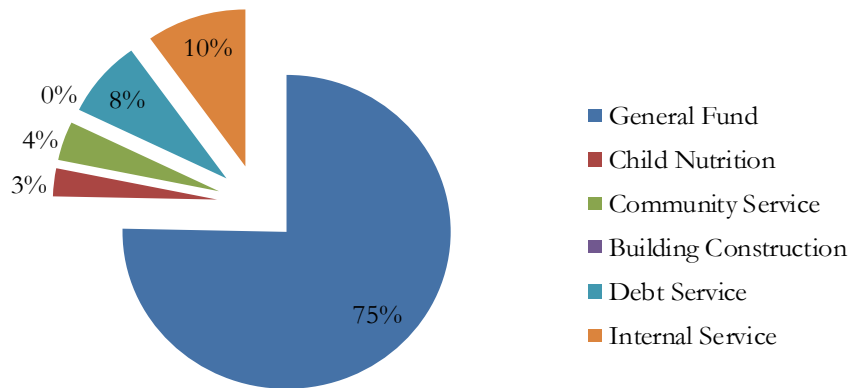
## PROPOSED 2021-22 BUDGET SUMMARY OF ALL FUNDS

	July 1, 2021 Projected <u>Fund Balance*</u>	FY 2022 <u>Revenues</u>	FY 2022 <u>Expenditures</u>	June 30, 2022 Projected <u>Fund Balance*</u>
General Fund**	\$ 16,177,030	\$ 57,741,045	\$ 59,892,883	\$ 14,025,192
Child Nutrition	\$ 283,951	\$ 2,208,619	\$ 2,416,599	\$ 75,971
Community Service	\$ (69,871)	\$ 3,073,145	\$ 3,275,708	\$ (272,434)
Building Construction	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,726,144	\$ 6,089,977	\$ 5,842,017	\$ 1,974,105
Internal Service	\$ 4,775,328	\$ 7,547,782	\$ 8,857,880	\$ 3,465,230

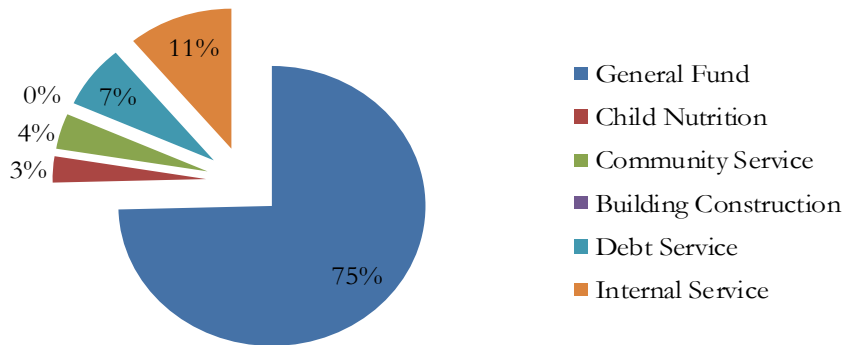
\* Beginning and ending fund balance includes restricted funds

\*\*General Fund includes Capital and Long Term Facility Maintenance funds.

**2021-22 Budget Resources All Funds**



**2021-22 Budget Expenditures All Funds**



## GENERAL FUND

The General Fund accounts for the primary operations of the district, including educational and instructional support services to students from Kindergarten through twelfth grade, pupil transportation and capital outlay.

Preliminary budget assumptions include a decrease in revenue of approximately 0.8%. The district receives 68% of its revenue from the State of Minnesota. We are projecting a 0.5% increase in the basic per pupil formula revenue which accounts for 55% of the district's total revenue. Declining enrollment is one of the most significant financial challenges we face. Seventy-five percent of our revenue is enrollment based formulas. We are projecting an increase in special education funding, an increase in our federal funding due to the one-time stabilization funding and a small decrease in our local sources.

Projected expenditures are represented with an aggregate decrease of 0.30%. This includes a projected increase of 1.9% in salaries, 1.8% in benefits and an 8.2% decrease in non-salary and other operating expenditures. The non-salary decrease is related to the completion of our LTFM projects that supplemented our bond authority.

While the pandemic has presented many challenges and opportunities for our district, the impact and effect of the mandates, the funding, the changes to enrollment will be felt for several years. We are working hard to use the one-time federal funds to stabilize and respond to the identified needs of our staff and students. We will be implementing a budget prioritization process this fall for the 2021-22 budget that will ensure we are aligning our resources with our stated priorities. This process will result in a balanced and sustainable budget for the next five years.

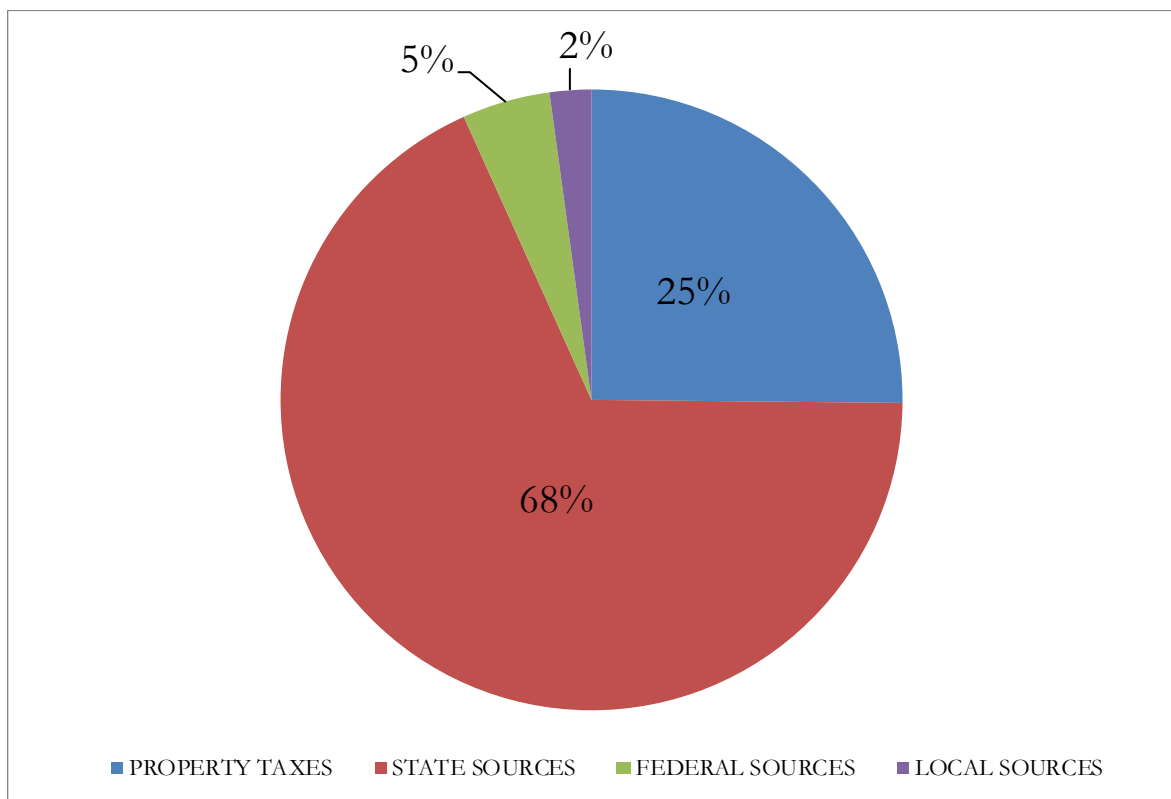
### GENERAL FUND | FINANCIAL SUMMARY

	<b>2018-19 Audit Results</b>	<b>2019-20 Audit Results</b>	<b>2020-21 Revised Budget</b>	<b>2021-22 Proposed Budget</b>
REVENUE	\$ 55,557,466	\$ 57,535,974	\$ 58,184,370	\$ 57,741,045
EXPENDITURES	55,258,536	56,481,276	60,073,958	59,892,883
DIFFERENCE	298,930	1,054,698	(1,889,588)	(2,151,838)
BEGINNING FUND BALANCE	16,712,990	17,011,920	18,066,618	16,177,030
ENDING FUND BALANCE	<u>\$ 17,011,920</u>	<u>\$ 18,066,618</u>	<u>\$ 16,177,030</u>	<u>\$ 14,025,192</u>
RESTRICTED FUND BALANCE	\$ 6,221,250	\$ 5,267,945	\$ 4,951,331	\$ 5,377,505
UNRESTRICTED FUND BALANCE	\$ 10,790,670	\$ 12,798,673	\$ 11,225,699	\$ 8,647,687
PERCENTAGE OF EXPENDITURES	19.5%	22.7%	18.7%	14.4%

## GENERAL FUND | REVENUE

	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
PROPERTY TAXES	\$ 13,573,959	\$ 13,865,817	\$ 14,132,124	\$ 14,528,579
STATE SOURCES	38,699,985	39,595,228	39,993,787	39,321,725
FEDERAL SOURCES	1,501,946	1,428,206	2,492,466	2,639,748
LOCAL SOURCES	1,781,576	2,646,723	1,565,993	1,250,993
TOTAL	\$ 55,557,466	\$ 57,535,974	\$ 58,184,370	\$ 57,741,045

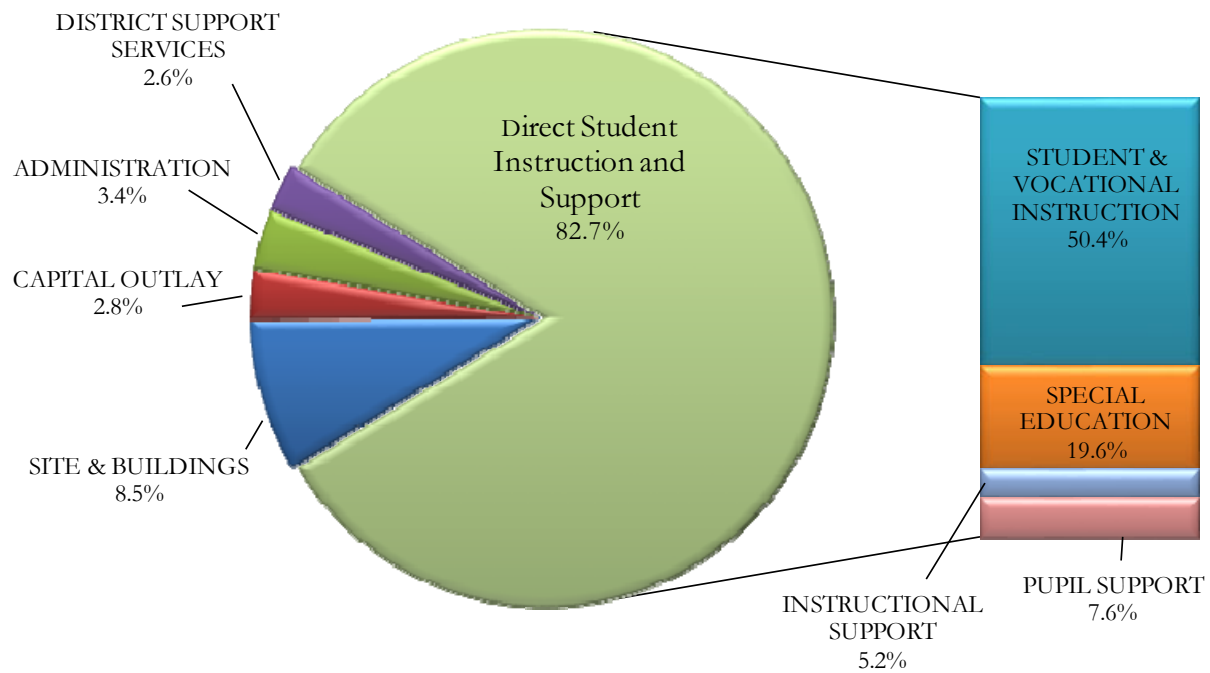
## REVENUE BY SOURCE



## GENERAL FUND | EXPENDITURES BY PROGRAM

- **Student Instruction: \$41,481,357 (69.3%)**  
Includes costs associated with teaching students as well as co-curricular and extra-curricular activities from Kindergarten through twelfth grade. It also includes specialty programming such as special education, alternative education, English learner and compensatory programs.
- **Student Support Services: \$8,677,384 (14.5%)**  
Includes costs associated with supporting students including transportation, media centers, guidance/counseling services, nursing services as well as the instructional services department.
- **Site and Buildings: \$6,151,899 (10.3%)**  
Includes costs associated with operations, maintenance, repairs and remodeling of all facilities and grounds of the school district. This program category also includes the majority of our capital outlay expenditures.
- **District Support Services: \$1,575,573 (2.6%)**  
Includes costs associated with services provided by the district office such as human resources, finance, communications and other centralized office functions.
- **Administration: \$2,006,670 (3.3%)**  
Includes costs associated with the district administration including the school board, superintendent and principals.

### 2021-22 EXPENDITURES BY PROGRAM



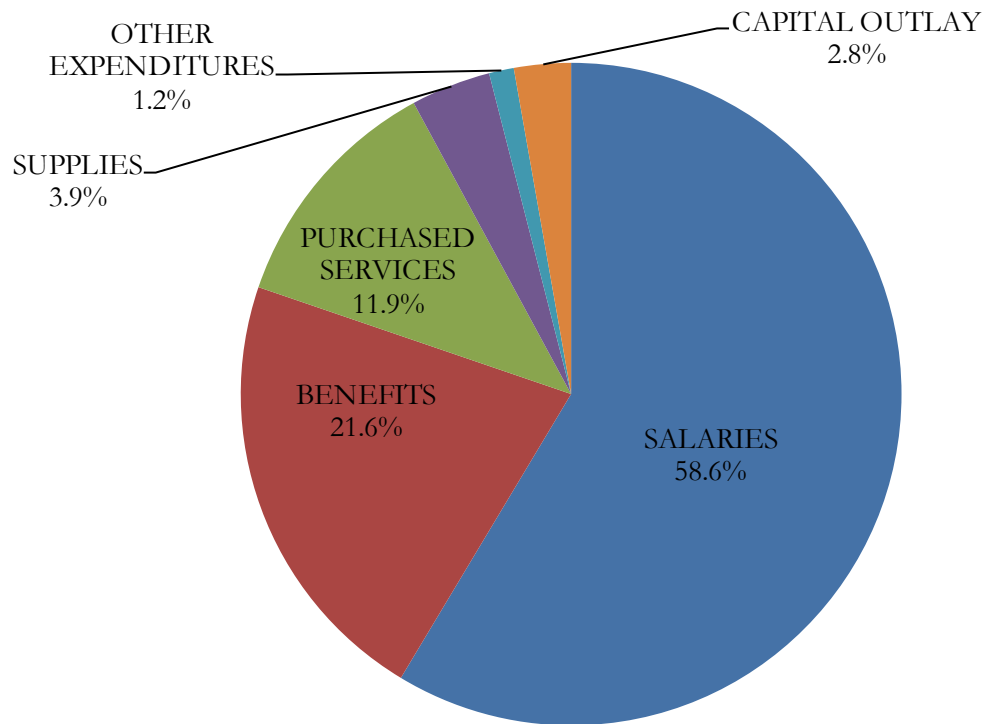
**GENERAL FUND | EXPENDITURES BY PROGRAM (cont)**

Student Instruction \$41,481,357 69.3%	Elementary Instruction	\$ 10,477,619
	Middle and High School Instruction	\$ 14,576,965
	Special Education	\$ 11,742,882
	Co-curricular and Extra-curricular Activities	\$ 2,075,469
	English Language Learners	\$ 1,216,770
	Title/Compensatory Programs	\$ 1,027,663
	Career and Technical Programs	\$ 363,989
Student Support Services \$8,677,384 14.5%	Instructional Support	\$ 712,203
	Curriculum and Development	\$ 455,324
	Educational Media	\$ 506,231
	Instructional Technology	\$ 1,732,638
	Guidance/Counseling	\$ 898,456
	Health Services	\$ 433,045
	Student Transportation	\$ 2,995,039
	Staff Development	\$ 661,639
Sites and Buildings \$6,151,899 10.3%	Other Student Support	\$ 282,809
	Operations and Maintenance	\$ 4,367,073
	Facilities	\$ 634,435
	Long Term Facilities Maintenance	\$ 1,002,491
District Support Services \$1,575,573 2.6%	Property or Other Insurance	\$ 147,900
	Finance Department	\$ 524,780
	Human Resources	\$ 479,456
	Administrative Technology	\$ 290,175
	General Administrative Support	\$ 97,724
	Communications and Assessment	\$ 159,063
Administration \$2,006,670 3.3%	Elections	\$ 24,375
	Office of Superintendent	\$ 377,481
	School Administration	\$ 1,570,961
School Board		\$ 58,228
<b>Total General Fund</b>		<b>\$ 59,892,883</b>

## GENERAL FUND | EXPENDITURES BY OBJECT

	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
SALARIES	\$ 31,696,538	\$ 32,668,329	\$ 34,459,473	\$ 35,110,108
BENEFITS	11,827,205	11,850,622	12,713,602	12,943,395
PURCHASED SERVICES	6,966,379	6,379,528	7,141,313	7,102,743
SUPPLIES	1,895,713	1,855,552	2,741,322	2,344,100
OTHER EXPENDITURES	263,729	694,670	726,676	726,246
CAPITAL OUTLAY	2,608,972	3,032,575	2,291,572	1,666,291
TOTAL	\$ 55,258,536	\$ 56,481,276	\$ 60,073,958	\$ 59,892,883

### 2021-22 EXPENDITURES BY OBJECT



## GENERAL FUND

### OPERATING CAPITAL and LONG TERM FACILITIES MAINTENANCE

The primary source of operating capital revenue comes from local property taxes which includes the voter approved operating capital levy of \$750,000. The capital levy was renewed for another 10 years upon its expiration during the 2013-14 school year. Long Term Facilities Maintenance revenue is a combination of local levy and state aid. These funding sources have specific restrictions regarding what the district can purchase. Any unspent funds are kept in a restricted fund balance code for future purchases that meet the specifications.

	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
<b>Revenue Summary</b>				
Operating Capital	\$ 802,794	\$ 827,242	\$ 803,949	\$ 791,617
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	377,805	380,985	381,394	353,449
Long Term Facility Maintenance	1,553,688	1,614,295	1,474,621	1,499,409
<b>Total Revenues</b>	<b>\$ 3,484,287</b>	<b>\$ 3,572,522</b>	<b>\$ 3,409,964</b>	<b>\$ 3,394,475</b>

<b>Expenditure Summary</b>				
Leased Facility Space/ Assessments	\$ 407,538	\$ 315,645	\$ 435,677	\$ 390,305
Lease Purchase Agreement	142,760	212,352	142,758	212,352
Building/Program Allocation	202,110	111,900	133,034	132,661
Textbooks/Digital Curriculum	137,597	149,448	200,000	180,000
Technology Leases	521,604	715,333	544,016	563,000
Network Administration	-	-	300,000	300,000
Gleason Property	-	179,301	-	-
Capital Committee Recommendations	532,602	537,865	218,179	130,000
Long Term Facility Maintenance	1,078,295	1,753,424	1,629,840	993,500
<b>Total Expenditures</b>	<b>\$ 3,022,506</b>	<b>\$ 3,975,268</b>	<b>\$ 3,603,504</b>	<b>\$ 2,901,818</b>

<b>Fund Summary</b>				
Beginning Balance	\$ 1,248,834	\$ 1,710,615	\$ 1,307,869	\$ 1,114,329
Revenue	3,484,287	3,572,522	3,409,964	3,394,475
Expenditures	3,022,506	3,975,268	3,603,504	2,901,818
<b>Ending Balance</b>	<b>1,710,615</b>	<b>1,307,869</b>	<b>1,114,329</b>	<b>1,606,986</b>
Operating Capital	\$ 542,842	\$ 279,224	\$ 240,902	\$ 227,650
Long Term Facility Maintenance	1,167,773	1,028,645	873,427	1,379,336

## CHILD NUTRITION FUND

The Child Nutrition Fund is a self-sustaining fund whose mission is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Revenue comes from a variety of sources including state and federal funding, student and adult purchases, federal commodities, and grant dollars.

The majority of the budget is accounted for in labor and food costs. The child nutrition program for the 2021-22 school year will be offering free breakfast and lunch to all students as directed by the federal government.

The proposed budget shows a spend down of the fund balance. The past few years have been challenging for our child nutrition team. The child nutrition department is constantly evaluating food costs and direct labor hours per meal served will be the primary focus to ensure budget targets are met. The Child Nutrition team works tirelessly to provide creative solutions for our students to help increase participation.

	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
<b>Revenue Summary</b>				
Local property Taxes	-	-	-	-
Tuition, fees and other	1,149,853	932,213	1,279,900	1,233,100
State Aids	108,710	98,250	112,312	111,987
Federal Aids	814,990	1,000,095	828,032	863,532
<b>Total Revenues</b>	<b>\$ 2,073,553</b>	<b>\$ 2,030,558</b>	<b>\$ 2,220,244</b>	<b>\$ 2,208,619</b>
<b>Expenditure Summary</b>				
Salaries and Benefits	\$ 1,029,058	\$ 1,067,804	\$ 1,136,494	\$ 1,144,699
Purchased Services	76,711	71,413	87,400	82,900
Food and Supplies	1,028,677	1,013,696	1,181,426	1,181,000
Equipment	23,932	98,346	28,000	8,000
<b>Total Expenditures</b>	<b>\$ 2,158,378</b>	<b>\$ 2,251,259</b>	<b>\$ 2,433,320</b>	<b>\$ 2,416,599</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 802,553	\$ 717,728	\$ 497,027	\$ 283,951
Revenue	2,073,553	2,030,558	2,220,244	2,208,619
Total Sources	2,876,106	2,748,286	2,717,271	2,492,570
Expenditures	2,158,378	2,251,259	2,433,320	2,416,599
<b>Ending Fund Balance</b>	<b>\$ 717,728</b>	<b>\$ 497,027</b>	<b>\$ 283,951</b>	<b>\$ 75,971</b>
Fund Balance Max	\$ 719,459	\$ 750,420	\$ 811,107	\$ 805,533

*Per the MDE, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a nine month operating year.*

## COMMUNITY EDUCATION FUND

Northfield Public Schools Community Education focuses on lifelong learning, recreation and community involvement. We provide numerous opportunities and classes for all ages to develop skills, stay healthy and inspire creativity.

Our Early Childhood Family Education (ECFE) programs support parents in their role as their child's first and foremost teacher. Among our other Early Childhood Programs, Hand in Hand Preschool and Ventures childcare work together to prepare and support students in year-long learning. The budget for 2021-22 was developed with the goal of trying to build back participation in their programs that were dramatically impacted by the pandemic. The community education department takes stewardship very seriously and is working to make adjustments to provide financial stability.

	2018-19	2019-20	2020-21	2021-22
	Audit	Audit	Revised	Proposed
Revenue Summary	Results	Results	Budget	Budget
Local property Taxes	\$ 408,227	\$ 405,820	\$ 417,087	\$ 419,487
Tuition, fees and other	2,110,695	1,959,449	1,620,386	2,358,250
State Aids	326,602	299,385	295,408	295,408
Federal Aids	-	267,679	-	-
<b>Total Revenues</b>	<b>\$2,845,524</b>	<b>\$ 2,932,333</b>	<b>\$ 2,332,881</b>	<b>\$ 3,073,145</b>
<b>Expenditure Summary</b>				
Salaries and Wages	\$ 1,948,292	\$ 1,981,522	\$ 1,883,460	\$ 2,151,986
Benefits	564,676	632,211	575,389	702,757
Purchased Services	381,109	359,578	198,540	331,588
Supplies	89,072	80,645	44,532	76,185
Equipment	1,663	6,112	6,612	10,012
Other Expenditures	2,228	3,470	2,955	3,180
<b>Total Expenditures</b>	<b>\$2,987,040</b>	<b>\$ 3,063,538</b>	<b>\$ 2,711,488</b>	<b>\$ 3,275,708</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 581,457	\$ 439,941	\$ 308,736	\$ (69,871)
Revenues	2,845,524	2,932,333	2,332,881	3,073,145
Total Sources	3,426,981	3,372,274	2,641,617	3,003,274
Expenditures	2,987,040	3,063,538	2,711,488	3,275,708
<b>Ending Fund Balance</b>	<b>\$ 439,941</b>	<b>\$ 308,736</b>	<b>\$ (69,871)</b>	<b>\$ (272,434)</b>

## BUILDING CONSTRUCTION FUND

This fund is used to record all the operations of the district's building construction projects funded by the sale of bonds. The revenue consists of bond proceeds and interest earnings. Expenditures are construction related costs.

	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
<b>Revenue Summary</b>				
Bond Proceeds	\$ 41,309,238	\$ -	\$ -	\$ -
Interest on Investments	244,356	746,588	105,134	-
Other Financing Sources	-	-	-	-
<b>Total Revenues</b>	<b>\$ 41,553,594</b>	<b>\$ 746,588</b>	<b>\$ 105,134</b>	<b>\$ -</b>
<b>Expenditure Summary</b>				
Construction Costs	\$ 1,285,235	\$ 30,902,375	\$ 8,316,866	\$ -
Other Financing Uses	2,609,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,894,235</b>	<b>\$ 30,902,375</b>	<b>\$ 8,316,866</b>	<b>\$ -</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ -	\$ 37,659,359	\$ 7,503,572	\$ -
Revenue	41,553,594	746,588	105,134	-
Total Sources	41,553,594	38,405,947	7,608,706	-
Expenditures	3,894,235	30,902,375	8,316,866	-
<b>Ending Fund Balance</b>	<b>\$ 37,659,359</b>	<b>\$ 7,503,572</b>	<b>\$ (708,160)</b>	<b>\$ -</b>



## DEBT SERVICE FUND

This fund is used to account for the accumulation of resources used for payment of general long-term obligation bond principal, interest, and related costs.

	2018-19	2019-20	2020-21	2021-22
	Audit	Audit	Revised	Proposed
Revenue Summary	Results	Results	Budget	Budget
Local property Taxes	\$ 5,001,904	\$ 5,357,232	\$ 5,436,718	\$ 5,364,977
Interest on Investments	119,800	94,669	120,000	75,000
State of MN	737,798	648,840	654,089	650,000
Other Sources	10,315,748	-	10,760,000	-
<b>Total Revenues</b>	<b>\$ 16,175,250</b>	<b>\$ 6,100,741</b>	<b>\$ 16,970,807</b>	<b>\$ 6,089,977</b>

	2018-19	2019-20	2020-21	2021-22
	Audit	Audit	Revised	Proposed
Expenditure Summary	Results	Results	Budget	Budget
Bond Principal	\$ 4,915,000	\$ 4,910,000	\$ 5,230,000	\$ 3,650,000
Bond Interest	813,694	2,305,343	2,027,675	2,185,017
Other Debt Service Fees	75,574	6,990	7,000	7,000
Other Uses	7,670,000	-	10,760,000	-
<b>Total Expenditures</b>	<b>\$ 13,474,268</b>	<b>\$ 7,222,333</b>	<b>\$ 18,024,675</b>	<b>\$ 5,842,017</b>

	2018-19	2019-20	2020-21	2021-22
	Audit	Audit	Revised	Proposed
Fund Summary	Results	Results	Budget	Budget
Beginning Fund Balance	\$ 1,200,622	\$ 3,901,604	\$ 2,780,013	\$ 1,726,144
Revenue	16,175,250	6,100,741	16,970,807	6,089,977
Total Sources	17,375,872	10,002,345	19,750,819	7,816,121
Expenditures	13,474,268	7,222,333	18,024,675	5,842,017
<b>Ending Fund Balance</b>	<b>\$ 3,901,604</b>	<b>\$ 2,780,013</b>	<b>\$ 1,726,144</b>	<b>\$ 1,974,105</b>

**Current Outstanding Debt**  
**2021-22 Principal and Interest Payments**

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2021-22 Payments		
					Principal	Interest	Total
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 155,000	\$ 17,650	\$ 172,650
3/23/2017	0.0193	\$ 1,325,000	BW Roof	2/1/2027	\$ 130,000	\$ 25,200	\$ 155,200
11/15/2018	2.23%	\$ 7,325,000	Refund 2010A	2/1/2022	\$ 615,000	\$ 30,750	\$ 645,750
			Elementary/Early				
1/31/2019	3.22%	\$ 39,255,000	Childhood	2/1/2039	\$ 785,000	\$ 1,511,381	\$ 2,296,381
11/4/2020	0.37%	\$ 9,665,000	Refund '11A/'12A	2/1/2025	\$ 1,965,000	\$ 600,035	\$ 2,565,035
					<b>\$ 3,650,000</b>	<b>\$ 2,185,017</b>	<b>\$ 5,835,017</b>

**General Obligation Debt**  
**Annual Maturity Schedule**

Fiscal Year	Principal	Interest	Total
2022	3,650,000	2,185,017	5,835,017
2023	3,955,000	1,892,981	5,847,981
2024	4,130,000	1,701,131	5,831,131
2025	2,445,000	1,500,631	3,945,631
2026	2,085,000	1,384,481	3,469,481
2027	2,230,000	1,283,131	3,513,131
2028	2,185,000	1,174,631	3,359,631
2029	2,290,000	1,065,381	3,355,381
2030	2,405,000	950,881	3,355,881
2031	2,490,000	866,706	3,356,706
2032	2,590,000	767,106	3,357,106
2033	2,665,000	689,406	3,354,406
2034	2,745,000	609,456	3,354,456
2035	2,830,000	527,106	3,357,106
2036	2,925,000	431,594	3,356,594
2037	3,025,000	332,875	3,357,875
2038	3,130,000	227,000	3,357,000
2039	3,240,000	117,450	3,357,450
	<b>\$ 51,015,000</b>	<b>\$ 17,706,964</b>	<b>\$ 68,721,964</b>

## INTERNAL SERVICE FUND SELF-INSURANCE PLAN

The district established this fund in 2005-06 to account for the financial activity of the self-insurance plan for the dental benefits provided to employees. In May 2011 the district elected to become self-insured for medical benefits as well. The revenue in this fund represents premiums paid for dental and medical coverage by the district and our active and retired employees. Expenditures represent actual claims and administrative fees paid for dental and medical services received by our current or retired employees covered by the plan.

	<b>DENTAL FUND</b>			
	<b>2018-19 Audit Results</b>	<b>2019-20 Audit Results</b>	<b>2020-21 Revised Budget</b>	<b>2021-22 Proposed Budget</b>
Beginning Balance	\$331,277	\$413,265	\$474,794	\$545,089
Charges for Services	624,260	620,648	631,683	631,683
Interest Earnings	5,783	7,285	6,000	6,000
Total Sources	961,320	1,041,198	1,112,477	1,182,773
Insurance Claims	507,202	528,633	526,604	526,604
Administrative Fees	40,853	37,771	40,784	40,784
Total Expenditures	548,055	566,404	567,388	567,388
<b>Ending Fund Balance</b>	<b>\$413,265</b>	<b>\$474,794</b>	<b>\$545,089</b>	<b>\$615,385</b>
<b>Goal</b>	<b>\$202,881</b>	<b>\$211,453</b>	<b>\$210,641</b>	<b>\$210,641</b>

	<b>MEDICAL FUND</b>			
	<b>2018-19 Audit Results</b>	<b>2019-20 Audit Results</b>	<b>2020-21 Revised Budget</b>	<b>2021-22 Proposed Budget</b>
Beginning Balance	\$5,711,406	\$5,645,927	\$4,843,095	\$4,230,239
Charges for Services	6,891,856	6,973,152	6,825,099	6,825,099
Interest Earnings	85,365	78,904	85,000	85,000
Total Sources	12,688,627	12,697,983	11,753,194	11,140,337
Insurance Claims	6,245,197	7,031,389	6,671,068	7,421,325
Administrative Fees	797,503	823,499	851,887	869,167
Total Expenditures	7,042,700	7,854,888	7,522,955	8,290,492
<b>Ending Fund Balance</b>	<b>\$5,645,927</b>	<b>\$4,843,095</b>	<b>\$4,230,239</b>	<b>\$2,849,845</b>
<b>Goal</b>	<b>\$2,498,079</b>	<b>\$2,812,556</b>	<b>\$2,668,427</b>	<b>\$2,968,530</b>