

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Tuesday, May 26, 2020 ~ 7:00 p.m.
Zoom Meeting Link: <https://zoom.us/j/93179271876>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. COVID-19/Distance Learning Update/District Operations
 - B. Alternative Learning Center (ALC) Reauthorization
 - C. Longfellow Building Name Change
 - D. Handbooks - First Reading
 - E. Financial Update
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Cannon Valley Special Education Cooperative
 - 2. Audio/Visual Bid Approval
 - 3. Temporary Modification To Grading Scales In 2019-2020 Handbooks Due To Distance Learning And COVID-19
- VIII. Items for Information
 - A. Construction Update
- IX. Future Meetings
 - A. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting
 - C. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Tuesday, May 26, 2020 ~ 7:00 p.m.
Zoom Meeting

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Tuesday, May 26, 2020, Regular School Board Meeting

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

This is an opportunity for residents of the Northfield School District to address the Board. Due to the health pandemic and Governor Walz's Executive Order 20-56 issued on Wednesday, May 13, 2020, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, the May 26, 2020, school board meeting will be held by telephone conference call or other electronic means. Public comment for this school board meeting may be submitted by 5:00 p.m. on Tuesday, May 26, as follows: info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below:

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

- IV. Announcements and Recognitions
- V. Items for Discussion and Reports

A. COVID-19/Distance Learning Update/District Operations

Dr. Hillmann will update the Board on the district's response to COVID-19, distance learning, and general district operations.

B. Alternative Learning Center (ALC) Reauthorization

Daryl Kehler, ALC Director, will discuss new state guidelines affecting ALCs. The Minnesota Department of Education (MDE) is requiring formalized processes and documentation for State Approved Alternative Programs (SAAPs) in compliance with MN Statute 123A.05.

C. Longfellow Building Name Change

Dr. Hillmann and Chair Pritchard will facilitate a discussion about renaming the Longfellow School building to officially identify the Northfield Public Schools District Office and the Area Learning Center.

D. Handbooks - First Reading

Dr. Hillmann will present the Policy Committee's recommendations for the Child Nutrition Appendix and the 2020-2021 handbooks for: Elementary Schools, Middle School, High School, ALC, Parent Co-Curricular Handbook, and the Student Citizenship Handbook. This will be an item for individual action at the next Board meeting.

E. Financial Update

Dr. Hillmann will provide a financial update to the Board.

VI. 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 11, 2020

B. Gift Agreements

- \$2,500 from VFW Post #4393 for scholarships

C. Personnel Items

a) Appointments

1. Chris Holmquist, .6 FTE Art Teacher at the High School, beginning 8/25/2020; BA, Step 14
2. Ella Stromme, .8 FTE Licensed Social Worker at the ALC/LF, beginning 8/25/2020; BA, Step 1-pending obtaining MN school social worker license.

b) Increase/Decrease/Change in Assignment

1. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.
2. Anne Campbell, Teacher at the High School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.
3. Ray Coudret, Teacher at the High School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.
4. Curt Mikkelsen, Teacher at the Middle School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.
5. Eric Swan McDonald, Teacher at the High School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.
6. Sarah Swan McDonald, Teacher at the High School, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thur. at the ALC, effective 6/9/2020-7/23/2020.

c) Leave of Absence

1. Rebecca Meyers, extending childcare leave of absence through the 2020-2021 school year.

d) Retirements/Resignations/Terminations

1. Linda Wasner, Educational Assistant at the High School, retirement effective at the end of the 2019-2020 school year.

e) Administration is Recommending the Approval of the Following:

Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.

1. Community Education and Other Coordinators

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

VII. Superintendent's Report

A. Items for Individual Action

1. Cannon Valley Special Education Cooperative (CVSEC) Update. Superintendent Hillmann will review the plan for CVSEC to lease 41,160 square feet at the Faribo West Mall beginning with the 2021-2022 school year for 15 years. CVSEC will move all of its programming from three locations into one location. Consolidation of programs from three sites to two sites in 2020-2021 is estimated annual operational savings of \$315,232 with additional operational savings expected when the move is made to the Faribo West Mall facility. A lease/levy tax impact table is included in the packet.

Superintendent's Recommendation: Motion to authorize CVSEC to enter into a 15-year lease at the Faribo West Mall for the purposes of administering special education programming as presented.

2. Audio/Visual Bid Approval. There were a total of five (5) bids received for the District Wide Audio Visual project at New Greenvale Park Elementary, Northfield Community Education Center, Sibley

Elementary and Longfellow District Office/ALC. Video Services, Inc. (VSI) from Mankato, Minnesota submitted the low base bid in the amount of \$630,000.00.

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|--|----------------|
| 1. Alternate No. 1 Inductive Loop Assistive Listening System | Add \$4,200.00 |
| 2. Alternate No. 2 Voice Conferencing | Add \$1,400.00 |
| 3. Alternate No. 3 Control Room Camera and Green Screen | Add \$2,650.00 |
| 4. Alternate No. 4 Wide View Camera | Add \$3,460.00 |

The project is under budget. Wold Architects and Engineers contacted VSI and we are comfortable with their submitted bid and contract document requirements. The Board is asked to allow a contract be issued to the bidder as presented at a cost of \$630,000.00, as well as Alternate No. 1 \$4,200.00, Alternate No. 2 \$1,400.00, Alternate No. 3 \$2,650.00, and Alternate No. 4 \$3,460.00 for a total contract cost of \$641,710.00.

Superintendent's Recommendation: Motion to allow a contract to be issued to Visual Services, Inc. (VSI) for district wide audio/visual at a cost of \$630,000.00, as well as Alternate No. 1 for \$4,200.00, Alternate No. 2 for \$1,400.00, Alternate No. 3 for \$2,650.00, and Alternate No. 4 for \$3,460.00, for a total contract cost of \$641,710.00 as presented.

3. Temporary Modification To Grading Practices In 2019-2020 Handbooks Due To Distance Learning And COVID-19. School handbooks reference grading, are approved by the Board, and have the weight of policy. The Board is asked to approve a change to grading practices for the fourth quarter and second semester of the 2019-20 school year as presented. These temporary changes acknowledge that the abrupt change to a distance learning model prompted by the COVID-19 global health pandemic requires different grading practices to support students.

Superintendent's Recommendation: Motion to approve the temporary grading practice changes as presented.

VIII. Items for Information

- A. Construction Update #27. Superintendent Hillmann will update the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting
B. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting
C. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

Executive Summary: The COVID-19 global health pandemic caused by a novel coronavirus has had a historic impact on our society and our schools have been dramatically changed by it. Governor Tim Walz closed schools completely from March 18-March 27 and directed schools to develop a distance learning plan to educate students remotely for up to eight weeks, with instruction beginning on March 30. On April 22, the Governor announced that schools would continue the distance learning model for the remainder of the 2019-2020 academic year. In addition to providing education via distance learning, schools are required to provide free childcare for the children (Kindergarten through Age 12) of health care and emergency workers and to provide free meals to students. Northfield Public Schools has embraced these roles in supporting the State of Minnesota's efforts to mitigate the impact of COVID-19.

Grading Practices for Fourth Quarter and Second Semester

The abrupt change to distance learning has changed the way students engage in learning. Continuing with the same grading practices designed for a face-to-face learning environment is not appropriate. Early in the distance learning period, District secondary schools (Grades 6-12) announced some changes to their grading structures:

- Northfield Middle School moved to a Pass/Fail system, eliminating letter grades for the fourth quarter and second semester. The threshold for a passing grade was also lowered from 60% to 50%. There are numerous protections in place to support students to limit the number of students who receive an "F" in any class. These protections include conditions that would allow a student to pass a course even with a quarter or semester percentage that is less than 50%.
- Northfield High School and Northfield Area Learning Center moved to a hybrid system. The system includes maintaining letter grades for those who attain an A or B. Students who would have earned a C or D will receive a "P" for passing and students who have a failing grade would receive an "F." The threshold for a passing grade was also lowered from 60% to 50%. There are numerous protections in place to support students to severely limit the number of students who receive an "F" in any class. These protections include conditions that would allow a student to pass a course even with a quarter or semester percentage that is less than 50%. Every effort is being made to ensure students have the support needed to pass all of their courses this quarter/semester.
- All grades that are Pass/Fail will also carry a special designation indicating it was affected by COVID-19. These pass/fail grades will not be calculated as part of the student's grade point average.
- All fourth quarter grade reports will include the following MDE messaging: "Grades that are documented during the time period of March 16 through June 30 of 2020 reflect the distance learning period resulting from the COVID-19 pandemic. Future use of these grades for academic placement, admission, acceleration, or remediation is discouraged and should only be used with caution after balancing the information against student performance in other grading periods."

Elementary Schools: Northfield elementary schools will not be issuing a traditional report card at the end of the year. Teachers will have a closure conference with every family and provide them with a distance learning report. An example of this report accompanies this update.

Northfield Middle School, Northfield High School, and Northfield ALC: While distance learning is a successful strategy for the majority of students, this sudden and drastic change has also had an adverse impact on a substantial portion of students' grades. Following our District's distance learning guiding principles and after consulting with representative groups of teaching staff, the administration is making the following changes in how teachers should assign a failing grade for the 4th quarter and second semester grades for the 2019-20 academic year **only**. This change is being made to support students who have made efforts to engage in distance learning. A failing grade is still possible for those students who have not made an effort nor have accepted assistance. To ensure consistency, every F grade for the fourth quarter or second semester will be reviewed by the building's COVID-19 grade review team.

Overall Percentage Change	Other Criteria
<p>Students earning 50% or more of their points for the fourth quarter or the second semester will receive at least a “P” indicating they have passed that grading period.</p> <p>The second semester grade will be calculated with third quarter weighted at 60% and fourth quarter weighted at 40%.</p> <p>If a student passed the third quarter and passed the fourth quarter, regardless of the percentages, will pass the second semester.</p>	<p>Students earning fewer than 50% of their points for the fourth quarter but meeting at least one of the criteria listed below should receive at least a “P” indicating they have passed the grading period:</p> <ul style="list-style-type: none"> • Attended 50% or more of the live Zoom sessions • Submitted 50% or more of the graded assignments for the quarter • Engaged in tutoring, academic coaching, peer coaching, or other related assistance from a formalized building student support group or teacher
<p>Every student with an F for the fourth quarter or second semester will receive an individual review by the building’s COVID-19 Grade Review Team prior to the finalization of the F. The team will focus on validating the designation of an F by ensuring that the failing grade is in alignment with the criteria listed above and that there are no other previously unknown exigent circumstances that would have prompted an extra layer of district support should staff had been aware of them.</p>	

No precedent: It is vital to understand this change in grading practices is solely due to the unknown impact of the COVID-19 global health pandemic on our students. Some students who previously struggled are flourishing in this environment. Others who were successful are now struggling. This reasonable modification of our expectations for students is intended to “do no harm” to those students who have made an effort to engage in distance learning but would not have received credit in our normal operations.

Board action: School handbooks reference grading, are approved by the Board, and have the weight of policy. The Board is asked to approve these changes to grading practices for the fourth quarter and second semester of the 2019-20 school year as presented above. These temporary changes acknowledge that the abrupt change to a distance learning model prompted by the COVID-19 global health pandemic requires different grading practices to support students.

Emergency Child Care and Free Meals for Children

Our childcare center for Tier I emergency and health care workers continue to operate well. As of this publication, our child nutrition department has served more than 70,000 meals and our emergency childcare center has served an average of 52 children per day at Bridgewater Elementary through May 15, 2020.

Summer Free Meals: The United States Department of Agriculture (USDA) has extended the waiver for non-congregate dining through the end of August and will continue with reimbursing schools for the meals. The District plans to continue offering meals through August but with an adjusted schedule. Service will be reduced from five days per week to two days per week. Students will still receive five meals, but receive two meals on the first day of service and three meals on the second day of service. Benjamin Bus will continue with meal routes and this cost will be covered, at no additional fee, through our current contract.

Summer School Age Childcare: The District is finalizing options to host a fee-based childcare program this summer. The program will prioritize school-aged children of health care and emergency workers, beginning those with Tier I status. Details are still being finalized.

Summer School, Special Education Extended School Year, and Community Education Programming

On May 14, the Minnesota Department of Education and the Minnesota Department of Health released guidance for administering summer educational programming. The guidance included [options to offer distance learning hybrid opportunities](#) if schools can adhere to the [Department of Health guidance for such programs](#). The first session of high school credit recovery will be conducted via distance learning. There have been additional questions about the initial version of the state guidance. We are waiting for that guidance prior to making additional programming decisions.

Student:	Grade:	Family Contact Date:
Teacher:	School:	
Distance Learning Attendance: _____ Days Present/41 days possible = _____% days attended		
Distance Learning Engagement: <input type="checkbox"/> Full Engagement (75%+ of activities and assignments completed) <input type="checkbox"/> Partial Engagement (40%-75% of activities and assignments completed) <input type="checkbox"/> Limited Engagement (Less than 40% of activities and assignments completed)		

Per Minnesota Department of Education Guidelines: Grades that are documented during the time period of March 16 through June 30, 2020 reflect the distance learning period resulting from the COVID-19 pandemic. Future use of these grades for academic placement, admission, acceleration, or remediation is discouraged and should only be used with caution after balancing the information against student performance in other grading periods.

Student Strengths
Skills to Practice this Summer:
Other Comments:

Next year's grade level: _____

Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. **This guidance is applicable to programs authorized to operate by Executive Order 20-56 including youth programs, K-12 schools, colleges, universities, and day camps. Other youth serving organization such as overnight camps can use this to start planning should programming be allowed to resume at a later date.**

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

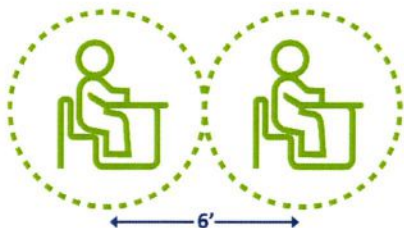
Public health guidance is based on:

- [Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
- [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission \(PDF\) \(www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf\)](http://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf)

MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in large group settings.

What is social distancing?

The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon

entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a **3-foot radius** around each participant, resulting in a 6-foot total distance between any two people.

Have a plan and prepare

- CDC and MDH recommends that all businesses identify program coordinators who are responsible for COVID-19 issues and preventive activities.
- Summer programs should communicate with families prior to sessions beginning to set expectations for participating in programming this summer. Communication should include what strategies will be implemented to mitigate the risk of COVID-19 exposure in the summer program community, and acknowledge that strategies may change if the level of community transmission increases to the point where programming must be disrupted.
- Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while participating in summer programming.

Promote a safe program environment

- Adapt practices to allow physical distancing of at least 6 feet whenever possible.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants must be reduced.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- Wherever possible, hold activities outdoors and encourage participants to spread out.
- If social distancing cannot be adhered to for some activities, cancel the activity.
- Avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.
- Reduce the number of people on transportation buses to allow them to spread out. Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.

How can programs practice social distancing in an indoor environment?

Maintain safe program spaces.

- Modify classes where participants are likely to be in very close contact.
 - Bring in specialist staff (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction.
 - Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Rearrange desks and common seating spaces to maximize the space between participants.
 - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - Consider using visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible.
 - If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
 - Do not share equipment between staff, volunteers, and participants when possible.
 - For example, consider designating paddles or tennis rackets to participants or asking families to send them with participants whenever feasible.
 - Clean high touch surfaces between different groups.
- Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
 - Honor requests of parents who may have concerns about their children attending the program due to underlying medical conditions of those in their home.
 - Staff who cannot be at work due to their own high-risk conditions should be offered alternatives for working.
- The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: [Groups at Higher Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html).

Promote cloth face coverings

- Follow cloth face covering guidance for schools and child care.
 - Staff members working in youth and participant programs are encouraged to wear cloth face coverings during the work day as much as possible.

- MDH recommends participants/children only wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
- Face mask guidance is available at [Masking Recommendations for Child Care and Schools \(www.health.state.mn.us/diseases/coronavirus/schools/masks.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html).

Strategize meal times

- Wherever feasible, encourage bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 6 feet apart.
 - Don't intermix pods, and maintain a consistent group of pods that are dining at the same time each day whenever possible.
 - These steps will help minimize transmission and also allow for swift contact tracing if needed.
- Clean and disinfect common surfaces between groups.
- If meals are typically served family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have staff serve food to participants).
- Serve meals outside or in alternative indoor areas as weather allows.
- Staff serving meals should follow [MDH's Food Service Worker Safety Information \(www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf).

Minimize opportunities for mixing between groups

- Stagger arrival and/or dismissal times.
 - Minimize crowding at drop-off and pick-up times.
 - Designate times for families to come, consider staggering times if possible.
 - Whenever possible, participant pick-up and drop-off should occur outside.
 - Add visual cues or barriers to direct traffic flow and distancing.
 - Develop signage and processes to minimize interactions of families.
 - Consider dividing participant entry points rather than funneling all participants through the same entry space. These approaches can limit the amount of close contact between participants in high-traffic situations and times.
 - MDH recognizes that busing times are often tightly scheduled. Consider making arrival schedule changes for participants who walk or are dropped off by a parent or caregiver.
- Cancel field trips, assemblies, and other large gatherings.
 - Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights.
 - Consider transitioning field trips to free virtual opportunities.

- Consider changing events to a virtual format where appropriate.
- Use private playgrounds when appropriate safeguards are in place.
 - Consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.
 - Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible. When possible, build in visual cues that demonstrate physical spacing.
 - If possible, consider cleaning high touch areas of the play structure between groups.
 - For schools, consider allowing flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- Avoid contact with shared public amenities like picnic tables, benches, and playground equipment.
 - Assume such equipment has not been cleaned.
 - Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
 - Limit the presence of volunteers for activities.
 - Use virtual formats for guest speakers and reading programs.
 - For schools, move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
 - Do not allow the public access to indoor facilities when a program is in progress.
 - Limit access to the program's indoor facilities to staff, volunteers, and participants of the program.
- Promote staff, volunteers, participants, and their families to maintain distance from each other.
 - Educate staff, volunteers, participants, and their families and explain why this is important.
 - Provide reminders about the importance of not sharing food or drinks.
 - If possible, consider cleaning high touch areas of the play structure between groups.
- Exercise caution when using drinking fountains.
 - Think carefully about how drinking fountains are being used and how regularly they are being cleaned in making a decision to use them. Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.

- If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
- Adhere to current travel restrictions
 - [CDC's Travel Updates for COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

Encourage and reinforce social norms and health etiquette

- Promote materials and trainings to ensure that staff, volunteers, and participants:
 - Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - [Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](https://www.health.state.mn.us/people/handhygiene/index.html)
 - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
 - [Cover Your Cough \(www.health.state.mn.us/people/cyc/index.html\)](https://www.health.state.mn.us/people/cyc/index.html)
- Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
 - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
- Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
- Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
- Ensure participants aren't sharing water bottles, food, or other items.
- Avoid using other employees' phones, desks, offices, or other work tools or equipment.
- Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
- Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

Promote health checks

- Promote social distancing and reduce congestion in the health office.
 - Use the health services office for participants, staff, and volunteers with COVID-19 like symptoms and, if possible, create a satellite location for first aid or medication distribution.

- Allow for flexible administration of health care tasks for participants who are able to independently manage needs.
- Consider using visual cues to demonstrate physical spacing.
- Emphasize the importance of daily health checks.
 - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
 - Screening process for children: [Guidance for Child Care Programs that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)
 - Consider using a similar system to the employee screening checklist: [Visitor and Employee Health Screening Checklist \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
 - If it is not feasible to conduct health screening given the setting:
 - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
 - Ask about access to thermometers and consider implementing temperature checks for households that do not have one.
 - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Use exclusion guidance and isolate symptomatic staff and program participants.
 - Follow exclusions guidance and ensure staff and participants stay home when sick: [COVID-19 Exclusion Guidance \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
 - Ensure sick policies are supportive of participants and staff staying home when sick.
 - Have a plan if staff or participants get sick.
 - Make a plan with parents prior to sessions around expectations if their child becomes ill while at the program.
 - Plan to have a room or area that can be used to isolate a symptomatic staff member, volunteer, or participants while they wait to be picked up or are able to leave on their own; ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill).
 - Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
 - If you end up having a participant or staff who is diagnosed with COVID-19 reach out to MDH or your local public health agency for further direction.

Be mindful of traveling

- Limit participation in summer programming to participants and staff who are arriving from Minnesota or bordering states.
- Ask staff and participants to limit their interaction with local communities when off-site to obtaining only essential services; and only allow sparingly or find other ways to get supplies/services. Follow appropriate social distancing and health etiquette measures when interacting with the community.
- Encourage staff to limit their interactions with others on their time off.

Promote a safe workplace for staff and volunteers

- Hold staff and volunteer meetings virtually or in a large enough space to accommodate social distancing.
- Encourage non-essential planning and preparatory activities be conducted outside program facilities.
 - Consider allowing staff and volunteers to use alternate spaces (e.g., telecommute) for discretionary preparation time.
 - Conduct professional development virtually whenever possible.
- Ensure policies are supportive of participants, staff, and volunteers staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19.
 - Explore opportunities for staff and volunteers who cannot be on-site due to their own high-risk conditions or those of their family members to complete work using alternate spaces (e.g., telecommute).
- Ensure classroom access to hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes).
 - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
 - Have hand sanitizer and tissues readily available for use by participants, staff, and volunteers throughout the building.
- Arrange classrooms to allow staff and volunteers to practice social distancing.
 - Turn desks to face in the same direction (rather than facing participants) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Ensure daily cleaning of the program environment.
 - Routine cleaning and disinfecting is key to maintaining a safe environment for staff, volunteers, and participants. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

- Adapt practices to ensure high-touch surfaces such as doorknobs, stair rails, counters, dining hall tables and benches, program equipment, and other items are regularly cleaned and disinfected.
 - Follow MDH guidance for cleaning and disinfecting:
 - [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs \(www.health.state.mn.us/diseases/coronavirus/schools/clean.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)
 - [COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education \(www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html)
- Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
- Use EPA-registered household disinfectants recommended by the CDC – [Information on Disinfectants: \(www.epa.gov/coronavirus\)](http://www.epa.gov/coronavirus).
- Dedicate individual classroom and office materials.
 - Do not share writing utensils, classroom, and office supplies between participants, staff, or volunteers (when possible).
 - Frequently clean office materials or equipment that cannot be designated.
 - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

Resources

[Schools and Child Care: Coronavirus Disease 2019 \(COVID-19\) \(www.health.state.mn.us/diseases/coronavirus/schools/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

[Child Care Information for Families and Providers \(https://mn.gov/childcare/\)](https://mn.gov/childcare/)

[CDC Guidance for Child Care Providers that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)

[CDC Guidance for Schools and Child Care \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

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health.schools.covid19@state.mn.us
www.health.state.mn.us

5/13/2020

For more information, visit [Coronavirus Disease 2019 \(COVID-19\) \(health.state.mn.us/diseases/coronavirus/index.html\)](http://health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Contact health.communications@state.mn.us to request an alternate format.

Minnesota

Summer Programming

Guidance for Schools



Version: May 20, 2020

education.mn.gov

Letter from Education Commissioner Mary Cathryn Ricker

Dear Minnesota School Communities:

As we are working through this challenging time, my team and I at the Minnesota Department of Education (MDE) are working closely with the Minnesota Department of Health (MDH) to determine this next phase to safely provide education during this pandemic. The safety and well-being of our students, families, and school staff will always be our top priority. We also know that there are many students who are not being served well by distance learning, despite our most creative efforts, and would greatly benefit from returning to in-person instruction as soon as we are able to safely do so. That's why today we are ready to announce that MDE, in consultation with MDH, has determined that a school district or charter school may safely open its building for a hybrid model of in-school learning activities and distance learning for summer learning and extended school year services, should they choose to. Schools may also choose to continue summer learning through a distance learning model.

The hybrid model of instructional delivery for summer learning was created to offer school districts and charter schools that flexibility for some in-person instruction if they are able to adhere to all of the [public health guidance](#) to keep their students, their families, and school staff safe and healthy. You will find more details in the following pages of this document about the hybrid approach which would include having all students on an alternating schedule of being in the school building, while maintaining social distancing, and doing distance learning from home when students are not physically in school – like an A/B schedule.

This virus is unpredictable, so for right now we are only offering this hybrid instructional model for education programming over the summer months, when a district or charter school's 2019-20 school year concludes. MDE will continue to work closely with MDH to monitor the public health situation and offer additional guidance for school districts and charter schools for how to safely begin the 2020-21 school year.

We know how important it is to ensure that students are receiving the education that they deserve. Distance learning has been hard on everyone – students, their families, and educators, and especially children of color, indigenous children, immigrant children, low-income families and communities, and people who have disabilities. We hope that by offering a model where schools will be able to safely provide at least some in-person instruction will be an opportunity to better support students who have been struggling with distance learning.

Thank you for your leadership and partnership, and especially for your support for our school communities, during this unprecedented time.

Together,

Mary Cathryn Ricker, NBCT
Commissioner of Education

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Vision

Minnesota is the best state in the country for children to grow up in – those of all races, ethnicities, religions, economic statuses, gender identities, sexual orientations, (dis)abilities, and zip codes.

Guiding Principles

- *Practice servant leadership*
- *Treat everyone with respect and dignity*
- *Do the right thing, especially when it is difficult*
- *Ask how your actions are reinforcing or removing structural inequity*
- *Promote the common good over narrow special interests*
- *Be accessible, transparent, and accountable*
- *Include voices from communities who will be most impacted*

Priorities

Minnesota does best when state agencies and community partners collaborate to achieve common goals. We will solve problems in education, health care, environment and energy, housing, jobs, transportation, and so much more by focusing on these key priorities:

- *Children and Families*
- *Equity and Inclusion*
- *Thriving Communities*
- *Fiscal Accountability and Measurable Results*
- *Minnesota's Environment*

Equity

Educational equity is the condition of justness, fairness and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potential. The pursuit of educational equity recognizes the historical conditions and barriers that have prevented opportunity and success in learning for students based on their races, incomes, and social conditions. Eliminating those structural and institutional opportunities requires systemic change that allows for distribution of resources, information and other support depending on the student's situation to ensure an equitable outcome.

Equitable Summer Programming

Equity is a priority to reach all children, especially children of color, indigenous children, immigrant children, low-income families and communities, and people who have disabilities must continue to be prioritized. Further, access to mental health services and support, hands-on student education and support, broadband and devices, and consistent instructional expectations continue to be concerns for many students. Responding to these challenges will take innovation and public-private collaboration. Our educators stand ready to meet this need. Safely providing opportunities for in-school learning and other activities this summer will provide engagement, support, and access for our students, families and communities.

The Minnesota Department of Education (MDE), in consultation with the Minnesota Department of Health (MDH), has determined that a school district or charter school could safely open its building for a hybrid model of in-school learning activities and distance learning this summer, if they can ensure [public health guidance](#) can be adhered to. This determination aligns with Governor Walz's [Executive Order 20-57](#).

To preserve the health and safety of our students, their families, school staff, and the public, and to provide continuity of education during the COVID-19 pandemic, it is necessary that school districts and charter schools providing summer learning opportunities implement hybrid models where students are on alternating schedules between distance learning and in-school learning. This allows all participating students access to both experiences in a safe and meaningful manner.

A school district or charter school, under certain circumstances, may continue summer learning and extended learning year services wholly through a distance learning model.

Summer Learning Overview

This guidance is intended to help schools with summer learning planning in situations where they would normally hold summer learning opportunities either through the school or through community education or in partnership with outside organizations. This is not a new program.

Summer, 2020 Summer Learning – General Education and Special Education Extended School Year (ESY)

Model Types: MDE and MDH jointly recommend two options from which school districts and charter schools should choose for summer and ESY programming:

1. Implement a hybrid approach (all students are on an alternating schedule of being in the school building, while maintaining social distancing, and doing distance learning from home – like an A/B schedule).
 - a. Note: At a minimum, multi-lingual learners and ESY students should receive additional opportunities for face-to-face instruction – like an A/B/B schedule, in accordance with MDH guidance.
2. Continue distance learning model to provide summer learning and ESY.

[ADDED 05/20/20]: Note: If a district or charter school chooses a hybrid approach, they must offer in-person summer programming to all students who qualify for those services (e.g. targeted services), as well as students receiving extended school year services (ESY), while maintaining social distancing. Multi-lingual learners and students receiving ESY services should receive additional opportunities for face-to-face instruction, in accordance with MDH guidance. A district may not offer a hybrid program to some students while requiring others to do full-time distance learning, unless it is not possible to provide the face to face hybrid services in accordance with MDH social distancing guidelines. Nothing in this guidance should be construed to encourage or require school staff, students, or families in at-risk categories to act inconsistently with public health recommendations or the advice of their doctors. Any family may choose to opt their student out of in-person programming.

Recommended Start: The start date of summer programming should be determined at the local level. We recommend summer learning (in a hybrid approach) starts in late-June, but can begin as early as the end of your traditional school year. If a longer summer learning session is appropriate, please consider lengthening it.

Required Educator Prep/Planning Time: Must provide at least two planning days for educators to prep for the new summer format.

Options and rationale explored prior to this recommendation:

- Provide summer learning programming in school buildings with no social distancing expectations
 - Decision and rationale: This does not meet current MDH and CDC guidance.
- Provide daily in-person summer learning programming with all students socially distanced.
 - Decision and rationale: The budget required for this is very high for the increase staffing to provide social distance for all students.
- Provide summer learning programming with all students engaging in a distance learning model.
 - Decision and rationale: This is a continuation of our current model and could be used in a district if deemed appropriate at the local level.
- Provide summer learning programming using a hybrid approach (students are on an alternating schedule of being in the school building, while maintaining social distancing, and doing distance learning from home).
 - Decision and rationale: This is a plausible option for the summer and could serve as a pilot for full implementation in the fall, if needed.

Purpose of Summer Programming and Students Served

Purpose: Summer programming supports students in need of continuity of learning, reinforcement of learning, remediation of learning, and/or credit recovery – this includes multi-lingual learners. Extended School Year (ESY) must be provided to students whose IEP team determines that the student meets one of the condition under [Minn. Rule 3525, 0755](#). ESY serves students who: A) have a likelihood of significant regression, B) need to attain and maintain self-sufficiency skills, and/or C) have unique needs where ESY services are necessary to provide a free and appropriate education.

Students Served: Priority should be given to students who receive free or reduced-price lunch, multi-lingual learners, students with disabilities with specific needs (regression, recoupment, and self-sufficiency), American Indian students, and those students who are not one of the aforementioned who need remediation and/or credit recovery.

Hybrid Model for Teaching and Learning

Hybrid is commonly used to describe classes in which some traditional face-to-face instruction has been replaced by distance learning activities. A hybrid class is designed to integrate face-to-face and distance learning activities so that they reinforce, complement, and elaborate on one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom. During classroom instruction time,

students can be engaged in authentic, collaborative learning experiences. The distance learning components can include multimedia-enhanced content, learning practice, and channels for ongoing discussion.

Hybrid Model Implementation

Local school districts and charter schools will determine whether a hybrid model or distance learning model is most appropriate for their students and families given the possible constraints of building projects and other summer programming considerations. The expectation is that specific students with disabilities or multi-lingual learners will have additional opportunities to engage in face-to-face instruction. If the district or charter school has the space and staffing, students receiving targeted services can also be provided additional learning time as appropriate. Each district and charter school must notify MDE about their chosen summer learning model and post it to their website at least one week prior to the start of the summer learning period. MDE has created a [survey for districts and schools to notify MDE](#) of their chosen summer learning model.

In some hybrid approaches, direct instruction that normally takes place in the classroom is “flipped” with intentional online learning tasks. Another method involves facilitating flipped, short mini-lessons for students to access online (asynchronously or synchronously).

Staff to Student Ratio: Based on the size of classrooms, we suggest a 1:6 staff to student ratio with a maximum of a 1:9 staff to student ratio (to not exceed 10 people in a room). If social distancing cannot be attained with a 1:6 staff to student ratio, then the number of students must be reduced.

Summer Program Plan

The following components must be included in your summer program plan. All aspects should be addressed for both the hybrid and distance learning models.

- Meeting MDH Health and Safety Guidelines (hybrid and distance learning model)
 - Students
 - Staff
 - Families
 - Facilities
- Plan foundations
 - Grounded in equitable practices
 - Daily/weekly schedule
 - Internet and device access
 - Nutrition/Summer food program
 - Family and student communication plans
 - Written and Oral translated communication strategies
 - Specific student group supports
 - Students with disabilities
 - English Learners
 - American Indian students
 - Students experiencing homelessness or housing instability
 - Migrant students

- Tribal Considerations
- Student relationships/connections
- Family engagement strategies
- Mental health support
- Transportation
- Attendance supports and expectations
- Grading (Credit Recovery only)

Health and Safety Guidelines from the Minnesota Department of Health

The Minnesota Department of Health has developed [guidelines for summer programming activities](#) during the COVID-19 pandemic, based upon Governor Walz's [Executive Order 20-57](#) allowing for school summer programs to operate so long as they can adhere to the health guidance. The guidelines address public health protection measures for participants in summer programs.

Student Engagement and Relationships

Schools seeking to strengthen relationships with students during summer teaching and learning will find value in reflecting on [a student-centered approach](#):

1. Relationships between the instructor and learners are collaborative
2. Curriculum is thematic, experiential, and inclusive of multiple perspectives
3. Instruction allows for a broad range of learning preferences, builds from learners' strengths, interests, and experiences, and is participatory
4. Grouping is not tracked by perceptions of ability but rather promotes cooperation, a shared responsibility, and a sense of belonging; and
5. Evaluation considers multiple intelligences, uses authentic assessments, and fosters self-reflection.

According to the Search Institute's developmental relationship framework, five aspects are known to promote the power of developmental relationships. These five aspects can also inform our planning for supporting students during summer learning teaching and learning.

1. Express Care: Show me that I matter to you.
2. Challenge Growth: Push me to keep getting better.
3. Provide Support: Help me complete tasks and achieve goals.
4. Share Power: Treat me with respect and give me a say.
5. Expand Possibilities: Connect me with people and places that broaden my world.

To bolster a student-centered approach and positive student and educator relationships as we plan for summer teaching and learning, we offer these recommendations:

1. **Consider staff and student strengths and talents** when creating your hybrid model. Someone might have a great online presence, another the technical skills needed to make online learning successful, and perhaps another is more effective with face-to-face interactions. How can we use the talents of each individual on our team to support the success of every student. This is an opportunity to structure learning in ways that haven't been done before.

2. **Establish a team** of students, staff, and parents focused on learning from students and families what's working and what may need adjustment during summer learning. The team should include student and family voices previously unheard and under-represented. This will increase the likelihood of our identifying meaningful and relevant strategies to meet their needs. Set a process for how to revise the engagement effort based on the feedback received.
3. **Develop a communication plan** and clearly communicate the *purpose of summer learning* to students, families, and staff, in asset-based and mission-aligned language. Develop a feedback loop (student focus group, family survey, for example) to ensure efforts are serving that purpose. In the [Remote Teaching and Learning report](#), the Minneapolis Foundation and the University of Minnesota provide a template that can help develop your communication plan.
4. **Consider multiple and varied methods** for engaging learners in meaningful and relevant experiences aligned with who they are, how they learn, and what they aspire to be and do.

Family Engagement

Just as each school community is complex and unique, there is no single roadmap to guarantee success in engaging families while navigating through challenging times. Building relationships and trust through regular ongoing communications and meaningful interactions with families is critical to creating effective partnerships.

MDE has developed a Family Engagement Toolkit specific to distance learning, which includes resources on [communicating and engaging with families](#), successfully [connecting with students](#) and more. The toolkit can be found on the [Supporting Students and Families COVID-19 Resources](#) web page. We will continue to update this web page as we develop more resources and trainings to help school districts and charter schools partner and engage with students and families during the COVID-19 pandemic.

The Metropolitan Center for Research on Equity and the transformation of schools, states that, "Family engagement is not about ways that families should partner with schools, but about ways that districts, schools, and educators must partner with and see families as assets for teaching and learning. Culturally responsive-sustaining family engagement is the practice of authentic, equal partnership with families, rooted in a deep knowledge and appreciation for the rich social and cultural identities, assets, habits and contexts that families bring to learning."

Culturally responsive outreach is the ability to communicate and work effectively across cultural lines by acknowledging and navigating the differences in world views and overcoming structural, attitudinal, and cultural barriers. Successful partnerships with families and students begin with a thorough understanding of school district policy, curriculum, and teaching practices. This information should be shared with staff and families. Engagement is **more than access to learning**. In order for students to truly learn, we must find those students that need the most support, and to first focus on family wellness.

Prioritization of Children of Critical Workers in Summer Programming and Care

Availability of care and programming for children of critical sector workers has been crucial for the availability of the state's frontline workers to confront the COVID-19 pandemic. During the summer months, districts are highly encouraged to continue this care to the extent possible. The Governor and state appreciate the continued work of districts and others to serve in this capacity.

As school districts and charter schools implement [Executive Order 20-57](#), stating community education and other summer programming can occur during the summer of 2020, the prioritization of critical sectors is highly encouraged. [Guidance is available here.](#)

Summer programming and education sites should plan, advertise, and implement options that prioritize the enrollment of children of families in Tier 1 on this [guidance document](#). Based on community workforce needs and local staffing and space considerations, summer programming and education sites are strongly encouraged to then enroll children of workers in Tier 2, followed by Tier 3. As capacity allows and MDH requirements are implemented, summer programming and education sites may choose to provide care and programming to any child.

Programming through community education or other summer programs may be available to any child as a district would typically offer. Nothing prevents school districts and charters from providing care to children outside of those in families working in critical sectors.

Districts may charge fees for this care just as they normally would during the summer months. Districts should consider all options, including a sliding fee-based scale and scholarships, to ensure children from low-income families are able to access the care.

Consistent with standard summer care in previous years, this care may be provided to children of any age as long as districts meet licensing and other regulatory requirements. In addition, districts may continue to provide child care for families participating in the Child Care Assistance Program (CCAP) at a program licensed or certified by the Department of Human Services.

At the discretion of the school district or charter school, School Readiness programs serving 3- and 4-year-olds may continue to serve children of any critical worker included in the state list and charge fees per statute 124D.15 Subd. 12.

For additional information about child care during the COVID-19 pandemic, visit mn.gov/childcare.

Health Guidance for Summer Programming and Care

It is important to ensure that when any programming or care is provided to youth and children, all Minnesota Department of Health and Centers for Disease Control and Prevention guidelines are followed. This includes social distancing, screening, exclusion guidance, and other public health practices. [See the public health guidance for summer programming.](#)

Additionally, the CDC has developed helpful [guidance for child care programs that remain open](#). In this guidance, you will find updated information on health screening methods in school-age care settings.

A summary of health guidance and continued updated information is also available on mn.gov/childcare.

Internet and Device Access

Technology has been an important tool for students and families to stay connected to their schools, friends, family and community. As students are missing out on important social and academic in-person interactions, it is important for students and families to have access to technology during the summer months.

In many cases, districts have provided the only device or hot spot available for families to have access to the internet. This has allowed for access to instructional materials for distance learning as well as online information and applications for benefits, social connections, and COVID-related news and alerts.

For this reason, school districts and charter schools are encouraged, to the extent practicable, to allow students who have access to district-provided technology during distance learning (such as devices and wireless hotspots) to continue to have access to that technology during the summer months. This is especially critical for students enrolled in summer learning needing to access materials and connect with their educators.

Districts' ability to provide technology over the summer may be limited by budget constraints or vendor contracts. However, districts are encouraged to explore the funding flexibilities in [Executive Order 20-41](#), grants and donations from private technology providers, and possible flexibilities with vendor contracts to come up with strategies to keep this important technology in the hands of students over the summer.

Additionally, as districts continue efforts to expand device and internet access for students and families, including technology purchased through federal dollars, districts should make every effort to distribute the technology as soon as possible this summer.

We know that that some families are resistant to technology, and we must work with them where they are at, and see that their needs are met in effective and creative ways.

Nutrition/Summer Food Program

Districts should continue to ensure access to meals for students attending Summer School or participating in Summer Learning activities. Depending on the available USDA waivers, the district may have options on whether to serve all students in their district.

Definitions:

- **Area Eligible:** Sites within the geographical boundaries of a school attendance area with **at least 50 percent** of its children are approved for free or reduced-price meals by school or census data or that have received a waiver from USDA through MDE.
- **Academic Summer School:** Defined as credit recovery or required academic work.

- **Summer Learning or Enrichment:** Activities usually defined as providing recreational, cultural, religious, or other types of organized activities.

Meal Program Options

- **Seamless Summer Program (SSO)** would allow a school who is “area eligible” to serve students participating in summer school activities. It would provide meals for all the students enrolled in classes and follow the NSLP meal pattern requirements and rates of reimbursement.
 - **Open sites:** Meals are served to all children who request them, including those who are enrolled in **Academic Summer School, Summer Learning/Enrichment** as well as the general community. The school can provide home deliveries to all who request it.
 - **Closed enrolled sites:** Meals are served only to an identified group of children who are participating in **Summer Learning/Enrichment**. These sites usually provide recreational, cultural, religious, or other types of organized activities. Academic summer school is not a qualifying program for a closed enrolled SSO site.
 - **National School Lunch Program (NSLP)** would allow a school to follow the normal school lunch program requirements (meal pattern, F/R/P pricing and reimbursement, etc.). Districts who do not qualify for area eligible SFSP, might choose this option. Free and reduced-price eligible students would receive meals free of charge; paid students would be charged the regular meal rate or the cost of the paid meals could be supported by the General Fund or other non-federal account.
- **Summer Food Service Program (SFSP)** would be allowed for a school that qualifies as area eligible.
 - **Open sites** can serve meals to all children request them and provide home deliveries to all who request it.
 - **Closed enrolled sites** allows all households who qualified under free or reduced-price eligibility to serve meals to students/children 18 and under. Home deliveries can only be done to free and reduced-price eligible households.

Schools weighing which option they want to pursue should consider:

- Funding possibilities (further detail can be reviewed in the funding section of this document).
- **[UPDATED 05/20/20]:** The USDA has extended the non-congregate waiver until August 31, 2020.
- If a school has a **summer school program** they may not categorize as “closed-enrolled” and must serve meals to all under the “open” option.

If a district or charter school chooses not to operate a summer meals program, they must provide families with information and resources so that they can get access to meals. For example, information about community-based summer food sites, food shelves, restaurants serving free meals to children, etc.

During this unprecedented time, it is critical that districts and charter schools have robust coordination and outreach plans in place to maximize meals served and reimbursements.

These flexibilities are important to provide every child with meals regardless of household income as well as stabilize nutrition programs in districts and charters that may be experiencing loss of fees.

Please contact mde.fns@state.mn.us or 651-582-8526 or toll free at 800-366-8922 to discuss your options directly with staff.

American Indian Education Partnerships

The pursuit of educational equity recognizes the historical and contemporary conditions and barriers that have prevented opportunity and success in learning for students based on their race/ethnicity, income, and other social conditions. We know that there are many factors that can affect interactions across cultures, including historical cultural experiences and specifically relationships between cultures in a local community. This is especially true with our American Indian communities. The historic legacy of systemic oppression and racism has fostered a lack of trust, fear, and suspicion of governmental entities and school personnel that can negatively influence how school services are viewed by our tribal communities, families, and students.

Many families are struggling with abrupt social isolation, food scarcity, parental employment, and more. In addition, community-based partners have prioritized the need to understand the distinctive contexts between urban and rural American Indian populations. We, as educators need to double our efforts on reaching out to our tribal community members, and to prioritize personalized outreach methods, especially for students and families that have not been present or engaged during distance learning. This is accomplished by working with your Indian Education staff, your American Indian Parent Advisory Committee, and any Tribal partnerships you may have in place.

Indian Education staff are essential for targeted outreach to families and students. Engagement in successful districts that show a true collaboration between district guidance counselors, social workers, administrators, and Indian Education staff. Students and families that have been difficult to reach **first** need communications to shift away from academics towards basic needs and safety.

If you have an American Indian Parent Advisory Committee, include them in participating in district decision-making. Parents know many of the other American Indian parents, and can assist the district with vital information about the struggles they are facing during distance learning. Parents can help inform and build district practices and programs that adapt to fit the cultural context of the community, and can inform you of local tribal and community partners that can provide local context and information to help you connect. Please see the Tribal Considerations section within the [Minnesota Distance Teaching and Learning Implementation Guidance](#) for further information.

Summer Programming and Indian Education

Summer Programming is a wonderful opportunity for enrichment, especially for Indigenous lessons that incorporate the revised standards that include the contributions of Minnesota's tribal nations and communities. Indigenous thematic units will engage American Indian learners and strengthen relationships with students and their families. The [Family Engagement Toolkit](#) has some Indigenous links for early learning through high school. In addition, the Office of Indian Education page has a list of valuable teaching resources on the [Teaching and Learning tab](#).

For schools who receive Indian Education Aid, we recognize that the current school closures and distance learning have impacted your ability to implement your Indian Education Program Plan as intended. We are encouraging you to find alternative and innovative ways in which to spend this money if you are unable to follow the plan submitted to the Office of Indian Education. Suggested options include:

- Purchasing items for culture trunks
- Purchasing the Native authored books found on the recommended [reading book list](#)
- Purchasing online or mail subscription services for Indigenous media
- Purchasing Native Language learning applications or materials
- Purchasing Native films for use at student and family engagement activities

The Native authored booklists correspond to standards. The collection of books as a whole, can be found at the following libraries, and are available through inter-library loan (along with an access guide):

- Anoka Public Libraries (12 sites)
- Scott County Public Libraries (8)
- Lake Agassiz Regional Library (22 sites)

Summer programming is a valuable opportunity to provide Indigenous-centered enrichment. Indigenous learning resources will engage all students and will promote positive relationships with your American Indian students, their families, and communities. Please reach out to the [Office of Indian Education](#) for any questions you may have.

Transportation

The expectation in [Executive Order 20-57](#) is that school districts and charter schools maintain collaboration and contracts with bus transportation providers.

If a district or charter school chooses to operate a hybrid model that employs distance learning and in-school learning, transportation should be provided to in-school students according to the district or charter school's transportation policy.

If a district or charter school is using distance learning, they should follow their transportation contracts. Contract provisions that account for weather-related closures or other short term closures may not be applicable during the distance learning or extended distance learning periods because the closures are not weather related or short term. Please consult your district or school attorney for questions about how to interpret your contract. Additionally, transportation should be provided to students in the school-age care for children of critical workers program, if offered, just as they would receive this transportation on a normal school day. If transportation for before- and after-school care would normally have been provided, that transportation should also continue.

Community Education

Community Education is a primary provider for childcare and summer programming in school districts and communities across the state. All Community Education programs operating this summer must follow the [MDH Summer Programming guidance](#).

Recommended Start: The start date of summer Community Education programming should be determined at the local level. We recommend that summer care and youth programming begins sometime in June, but programs can begin earlier than that if they can ensure all MDH guidelines can be adhered to.

For more information regarding school-age care programs, refer to the [School-age Care for Children of Critical Workers](#) section above.

Youth programs should follow the implementation practices outlined in the [Summer Learning Overview](#) section of this document. Community Education programs may charge fees for programming just as they normally would. Programs should consider all options, including scholarships and flexible funding, to ensure children from low-income families are able to access opportunities.

Additionally, the Minnesota Community Education Association has developed comprehensive planning and implementation guidance which may be helpful for program to use as they transition into summer programming while still maintaining strict health protocols during COVID-19. This information can be found on the MCEA website.

Early Learning Community Education Programs

- Early Childhood Family Education (ECFE) and School Readiness Programs
 - Many ECFE and School Readiness programs have provided distance learning, which may continue this summer, transition into a hybrid model, or both. Since the purpose ECFE is to provide parenting education to support children's learning and development, programs are encouraged to provide summer programming and services, if funds are available. With limited time and resources, ECFE programs should prioritize programming and services for children and families with the most needs. Programs should also actively engage in partnerships to best ensure children and families are receiving comprehensive support. For example, in what ways can ECFE work with child care providers, Head Start, and their Early Childhood Screening program to support screening efforts? In what ways can ECFE work with preschool programs and School Readiness to help prepare children and their families for kindergarten, or fall programming? In what ways can ECFE programs work with their district on family engagement efforts, including district communication efforts with families?
 - If funds are available for School Readiness programming, efforts should be focused on children defined as “at-risk” by the district.
- Early Childhood Screening programs ensure all Minnesota children are at their optimal health and development and prepared to learn. During this time districts may provide screening components which do not require social distancing such as collection of the parent report of their child’s social emotional health, immunization review, assurance of health care provider and coverage, review of risk factors which may influence learning and follow up regarding past referrals. These components may be provided by mail, phone or online with an interpreter where needed. When social distancing is lifted and face to face screening resumes, these previously completed components will make the visits quicker. Once social distancing has lifted, further screening guidance will be provided from MDE in consultation with MDH.

Adult Basic Education

- Adult Basic Education consortia are providing programming via distance learning, which may continue this summer, transition to hybrid programming, or both.

- GED Testing: On May 6, Commissioner Ricker announced that school facilities may be used for GED testing under certain circumstances. Please see the Use of School Facilities section in the [Minnesota Distance Teaching and Learning Implementation Guidance](#) for more information.

Facility Use

- Use of school facilities including school buildings, fields, etc. must follow all MDH and CDC guidelines.

Guidance for State Approved Alternative Programs Summer Learning

2020 Summer Targeted Services Programming

Targeted Services is an optional program for students rising to grades 1-8 in the 2020-21 school year. Rising 8th graders are served in the credit-bearing Alternative Learning Center (ALC) program, not a Targeted Services program. Each state approved program should determine the specific program focus, expected outcomes, and assessment procedures to individualize student Continual Learning Plans (CLP). The scheduled direct time with a teacher is what can be claimed for membership. Student work that is done independently does not generate membership or revenue.

2020 Summer Credit Recovery Programs

Area Learning Centers, Alternative Learning Programs and Contract Alternative Programs Credit Recovery Programs

Alternative programs offer secondary programming with a focus on Credit Recovery for students at-risk and off-track for graduation. These programs are adaptive to student needs and circumstances best served by the strategies of distance learning.

Credit Recovery Programs in a Distance Learning Model:

1. Seat-based
 - a. These classes can continue in a distance learning model. The schedule would remain the same. In other words, English 11, for example, would still meet Tuesday and Thursday at 9 a.m. But instead of meeting at the high school or another physical location, you would meet virtually.
 - b. Classes are scheduled. You will need a platform to run the classes.
 - c. Attendance would be taken in the virtual class. Students are dropped after one week of not attending the virtual class.
 - d. Membership hours would be based on continuous enrollment (students are dropped after 1 week of absence).
 - e. CLPs must reflect the distance learning model as a delivery of instruction.
2. Independent Study
 - a. Membership hours are based on credits earned and amount of teacher instructional time. This teacher time equals at least 20% of the membership hours claimed.

- b. Classes are offered but there is not a set time students must attend classes, even virtually.
- c. Teacher instructional time would delivered virtually. This can occur in individual or small group sessions. Teachers can have “office hours” where students can call in or log in for their instruction.
- d. Teachers keep track of this time per student. Attendance is this teacher instructional time so be prepared for attendance to be low.

Guidelines for Credit Recovery Program with Social Distancing:

- 1. Inform families what your social distancing guidelines and procedures will be and confirm registration.
- 2. Real time instruction can be facilitated through many virtual platforms. Teachers can also schedule individual time with students via these tools or over the phone.
- 3. A plan to rotate direct instruction; one group of students on Tuesday and Thursday and another group on Monday and Wednesday.
- 4. The scheduled direct time with a teacher is what can be claimed for membership. Student work that is done independently does not generate membership or revenue.
- 5. CLPs must reflect the distance learning model as a delivery of instruction.
- 6. Students are dropped after one week of not attending the scheduled class times.

Attendance

Most school districts and charter schools have an existing Multi-Tiered System of Support (MTSS) or Response to Intervention (RtI) model established for academics and behavior. During summer learning programs, it is appropriate to maintain your MTSS or RtI model to support students’ engagement and attendance. [MDE’s guidance](#) helps identify strategies for ensuring students stay engaged throughout summer programming.

Grading

Unless students are enrolled in summer programming for credit recovery for high school graduation, students should not receive “grades.” For students enrolled for credit recovery purposes, decision-makers must approach the creation of new assessment and grading systems with an equity mindset. The new systems must reflect an effort to confront and eradicate known inequities in the current system. MDE developed guidelines for [creating equitable grading systems during COVID-19](#).

Budgeting Considerations

In addition to normal budget processes, districts and charter schools should consider the following:

Funding Flexibilities – Transferring Existing Operating Funds

- [Executive Order 20-57](#) extends the fund balance transfer and revenue use flexibilities authorized by Executive Order 20-41 to include the new summer learning period.
- Please see [MDE guidance](#) and [request form](#) for fund transfers related to these flexibilities. **Note:** these documents are being updated to include updates from [Executive Order 20-57](#).

Federal Funding

- Minnesota is applying for funding through the federal CARES Act, including Governor's Emergency Education Relief (GEER) and Elementary and Secondary School Emergency Relief (ESSER) funds.
- Once approved by the federal government, MDE will work with Minnesota Management and Budget (MMB) and the Governor's Office to consult with the legislature and allocate funds.
- Funding from the Federal CARES Act will be provided to schools on a reimbursement basis through the MDE SERVS system in the same manner other federal aid grants are made available. Once the funding allocations are loaded into SERVS, schools will complete a streamlined application/certification for each of funding source, confirming how they will spend the money, including a budget plan.

Contact Information

- For health questions about COVID-19, please [email the Minnesota Department of Health](#) or call their hotline at 651-201-3920.
- For education questions, use MDEs COVID-19 general email: COVID-19.Questions.MDE@state.mn.us
- For questions about school meal programs, please contact monica.herrera@state.mn.us
- For questions about alternative learning programs, please contact MDE.AlternativeLearning@state.mn.us
- For questions about special education, please contact robyn.widley@state.mn.us
- For questions about special education finance, please contact paul.ferrin@state.mn.us
- For questions about online and digital learning, please contact jeff.plaman@state.mn.us
- For questions about civil rights compliance, please contact marikay.litzau@state.mn.us
- For relevant guidance regarding how schools can protect civil rights during an outbreak, see the [U.S. DoE Office for Civil Rights Fact Sheet: Addressing the Risk of COVID-19 in Schools While Protecting the Civil Rights of Students](#) and the [U.S. DoE Office for Civil Rights Fact Sheet released during the 2014 Ebola outbreak](#).
- For information on ensuring web accessibility for students with disabilities for schools utilizing online learning during the Coronavirus (COVID-19) outbreak, view this [webinar](#) from the Office for Civil Rights (OCR) at the U.S. Department of Education

The Minnesota Department of Education (MDE) is requiring formalized processes and documentation for State Approved Alternative Programs (SAAPs). The legislation describes four (4) types of specific alternative programs: MN Statute 123A.05

1. Area Learning Center (ALC) school classification 41
2. Alternative Learning Program (ALP) school classification 42
3. Contracted Alternative Program (CAP) school classification 43
4. Targeted Services (TS) school classification 45

Area Learning Centers (ALC)

These programs have requirements that are sequential, with each of the elements being required before the fourth, Targeted Services, can be offered. Without elements 1, 2 and 3 the program is classified as an ALP (42).

1. Two (2) or more districts in cooperation*
2. Comprehensive programming at middle and high school levels
3. Learning year programming offered at both levels
4. May offer Targeted Services when other conditions for ALCs are met -
 - o K-8 grade levels
 - o Out of School time programming

*Suggested ways to document the element of cooperation in an ALC:

1. Local School Board of Directors written agreement to cooperate including the elements of ...
 - o Data sharing agreement
 - o Identifying district to act as fiscal agent
 - o Standardization of all title funding from resident district (ensuring allocation to ALC)
 - o Professional development plan/allocation for ALC staff
2. Advisory Committee/other to guide decision-making processes at the ALC
 - o Frequency of meeting
 - o Sharing of minutes for transparency
3. Locations of ALC programming (comprehensive high and mid-level, extended-day and targeted services)
4. Systems related to providing transportation where appropriate

The Northfield ALC needs to provide the update for the following specific areas.

- 1) Formalized partnership of two (2) or more Districts
- 2) Mid-level program
- 3) Details of ALC programming


Our plan to be submitted will include the Districts we are partnered with, the identification of the Mid-level program, and the details of the ALC's programming.

- 1) Formalized partnership of 2 or more Districts
 - a) Randolph
 - b) Tri-City United
- 2) Mid-level program
 - a) Daryl and Val are working to re-code revenues and expenditures for Will program at the Middle School
- 3) Details of ALC programming
 - a) Teachers and area of licensure
 - b) Location, dates, times
 - c) Budgets
 - d) Resources and supports available
 - e) Procedures and methods for identifying students for ALC
 - f) Academic standards/Graduation requirements
 - g) Decision making process



Northfield ALC SAAP Update

2019-20 School Year
May 26, 2020



Background

The legislation describes four (4) types of specific alternative programs:

MN Statute 123A.05

1. Area Learning Center (ALC) school classification 41
2. Alternative Learning Program (ALP) school classification 42
 - Limited to District students only, specific needs (ex. chemical health)
3. Contracted Alternative Program (CAP) school classification 43
 - Contract with outside agencies to provide education services
4. Targeted Services (TS) school classification 45

Area Learning Centers (ALCs)

These programs have requirements that are sequential, with each of the elements being required before the fourth, Targeted Services, can be offered. Without elements 1, 2 and 3 the program is classified as an ALP (42).

- 1) two (2) or more districts in cooperation*
- 2) comprehensive programming at middle and high school levels
- 3) learning year programming offered at both levels
- 4) May offer Targeted Services when other conditions for ALCs are met -
 - o K-8 grade levels
 - o Out of School time programming

More background...

- Historically, ALCs have operated with these informal partnerships and structures in place. MDE is requiring more formalized processes and documentation in place.
- State Approved Alternative Program Update (SAAP Update)
 - ALC Form to be completed and submitted to MDE by Jan 2021 (originally June 30, 2020)

Northfield ALC

For the Northfield ALC, MDE is looking for the following...

- 1) Formalized partnership of two (2) or more Districts
- 2) Mid-level program
- 3) Details of ALC programming

Our plan...

- 1) Formalized partnership of 2 or more Districts
 - a) Randolph
 - b) Tri-City United
- 2) Mid-level program
 - a) Daryl and Val are working to re-code revenues and expenditures for Will program at the Middle School
- 3) Details of ALC programming
 - a) Teachers and area of licensure
 - b) Location, dates, times
 - c) Budgets
 - d) Resources and supports available
 - e) Procedures and methods for identifying students for ALC
 - f) Academic standards/Graduation requirements
 - g) Decision making process

Questions?

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. ~~The individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student.~~ If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the ~~student and/or~~ parents or guardians of their student's meal account balances. ~~Therefore,~~ the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing School Messenger Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. ~~and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs.~~ Parents should also update their contact information in Family Access annually. ~~A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished.~~ For information on our negative meal account balance process please visit <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. 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. Copies of the menu will be available at the schools upon request. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily 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 ~~your Skyward~~ your Skyward Family Access under the Food Service tab ~~page or mailed out~~. 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 15, 2019 22, 2020. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15, 2019 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	\$1.55	\$2.50	\$4.05	\$31.00	\$50.00	\$81.00
	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	\$1.55 1.70	\$2.65 2.80	\$4.20 4.50	\$31.00 34.00	\$53.00 56.00	\$84.00 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	\$2.05 2.20	\$3.70 4.00	\$5.75 6.20	\$41.00 44.00	\$74.00 80.00	\$115.00 124.00

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 ~~\$2.05~~ 2.20 for breakfast and ~~\$3.75~~ 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. ~~We do not block a la carte purchases or limit the amount of money a student spends in one day. We encourage parents/guardians to discuss their concerns with their students.~~

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 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 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. The Child Nutrition Department will call or email weekly through School Messenger if you sign up to be notified for these messages or send written statements notifying families of their low meal account balance.~~ For information on our negative meal account balance process please visit <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 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)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 > 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



Bridgewater Elementary
Greenvale Park Elementary
Sibley Elementary

Student Handbook **DRAFT**
2019-2020-2021

Bridgewater Elementary School (K-5)	401 Jefferson Parkway	507.664.3300
Greenvale Park Elementary School (K-5)	700 500 Lincoln Parkway	507.645.3500
Sibley Elementary School (K-5)	1400 Maple Street	507.645.3470

Bridgewater Principal: Nancy Antoine
Greenvale Park Principal: Sam Richardson
Sibley Principal: Scott Sannes

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

WELCOME TO NORTHFIELD PUBLIC SCHOOLS

This handbook has been designed to be helpful in answering questions about Northfield Elementary 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 2020-2021 School Calendar

Approved by School Board
February 11, 2019

July 2020							July							January 2021							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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School Cancellation Procedures:

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

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

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 52 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contact days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
88 days - first semester; 86 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2020-2021 Calendar

Approved by School Board February 11, 2019

New Teacher Inservice

August 25	Special Education New Teacher Inservice
August 26, 27	All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 31 - Sept 3	Staff Development Days
September 4	Teacher Preparation Day

September 7	No School. Labor Day
September 8	First Day of School/Beginning of 1 st Quarter
October 15-16	No School. Fall Break (MEA)
November 6	End of 1 st Quarter (42 days)
November 9	No School. (Teacher Preparation Day)
November 10	Beginning of 2 nd Quarter
November 25-27	No School. Thanksgiving Break
Dec 23 - Jan 3	No School. Winter Break
January 18	No School. Dr. Martin Luther King's Birthday
January 28	End of 2 nd Quarter (46 days); End of First Semester (88 days)
January 29	No School. (Teacher Preparation Day)
February 1	Beginning of 3 rd Quarter and Second Semester
February 15	No School. (Staff Development Day)
March 19	End of 3 rd Quarter (34 days)
March 22-26	No School. Spring Break
March 29	No School. (Teacher Preparation Day)
March 30	Beginning of 4 th Quarter
May 31	No School. Memorial Day
June 6	Graduation
June 10	Last Day of School. 2-hour early dismissal
	End of 4 th Quarter (52 days); End of Semester (86 days)

School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent 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

Sibley 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)
11:00 a.m. – 12:35 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.

Sibley Elementary: 7:30 a.m. - 3:30 p.m.

Links to Staff Directory

[Bridgewater Elementary](#)

[Greenvale Park Elementary](#)

[Sibley Elementary](#)

NOTES

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

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

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

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

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

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

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

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).

Bridgewater507-664-3306

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

Sibley.....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 school day are to check in with the front office for a late arrival slip before reporting to their classroom. If an absence is anticipated, call the attendance line prior to the absence.

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

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

Attendance Areas

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

Walk Zone

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

Non-Resident Students (Open-Enrolled)

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

After School Activities

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

Safety

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

Parents should review the following safety rules with their children.

- Bus doors will not be opened until students form an orderly line ready for boarding.

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

Behavior, Bus Incident Reports

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

Suspension of Riding Privileges

Transportation is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. §1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

Repayment for Damage to School Buses

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

Attendance Procedures

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

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

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

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

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

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

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 **Assessment Instructional** Services Hope Langston at 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., Sibley until 7:55 a.m., and Bridgewater until 8:00 a.m. (all one hour later on Wednesdays). Please DO NOT send your student to school before that time unless they are having breakfast at school. See Breakfast Program.

BICYCLES/OTHER POSSESSIONS

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

Other Possessions

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

BIRTHDAY INVITATIONS

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

BREAKFAST PROGRAM

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

Breakfast is served at Greenvale from 7:45 a.m. until school begins, Sibley from 7:55 a.m. until school begins, and at Bridgewater from 7:45 a.m. until school begins. The cost for a student breakfast is ~~\$4.55~~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 ~~\$2.05~~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 SERVICES DIVISION ~~1651 Jefferson Parkway 664-3650~~

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

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.

Sibley

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

504 PLAN

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

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

DENIAL OF RELEASE OF INFORMATION

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

DRESS POLICY FOR STUDENTS

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, 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.

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 _____
(Parent/Guardian/Eligible Student)

Address _____

Date _____

Student Affected _____

Address _____

School Currently Attending: _____
5/12; Updated 06/2018

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 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 Sibley School. As part of their life science studies, students learn about the environment and inhabitants of the marsh. Volunteers help with classroom preparation and teachers guide their classes in their outdoor exploration during fall and spring.

FIELD TRIPS

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

FIRE DRILLS

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

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

[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: 100 degrees the student 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
Shingles/ Chickenpox	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.
Cold Sores (Herpes Simplex)	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.
Common Cold	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.
COVID-19	<u>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.</u>	<u>14 days</u>	<u>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.</u> <u>2. Some spread might be possible before people show symptoms (when they are asymptomatic).</u>	<u>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.</u>
Influenza	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.
Impetigo	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
Mononucleosis	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.
Lice (Pediculosis)	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.
Pink Eye (Conjunctivitis)	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.
Ringworm Body (Tinea Corporis)	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.
Scabies	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.
Strep Throat, Scarlet Fever, Scarletina	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
Fifth Disease	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	1. If other rash-causing illnesses are ruled out, there is no need to exclude. 2. Treat fever and sore throat with over the counter pain medicine (non aspirin). 3. Pregnant women exposed to Fifth Disease should contact their health care provider.	Most contagious before onset of rash. Spread from nose and throat discharge. Thoroughly wash hands with soap and warm running water. Dispose of soiled tissues.
Hand, Foot and Mouth Disease	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	1. Exclude from school till fever is normal for 24 hours. Lesions may still be present 2. Use non-aspirin products to treat fever.	Spread via oral-fecal route. Good hand washing. Cover nose and mouth when coughing and sneezing.

Updated ~~5/1/18~~ 6/1/20

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. Families can also contact their site leader with specific questions regarding individual programs.

Greenvale Park Elementary	Bridgewater Elementary	Sibley Elementary
Lacey Neuman Bissonnette (507)645-3507 lneumanbissonnette@northfieldschools.org	Tonya Skluzacek (507)664-3395 TMerritt@northfieldschools.org	Aimee Gerdesmeier (507)645-3422 AGerdesmeier@northfieldschools.org

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.~~

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

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 Sibley, staff is available from 7:30-8:15 a.m. and 3:15-3:30 p.m., except during PLC Hour.

Students will be allowed the use of school phones only in the case of an emergency. Please try to plan ahead regarding after school plans to keep student messages to emergencies or sudden change of plans. **Please call the elementary schools no later than 2:40 p.m., to have messages delivered to your students.**

PHYSICAL EDUCATION

Physical Education gives students the skills, knowledge, and disposition to pursue a lifetime of healthful physical activities as a physically 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

Social Worker

Referring Person

Psychologist

Special Education Teacher

Nurse

STUDENT VISITORS

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

SUPPLIES

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

STUDENT USE OF THE TELEPHONE

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

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. 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.



Northfield Middle School **DRAFT**

Student Handbook **2019-2020-2021**

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

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

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.

2019-2020 NORTHFIELD MIDDLE SCHOOL STAFF/ADMINISTRATION

Principal	Greg Gelineau 507-663-0669
Principal's Secretary	Amy Stowe 507-663-0651
Assistant Principal	Michael O'Keefe 507-663-0667
Assistant Principal's Secretary	Jen Henriksen 507-663-0680
Student Support Services Secretary	Kimberly Tousignant 507-663-0664
Counselors	Jenny Streefland 507-663-0640; Cori Yamry 507-663-0641
School Social Worker	Heather Stanton-Ims 507-663-0685
Psychologist	Marcy Korynta 507-663-0684
Nurse's Office	Nancy Becker 507-663-0656
Activities Hotline	507-645-3559
Child Nutrition/Food Service	Shari Malecha 507-663-0668

[Link to the Middle School Staff Directory](#)





Northfield Public Schools 2020-2021 School Calendar

Approved by School Board
February 11, 2019

July 2020							July							January 2021							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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School Cancellation Procedures:

On the third and subsequent 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-closures/>

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

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 32 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contact days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
88 days - first semester; 80 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2020-2021 Calendar

Approved by School Board February 11, 2019

New Teacher Inservice

August 25	Special Education New Teacher Inservice
August 26, 27	All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 31 - Sept 3	Staff Development Days
September 4	Teacher Preparation Day

September 7	No School. Labor Day
September 8	First Day of School/Beginning of 1 st Quarter
October 15-16	No School. Fall Break (MEA)
November 6	End of 1 st Quarter (42 days)
November 9	No School. (Teacher Preparation Day)
November 10	Beginning of 2 nd Quarter
November 25-27	No School. Thanksgiving Break
Dec 23 - Jan 3	No School. Winter Break
January 18	No School. Dr. Martin Luther King's Birthday
January 28	End of 2 nd Quarter (46 days); End of First Semester (88 days)
January 29	No School. (Teacher Preparation Day)
February 1	Beginning of 3 rd Quarter and Second Semester
February 15	No School. (Staff Development Day)
March 19	End of 3 rd Quarter (34 days)
March 22-26	No School. Spring Break
March 29	No School. (Teacher Preparation Day)
March 30	Beginning of 4 th Quarter
May 31	No School. Memorial Day
June 6	Graduation
June 10	Last Day of School. 2-hour early dismissal
	End of 4 th Quarter (52 days); End of Semester (86 days)

School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent 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 parent/guardians of absent students if the school has not received a telephone call from the parent/guardian on the day the student is absent. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the morning the student returns.

3. Definition of Excused/Verified Absences

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

4. Definition of Unexcused Absences

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

5. Consequences of Tardies

Students may receive a detention or a lunch detention for a set of 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 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. 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.**

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 ~~2019-2020~~-2021.

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

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

- Shoes with wheel devices are not allowed inside the school building.

Students in violation will be given an opportunity to correct their attire. Students in question can be sent to the office where a counselor 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 2019-2020-2021

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 th & 8 th Grade participating in Middle School Athletics
\$75	\$30	\$15	6 th Grade participating in Middle School Athletics

Academic and Fine Arts Activities - Middle School			
Full 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 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 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/guardian should provide change of address information and new telephone numbers to the Guidance Office.

DANCES

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

DETENTION

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

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

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

DISCIPLINE

See District's "Student Citizenship Handbook".

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 phy. ed. lockers.

GRADES

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

Access to Grades Online

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

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

[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 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.

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

SPECIAL EDUCATION

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

STUDENT RIGHTS

The District will accord students the following rights:

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

STUDENT SUPPORT SERVICES

The Student Support Office offers students an opportunity to receive assistance with academic and/or personal problems. Parents are also encouraged to call or set up an appointment with one of the counselors if they have academic or other concerns/questions about their student. Students are assigned to a counselor by alphabet. Please

call our Student Support Office at 507-663-0664. Our Student Support Office Secretary will assist you in connecting with the appropriate staff member.

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

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

Social Worker – Heather Stanton-Ims

Psychologist – 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:

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 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 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.



Northfield High School **DRAFT**

Student Handbook **2019-2020-2021**

1400 Division Street South
Northfield, MN 55057

Main Office: 507.663.0630

Attendance Line: 507.663.6046 0616

Fax: 507.645.3455

Principal: Joel Leer

~~Interim Principal: Dr. Laura Kay Allen~~

Assistant Principals: Nancy Veverka and Rico Bohren

~~Marnie Thompson and Jeff Eckhoff~~

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

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.

2019-2020-2021 NORTHFIELD HIGH SCHOOL STAFF/ADMINISTRATION

<u>Administration/Assistants</u>	<u>Guidance Counseling Office Staff</u>
Principal: Joel Leer Interim Principal: Dr. Laura Kay Allen	Counselors: Deborah Rasmussen ———— Mark Ensrud ———— Kathy Wiertsema-Miller
Administrative Assistant/Bookkeeper: Lori Christophersen	Administrative Assistant: Kathy Clark
Assistant Principals: Jeff Eckhoff & Marnie Thompson	Media Staff:
Administrative Assistant: Lynn Fossum	—Media Specialist: Rebecca Glassing
Special Ed Administrative Assistant: James Clinton	—Educational Assistant: Marianne Moser
Activities Director: Joel Olson	TORCH: Tessa Kiesow ———— Sarah Lee ———— Katie Theis
Administrative Assistant: Sheryl Doeken	Promise Fellows: Emily Culver ———— Pallav Kumar
Nurse: Renee Marlenee	
Police Liaison: Bart Wiese	
Security Monitor (Parking): Kim Bauer	

[Link to Northfield High School Staff Directory](#)

Northfield Public Schools 2020-2021 School Calendar

Approved by School Board
February 11, 2019

July 2020	July	January 2021	January
Su M Tu W Th F Sa 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	4 Independence Day	Su M Tu W Th F Sa 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	1 No School; Winter Break 18 No School; Martin Luther King Jr. Da 28 End of Second Quarter 29 No School; Teacher Preparation Day
August 2020	August	February 2021	February
Su M Tu W Th F Sa 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	25 SpEd New Teacher inservice 26-27 All New Teacher inservice	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	15 No School; Staff Development Day
September 2020	September	March 2021	March
Su M Tu W Th F Sa 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	Aug 31-Sept 3 Staff Development Days 4 Teacher Preparation Day 7 Labor Day 8 First Day of School	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	19 End of Third Quarter 22-26 No School; Spring Break 29 No School; Teacher Preparation Day
October 2020	October	April 2021	April
Su M Tu W Th F Sa 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	15-16 No School; Fall Break (MEA)	Su M Tu W Th F Sa 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 2020	November	May 2021	May
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	6 End of First Quarter 9 No School; Teacher Preparation Day 25-27 No School; Thanksgiving Break	Su M Tu W Th F Sa 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 No School; Memorial Day
December 2020	December	June 2021	June
Su M Tu W Th F Sa 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	Dec 23-Jan 1 No School; Winter Break	Su M Tu W Th F Sa 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	6 Graduation 10 Last Day of School (2nd early dismissal)

School Cancellation Procedures:

On the third and subsequent 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-closures/>

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

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 52 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
88 days - first semester; 86 days - second semester

**NORTHFIELD PUBLIC SCHOOLS
2020-2021 Calendar**

Approved by School Board February 11, 2019

New Teacher Inservice

August 25	Special Education New Teacher Inservice
August 26, 27	All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 31 - Sept 3	Staff Development Days
September 4	Teacher Preparation Day

September 7	No School. Labor Day
September 8	First Day of School/Beginning of 1 st Quarter
October 15-16	No School. Fall Break (MEA)
November 6	End of 1 st Quarter (42 days)
November 9	No School. (Teacher Preparation Day)
November 10	Beginning of 2 nd Quarter
November 25-27	No School. Thanksgiving Break
Dec 23 - Jan 3	No School. Winter Break
January 18	No School. Dr. Martin Luther King's Birthday
January 28	End of 2 nd Quarter (46 days); End of First Semester (88 days)
January 29	No School. (Teacher Preparation Day)
February 1	Beginning of 3 rd Quarter and Second Semester
February 15	No School. (Staff Development Day)
March 19	End of 3 rd Quarter (34 days)
March 22-26	No School. Spring Break
March 29	No School. (Teacher Preparation Day)
March 30	Beginning of 4 th Quarter
May 31	No School. Memorial Day
June 6	Graduation
June 10	Last Day of School. 2-hour early dismissal End of 4 th Quarter (52 days); End of Semester (86 days)

School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent 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/>.

2019-2020-2021 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 GUIDANCE SCHOOL COUNSELOR ACCORDING TO THE FIRST LETTER IN YOUR LAST NAME

~~Ms. Wiertsema-Miller~~ Ms. Legros A-G

Mr. Ensrud H-O

Ms. Rasmussen P-Z

HIGH SCHOOL CODE 241-855

GRADUATION REQUIREMENTS

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

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE	663-0616	
Activities Hotline for each day's activities	645-3456	
Principal's Office to contact teachers	663-0630	
Guidance <u>Counseling</u> 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.

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

Absence Procedure

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

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

All students who become ill during the school day are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parents/guardian prior to leaving the building. Failure to properly check out with the nurse's office will cause the student to be unexcused 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.

Attendance Policy - Students

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of ~~four class~~ 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 Absences:

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

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 Post-Season Competition

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

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

Eligibility for Activities

Academic Eligibility Policy-Adopted June, 2008

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. 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 [email teachers](#) directly asking for homework, [check Schoology](#), ~~[check teacher websites](#)~~ for assignments, or call a friend and ask them to bring work home for you.

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

The entire responsibility for making up 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. The following steps must be followed:~~

- ~~1. The course must be an elective.~~
- ~~2. At the time of registration, the student must declare the intent to audit to the counselor.~~
- ~~3. The student must secure written permission from the teacher and return the form to the counselor.~~
- ~~4. After this, if class size permits, the student will be scheduled for the class. Students auditing are considered regular class members regarding attendance, class participation, and examinations with one exception: the student will not be expected to complete outside assignments.~~

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 students' permanent record card and is used to determine cumulative grade point average and class rank. For a full-year course there are two grades of record, one for the first semester and one for the second semester.

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

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

A=5.0	B=3.75	C=2.5
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MID-YEAR GRADUATES

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

MINIMUM CLASS LOAD

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

PASS-FAIL

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

- ~~1. At time of registration, the student must make known to the counselor the desire to take a "pass-fail" class.~~
- ~~2. The course must place the student beyond the projected required total number of credits for graduation.~~
- ~~3. The course must be an elective.~~
- ~~4. The guidance counseling office will provide written approval to take a class on the "pass-fail" basis. This form must be signed by the teacher and returned to the guidance office. A "pass-fail" course will NOT be considered in figuring commencement academic honors.~~
- ~~5. Once a class has begun, a student on "pass-fail" will NOT be permitted to switch to the standard grading.~~

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)

PSEO is a state-sponsored program which allows students to take college-level courses during high school. A

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

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.

REPORT CARDS

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

SCHEDULE CHANGES

Students must meet with a guidance 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 parent/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 are expected to:

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

All teachers are expected to:

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

All administrators are expected to:

- Support the spirit of the Academic Honesty Policy with students, parents, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the Academic Honesty Policy.
Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and contact parents.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.
3. The teacher will file an incident referral form with the Assistant Principal. The Assistant Principal will conference with the student and notify parents.

Incident 2:

1. All of the above will occur.
2. Assistant Principal will initiate a parent/student/counselor conference.
3. ~~The student will receive 1 day of Saturday School.~~ The teacher and/or assistant principal will determine additional consequences.

Incident 3 or more:

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

ACADEMIC ELIGIBILITY STANDARDS

To review academic eligibility for ~~s~~Students involved in the following activities, refer to the Co-Curricular Handbook. ~~must meet Academic Eligibility Standards (on file in Activities Office): ALL Athletic Activities,~~

~~Academic Challenge, Chess, DECA, DYC, Link, LOA, Math Team, National Honor Society, Mock Trial, Drama/Rock N Roll Revival, R.A.L.I.E., Speech Team, Student Council~~

ACADEMIC AWARDS

Two types of awards will be presented. The academic letter, certificate, or bar will be awarded to those students meeting the criteria indicated below. A “commended” award will be presented to those students nominated and selected according to the criteria indicated below. A chenille “N” letter and certificate will be given to the student who has a 3.5 or better cumulative grade point average after five semesters of high school. A transfer student to NHS who has a 3.5 cumulative grade point average after five semesters at an accredited high school must have completed at least one semester at NHS.

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

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

Commended Criteria:

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

ACCESSIBILITY

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

ASSEMBLIES AND PEPFESTS

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

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.

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 ~~Guidance~~ 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 hour ~~and after school as necessary~~. 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

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 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. ~~It~~ 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

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., Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

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

HONOR STUDENT DESIGNATION

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

LAW ENFORCEMENT AGENCIES

The assistant principal or principal may involve the Northfield Police Department, a 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 parent/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance.

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

LOCKERS

Freshmen ~~and sophomores~~ are assigned a locker. Sophomores, juniors and seniors 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.

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 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

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 student's backpack and/or personal effects (e.g., on a person, property, clothing, purse, wallet, backpack, etc.) may be searched when a school authority has a reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

POSTING OF INFORMATION

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

PROM

The prom is a special event specifically designed for juniors and seniors. 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. ~~Ninth and Tenth~~ Freshmen and sophomores ~~graders~~ 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

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.

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 Guidance-Counseling Office must have a pass signed by a counselor with the appropriate appointment time or return with a signed pass from the Guidance 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 ~~at~~ via the security secure desk entrance. Students wishing to bring friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitors pass is for a guest to visit our school and learn more about NHS. Visits to NHS should be limited to one visit during any school year. Students may not have visitors during the last two weeks of the semester or school year.

VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except

enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools.

WEBSITE

Northfield High School Website can be accessed at northfieldschools.org/schools/northfield-high-school/.

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 B

Discipline Guidelines

Abuse, Verbal- The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.	*	2-3 day suspension	3-5 day suspension
Alcohol or Chemicals, Possession or Use- Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.	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
Alcohol or Chemicals, Possession With Intent to Distribute or Sell- Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic or controlled substance is prohibited.	10 day susp. Recommendation for expulsion Police referral		
Bullying- 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.	*	Detention Possible suspension	1-3 day OSS Possible expulsion
Disruptive Behavior- Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	*	*	1-3 day susp.
Driving, Careless or Reckless- Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	*	Revocation of parking permit to identified time period Police referral	3 day susp. Permanent revocation of parking permit Police referral
Fighting- Engaging in any form of fighting where blows are exchanged is prohibited	1-3 day susp.	3-5 day susp.	10 day susp. Possible recommendation for expulsion
Firearms- Firearms are prohibited in all school district locations. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.	10 day susp. Recommendation for expulsion Police referral		
Gang/Threat Group Activity- Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.	*	1-5 day susp. Police referral	5-10 day susp. Possible recommendation or expulsion Police referral
Harassment & Violence- Racial, gender, religious, age, disability, sexual orientation, marital status, & public assistance harassment & violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious & sexual harassment Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker	1-3 day susp. Police referral	3-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion

rooms or bathrooms or soliciting or distributing sexually inappropriate photos.			
Insubordination- Deliberate refusal to follow an appropriate direction or identify self when requested.	*	1 day susp.	1-3 day susp.
Records or Identification Falsification- Falsifying signatures or data, forging notes is prohibited.	*	1-3 day susp.	3-5 day susp.
Safety- Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.	*	*	*
Sexual Misconduct- Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.	10 day susp. Possible recommendation for expulsion Police referral		
Technology and Telecommunication Misuse: Misuse of computer equipment or network/ deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. Parents are expected to read & discuss this guideline with their child.	*	*	*
Theft, Receiving or Possessing Stolen Property- The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving or such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.	1-3 day susp. Police referral Restitution	3-5 day susp. Police referral Restitution	5-10 day susp. Recommendation for expulsion Police referral Restitution
Threat, Direct/Indirect- Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an "all clear" may not return that day for school sponsored or co-curricular activities.	Up to 10 day susp. Recommendation for expulsion Police referral		
Tobacco, Smoking and Vaping- Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking 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.	1 day susp Police referral	2-3 day susp. Police referral	3-5 day susp. Police referral
Transportation-District Policy- All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy. Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)	*	Parents contacted Up to 5 days off the bus	Parent meeting Up to 10 days of the bus
Truancy- Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.	Detention	Detention	Loss of credit Notify county
Unauthorized Areas- Students in areas that are off-limits or where students are not authorized to be.	*	Detention	Detention

<u>Unexcused Absence</u>		<u>Detention</u>	<u>Potential loss of credit</u>
Vandalism- Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.	*	1-5 day susp. Restitution Police referral	5-10 day susp. Possible recommendation for expulsion Restitution Police referral
Vehicle, Unauthorized Parking (Policy 527)- 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.	*Written parking violation warning	Administrative Referral	Loss of parking permit or tow at owner's expense
Weapons (exclusive of firearms)- The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the MN Dept. of Education.	3-10 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](#)



Area Learning Center **DRAFT**

Student Handbook **2019-2020-2021**

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

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

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.

2019-2020 2020-2021 AREA LEARNING CENTER STAFF/ADMINISTRATION

Administration/Assistants

~~Longfellow Building Administrator:~~ Mary Grace Hanson

~~ALC Director:~~ Daryl Kehler

~~Administrative Assistant:~~ Mary Huberg

~~Administrative Assistant (Attendance):~~ Sherri Gochring

~~Promise Fellow:~~ TBD

~~The Key Staff:~~ Ben Heath

~~Academic Advocate:~~ Melissa Borup

~~Guidance Staff:~~ CD Counselor: Sarah Shippy

~~Nurse:~~ Maimouna Toure-Keita

~~Custodian:~~ Mark Harder TBD

~~Northfield Police Liaison:~~ Bart Weise

~~Special Education:~~ Angie Lynch

~~Psychologist:~~ Ashley Northrup

~~Social Worker:~~ Shelley Hansen TBD

~~EL Teacher:~~ Inger Hanson

~~Special Ed Assistant?:~~ TBD Craig DeAdder?

~~Fernbrook Counselor:~~ Kali Shae

~~Mathematics:~~ Rachel Rolling

~~Social Studies:~~ Micah Schultz

~~Language Arts:~~ Renee Burnham

~~Science:~~ Eric Swan McDonald

~~Work Experience:~~ Cheryl Mathison

~~Physical Education:~~ Mary Harrity-Davidson

~~Art:~~ Chris Riazzi and Karna Hauck

[Link to the ALC Staff Directory](#)





Northfield Public Schools 2020-2021 School Calendar

Approved by School Board
February 11, 2019

July 2020							July							January 2021							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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School Cancellation Procedures:

On the third and subsequent 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/documents/school-closures/>

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

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 52 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contact days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
88 days - first semester; 86 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2020-2021 Calendar

Approved by School Board February 11, 2019

New Teacher Inservice

August 25	Special Education New Teacher Inservice
August 26, 27	All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 31 - Sept 3	Staff Development Days
September 4	Teacher Preparation Day

September 7	No School. Labor Day
September 8	First Day of School/Beginning of 1 st Quarter
October 15-16	No School. Fall Break (MEA)
November 6	End of 1 st Quarter (42 days)
November 9	No School. (Teacher Preparation Day)
November 10	Beginning of 2 nd Quarter
November 25-27	No School. Thanksgiving Break
Dec 23 - Jan 3	No School. Winter Break
January 18	No School. Dr. Martin Luther King's Birthday
January 28	End of 2 nd Quarter (46 days); End of First Semester (88 days)
January 29	No School. (Teacher Preparation Day)
February 1	Beginning of 3 rd Quarter and Second Semester
February 15	No School. (Staff Development Day)
March 19	End of 3 rd Quarter (34 days)
March 22-26	No School. Spring Break
March 29	No School. (Teacher Preparation Day)
March 30	Beginning of 4 th Quarter
May 31	No School. Memorial Day
June 6	Graduation
June 10	Last Day of School. 2-hour early dismissal End of 4 th Quarter (52 days); End of Semester (86 days)

School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent 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

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.

2019-2020-2021 DAILY SCHEDULE

Monday ADVISOR Schedule	Wednesday Late Start Schedule
Block 1 8:10 – 9:35	Block 1 9:10 – 10:15
Block 2 9:40 – 10:50	Block 2 10:20 – 11:25
Advisor 10:50 – 11:10	Block 3 11:30 – 12:35
Block 3A 11:15 – 12:05	Lunch 12:35 – 1:05
Lunch 12:05 – 12:35	Block 4 1:05 – 1:50
Block 3B 12:35 – 1:05	Block 5 1:55 – 2:40
Block 4 1:10 – 1:55	
Block 5 2:00 – 2:40	

Tuesday, Thursday, Friday	In the Event of a District Wide 2-Hour Late Start the Schedule Will Be As Follows
Block 1 8:10 – 9:35	Block 1 10:10 – 10:55
Block 2 9:40 – 11:50	Block 2 11:00 – 11:45
Block 3A 11:10 – 12:05	Block 3 11:50 – 12:35
Lunch 12:05 – 12:35	Lunch 12:35 – 1:05
Block 3B 12:35 – 1:05	Block 4 1:05 – 1:50
Block 4 1:10 – 1:55	Block 5 1:55 – 2:40
Block 5 2:00 – 2:40	

New Schedule

Monday ADVISOR Schedule	Wednesday Late Start Schedule
Block 1 8:10 - 8:53	Block 1 9:10 - 9:53
Block 2 8:58 - 10:13	Block 2 9:58 - 10:53
Advisor 10:13 - 10:33	Block 3 10:58 - 11:53
Block 3 10:38 - 11:53	Lunch 11:53 - 12:23
Lunch 11:53 - 12:23	Block 4 12:23 - 1:05
Block 4 12:23 - 1:05	Block 5 1:10 - 1:53
Block 5 1:10 - 1:53	Block 6 1:58-2:40
Block 6 1:58 - 2:40	
Tuesday, Thursday, Friday	In the Event of a District Wide 2-Hour Late Start the Schedule Will Be As Follows
Block 1 8:10 - 8:53	Block 1 10:10 - 10:45
Block 2 8:58 - 10:23	Block 2 10:50 - 11:35
Block 3 10:28 - 11:53	Block 3 11:40 - 12:25
Lunch 11:53 - 12:23	Lunch 12:25 - 12:55
Block 4 12:23 - 1:05	Block 4 12:55 - 1:26
Block 5 1:10 - 1:53	Block 5 1:31 - 2:03
Block 6 1:58 - 2:40	Block 6 2:08 - 2:40

GRADUATION REQUIREMENTS

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

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE. 612-695-2139 (talk and text available)

Director's office to contact teachers 645-1201

Nurse's Office 645-1205

HONOR ROLL

A = 4.000 B- = 2.667 D+ = 1.333

A- = 3.667 C+ = 2.333 D = 1.000

B+ = 3.333 C = 2.000 D- = .667

B = 3.000 C- = 1.667 F = 0

“A” Honor Roll = 3.6 - 4.0 g.p.a.

“B” Honor Roll = 2.6 - 3.59 g.p.a.

HONOR STUDENT DESIGNATION

Those students graduating with a cumulative grade point average of 3.70 or higher will be designated as “Highest Honor Students”. Students with a cumulative G.P.A. of 3.5 to 3.699 will be designated as “Honor Students.” The determination of these grade-point averages will be made after the first semester of the student’s senior year.

ELIGIBILITY

124D.68 GRADUATION INCENTIVES PROGRAM

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

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or is an English learner; or

(11) has withdrawn from school or has been chronically truant; or

(12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

REGISTRATION

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

TRIAL PERIOD

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

CONTINUAL LEARNING PLAN REVIEW

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

PROGRAMS AVAILABLE

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

Program	Overview	Days	Time
Seat Based Program	Provides a positive, safe and structured learning environment with <u>modified</u> block-scheduling	Monday - Friday	8:10am - 2:40pm
Independent Study Night Class	For students who are in need of credit recovery and can complete coursework with minimal teacher direction.	10 class meetings per session Mondays & Thursdays	3:30pm - 5:30pm
Independent Study	For students who are unable to attend	Flexible schedule	Flexible schedule

	regularly <u>and</u> are self motivated learners who can complete work with minimal direction.		
Hybrid Independent Study	A combination of IS and Seat based; credit can be obtained by attending part time classes.	<i>To Be Determined</i>	<i>To Be Determined</i>
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 ~~2/3, 2/6, 2/10, 2/13, 2/17, 2/20, 2/24, 2/27, 3/2, 3/5~~
2/1, 2/4, 2/8, 2/11, 2/18, 2/22, 2/25, 3/1, 3/4, 3/8

Session #2 ~~4/6, 4/9, 4/13, 4/16, 4/20, 4/23, 4/27, 4/30, 5/4, 5/7~~
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.

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.

ATTENDANCE INFORMATION

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

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

ABSENCE PROCEDURE

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the Attendance Line at 612-695-2139 (talk and Text available) the day of the absence or earlier. If the student arrives after 8:10 and before 2:40, they should check in/out with the attendance office located in the computer lab. The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/guardians are encouraged to apply for an online access number to view their student attendance. See website for more information to Family Access. All students who become ill during the school day are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parent/guardians prior to leaving the building. Failure to properly check out will cause the student to be unexcused.

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

ABSENCES/EXCESSIVE TARDIES

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

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

At 15 consecutive absences, 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 3, 2019 - OCTOBER 1, 2019 (21 Days)~~

SEPTEMBER 8, 2020 - OCTOBER 6, 2020 (21 Days)

Grading Period #2: ~~OCTOBER 2, 2019 - NOVEMBER 1, 2019 (21 Days)~~

OCTOBER 7, 2020 - NOVEMBER 6, 2020 (21 Days)

Grading Period #3: ~~NOVEMBER 5, 2019 - DECEMBER 10, 2019 (23 Days)~~

NOVEMBER 10, 2020 - DECEMBER 16, 2020 (23 Days)

Grading Period #4: ~~DECEMBER 11, 2019 - JANUARY 24, 2020 (22 Days)~~

DECEMBER 17, 2020 - JANUARY 28, 2021 (22 Days)

Grading Period #5: ~~JANUARY 28, 2020 - FEBRUARY 21, 2020 (19 Days)~~
FEBRUARY 1, 2021 - FEBRUARY 25, 2021 (16 Days)

Grading Period #6: ~~FEBRUARY 24, 2020 - MARCH 20, 2020 (20 Days)~~
FEBRUARY 26, 2021 - MARCH 19, 2021 (16 Days)

Grading Period #7: ~~MARCH 31, 2020 - MAY 1, 2020 (24 Days)~~
MARCH 30, 2021 - APRIL 30, 2021 (24 Days)

Grading Period #8: ~~MAY 4, 2020 - JUNE 5, 2020 (24 Days; 18 Days for Graduating Seniors)~~
MAY 3, 2021 - JUNE 10, 2021 (28 Days; 19 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

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

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

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

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

1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

Email: 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 student 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. ~~A quarter course awards .5 credit (periods 1,2,3) and/or .25 credit (periods 4, 5) for successful completion. 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.

DAY CARE

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

- ~~1) The student must attend school regularly, and must be in school when the child is in the daycare:
 - a. ~~If the student uses the daycare but does not attend school, they will be responsible for payment of the daycare and may lose the spot.~~~~
- ~~2) The daycare is on a first come first serve basis with a tier system in place. Tier one has first priority and can~~

~~bump tier two individuals:~~

~~a. Tier one- students that attend the day (seat-based) program of the ALC.~~

~~b. Tier two- students who are in other ALC related programs only (PSEO, independent Study, etc)~~

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 website at 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 commencement program and receive a diploma.

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

LAW ENFORCEMENT AGENCIES

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

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

The administration shall give law enforcement officers permission to interview students on issues outside of the school's jurisdiction (only when parent/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance. Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview.

OPEN CAMPUS LUNCH

An open-campus lunch period is allowed to students in grades 11-12 during the school year. All 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 645-1205

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

Any and all medications that students take at school must be distributed and stored in the 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

~~The 1985 Minnesota Legislature passed the Post-Secondary Enrollment Options Act which allows 10th, 11th, and 12th grade students enrolled in a public school to enroll in eligible post-secondary institutions at no cost to the student. The decision to participate in this program is an important one and necessitates early and frequent communication with the ALC Director. Find more information at <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/>.~~

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.

WEBSITE

Northfield Area Learning Center website can be accessed at www.northfieldschools.org.

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

**CO-CURRICULAR ACTIVITIES
HANDBOOK **DRAFT****



Northfield Public Schools

~~2019~~-2020-2021

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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: ~~June 10, 2019~~

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 ~~advisor of cheerleading advisor. and dance team.~~ This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings. **(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

Fall Athletics	Winter Athletics	Spring Athletics	<u>Activities</u>
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 **2020-21**

Activity	Weeks	Games	Start Date Condition/Practice	Dates of Tournament
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Fall				
Tennis, Girls'	11	16	August 17	Oct. 27-30
16 contest dates - Number of matches not to exceed 28				
Soccer	12	16	August 17	Oct. 27-29, Nov. 2, 4-5
Cross Country	12	10	August 17	Nov. 7
Volleyball, Girls'	13	17	August 17	Nov. 12-14
Swimming & Diving, Girls'	14	16	August 17	Nov. 18-20
Football	15	9	August 17	QF Nov. 12-14, SF Nov. 19-21, Prep Bowl Nov. 27-28
One week of conditioning followed by two weeks of practice				
Activity	Weeks	Games	Start Date Condition/Practice	Dates of Tournament
Winter				
Debate				Jan. 15-16
Alpine Skiing	14	16	November 9	Feb. 10
Nordic Ski	14	16	November 9	Feb. 11
One Act Play				Feb. 11-12
Dance Team	17	15	October 19	Feb. 12-13
Hockey, Girls'	17	25	October 26	Feb. 17-20
Gymnastics, Girls'	15	16	November 9	Feb. 19-20
Wrestling	15	18	November 16	Feb. 25-27
16 contest dates. Number of individual matches not to exceed 45				
Hockey, Boys'	17	25	November 9	March 3-6
Swimming and Diving, Boys'	14	16	November 30	March 4-6
Basketball, Girls'	18	26	November 9	TBD
Basketball, Boys'	18	26	November 16	March 17-20
Activity	Weeks	Games	Start Date Condition/Practice	Dates of Tournament
Spring				

Speech				April 23-24
Adapted Bowling	11	16	March 1	May 14
Robotics				TBD
Tennis, Boys'	11	16	March 22	June 1-4
16 contest dates. Number of matches not to exceed 28.				
Softball, Girls'	13	20	March 8	June 3-4
Track & Field, Boys' and Girls'	13	14	March 8	June 4-5
Synchronized Swimming, Girls'	14	15	March 1	June 4
Lacrosse, Boys' and Girls'	11	13	March 29	June 8, 10, 12
Golf, Boys and Girls'	13	16	March 15	June 8-9

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 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.
4. avoid public display of criticism in front of players or spectators.

Participants should:

1. display at all times the qualities of sportsmanship
2. display respect for opponents at all times, including injured players.
3. avoid unsportsmanlike gestures or language.
4. respect the judgment of game officials.
5. concentrate on playing the game with as little regard to spectators as possible
6. accept both victory and defeat with pride and compassion, never being boastful or bitter.

Spectators should be expected to:

1. cooperate with cheerleaders.
2. respect property.
3. respect the judgment of the coach and game official.
4. avoid abusive and vulgar language and obnoxious behavior.

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.

USE OF 7th AND 8th 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, 7th and 8th grade students may not displace 9th grade students on 9th 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.
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 an 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

Note: *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. While the school recognizes the value of family time and trips, we encourage parents & families to schedule trips to coincide with scheduled school vacations.

***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
Science Olympiad	Band	Choir	Orchestra
Knowledge Bowl	Drama	RALIE / LOA	Music Listening
	Speech	Mock Trial	Cheerleading
			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 1st & 3rd 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.
 - 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 a 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.

<https://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf?year=2016>

CODE OF RESPONSIBILITIES: Adopted June 2008

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

MSHSL Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will show respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

POLICY

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school. If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

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, or who live in the Northfield district and are home schooled are eligible for 9th 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 9th grade levels. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

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 MUSIC

At Northfield High School we work hard to avoid scheduling conflicts between music 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 lowest priority to highest:

1. Informal team/group gatherings i.e. Pizza Parties, Pre-game Meals.
2. Athletic practices/music rehearsals.
3. Scrimmages/dress rehearsals.
4. Non-Conference games.
5. Big 9 Conference games/scheduled music performances.
6. Section games/scheduled music performances/once in a year performances i.e. band trips etc.
7. MSHSL State Tournaments/scheduled music performances.

In the case of a "tie" in the hierarchy above, the following 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/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 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 Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball, Basketball, Dance Team, Football, Softball, Swimming, Volleyball, Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

Academic and Fine Arts Activities - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening, Speech-Drama-One-Act Play-Science Olympiad

Athletics - Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$95	\$38	\$19	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 Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

Family Limit

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

*****Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

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:

- a. Full refund up until the first contest/public appearance.
- b. One-half refund after the first contest/public appearance through the first one-quarter of the season.
- c. One-fourth refund through the first half of the season. (Length of season is the first practice date through the first scheduled game of postseason competition).
- d. 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.

1. 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).
2. All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (within 24 hours) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
3. Resale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
5. Gift Cards may NOT be purchased from Activity Account funds. In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
6. Under no circumstances should money be collected or spent without it being "run through" the activity account and the appropriate procedures.

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. 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.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT'S BOUNDARIES (exception Clay Target): When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

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.

ALL K – 8TH GRADE STUDENTS AND ADULTS ARE ABLE TO PURCHASE AN ATHLETIC PASS online at <https://gofan.co/app/school/MN19630>. The GoFan phone app is required to use the pass.

K-12 Student pass: \$25 Adult pass: \$80. ~~High School Students 9-12 grade are admitted free with a student ID.~~

THE PASS ALLOWS ADMITTANCE TO ALL HOME REGULAR SEASON ATHLETIC EVENTS.

~~The Student Athletic Pass, Employee Family Pass, and All-Sport Pass are good for all regular season home 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

Both parenting and coaching or directing are extremely difficult vocations. 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
- 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 coach or director, one on one – this is part of the learning and maturing process.

If the problem is not resolved:

- **STEP 2:** Parents 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 7pm each day.
- **STEP 3:** Parents set-up a face-to-face meeting with the coach or director and the student. 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/>





Northfield Public Schools 2020-2021 School Calendar

Approved by School Board
February 11, 2019

July 2020							July							January 2021							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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School Cancellation Procedures:

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

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

Student Days:

Term 1: 42 days
Term 2: 46 days
Term 3: 34 days
Term 4: 32 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
88 days - first semester; 86 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2020-2021 Calendar

Approved by School Board February 11, 2019

New Teacher Inservice

August 25	Special Education New Teacher Inservice
August 26, 27	All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 31 - Sept 3	Staff Development Days
September 4	Teacher Preparation Day

September 7	No School. Labor Day
September 8	First Day of School/Beginning of 1 st Quarter
October 15-16	No School. Fall Break (MEA)
November 6	End of 1 st Quarter (42 days)
November 9	No School. (Teacher Preparation Day)
November 10	Beginning of 2 nd Quarter
November 25-27	No School. Thanksgiving Break
Dec 23 - Jan 3	No School. Winter Break
January 18	No School. Dr. Martin Luther King's Birthday
January 28	End of 2 nd Quarter (46 days); End of First Semester (88 days)
January 29	No School. (Teacher Preparation Day)
February 1	Beginning of 3 rd Quarter and Second Semester
February 15	No School. (Staff Development Day)
March 19	End of 3 rd Quarter (34 days)
March 22-26	No School. Spring Break
March 29	No School. (Teacher Preparation Day)
March 30	Beginning of 4 th Quarter
May 31	No School. Memorial Day
June 6	Graduation
June 10	Last Day of School. 2-hour early dismissal End of 4 th Quarter (52 days); End of Semester (86 days)

School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent 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/>.



STUDENT CITIZENSHIP HANDBOOK **DRAFT**

2020 - 2021

***RIGHTS
RESPONSIBILITIES
OPPORTUNITIES
SUCCESS
CONSEQUENCES
CITIZENSHIP***

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

Spanish translation available ~~in school offices and~~ online.

For immediate assistance, please contact Joan Lizaola at 507.663.0662.

Hay una traducción al español en las oficinas escolares. Favor de llamar a la Sra. Joan Lizaola
al 507.663.0662 para ayuda de inmediato.

A Message From The Superintendent - **NEEDS UPDATE FOR 2020-21**

Dear Northfield School District Parents and Students:

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

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

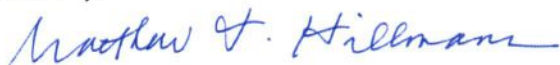
This K-12 handbook describes policies, procedures, and the consequences for violating these policies and procedures. The handbook includes the district's policies on bullying, hazing, personal possessions/lockers, technology use, harassment, possession of controlled substances, student use and parking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

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

Students involved in school activities beyond the instructional day tend to develop positive attitudes about their school. We encourage all students to participate in activities to make their educational experiences in Northfield Public Schools some of the most beneficial and memorable of their lives. Northfield offers a tremendous number of activities through the school co-curricular programs, community education, and other local organizations. In Northfield, there is truly an out-of-school activity for everyone.

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

Sincerely,



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

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STUDENT DISCIPLINE PHILOSOPHY

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

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

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

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

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

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

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

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

ROLES AND RESPONSIBILITIES

School Board

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

Superintendent

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

Principal and Assistants

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

Teachers

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

Other School District Personnel

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

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

Parents or Legal Guardians

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

Students

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

Community Members

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

Applicable district policies are identified where appropriate and can be found in their entirety on the district's website (<http://northfieldschools.org>).

ACCESS TO RECORDS

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

DRESS AND GROOMING

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

EQUAL OPPORTUNITY

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

FAIR TREATMENT

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

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

FREE SPEECH

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

HARASSMENT

Rights/Opportunities	Responsibilities
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, <u>Policy 522 Student Sex Nondiscrimination</u>)	<u>The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously.</u> 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. <u>School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.</u> Such reports should be made to the building principals <u>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. While not required, individuals can make complaints using this form.</u>

LEARNING

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

NONDISCRIMINATION

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

PLEDGE OF ALLEGIANCE

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

PRIVACY

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

Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.

be confidential. Matters of abuse or illegal activity should be reported to school personnel.

STUDENT GOVERNMENT

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

STUDENT SAFETY

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

DISCIPLINE GUIDELINE & DISCLAIMER

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

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

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

ABUSE, VERBAL

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

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

(*) Principal discretion per building discipline plan.

ALCOHOL OR CHEMICALS, POSSESSION OR USE

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

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

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

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

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

ARSON

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

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

ASSAULT, AGGRAVATED

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

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

ASSAULT, PHYSICAL

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

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

BODILY HARM, INFLICTING

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

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

(*) Principal discretion per building discipline plan.

BULLYING

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

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

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

(*) Principal discretion per building discipline plan.

BURGLARY

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

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

CELL PHONES-SECONDARY

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

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and returned at end of day	Confiscated parent pick up	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for three days

CELL PHONES-ELEMENTARY

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

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

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

Consequences for not following the rules are as follows:

- 1st infraction-student will have the device taken away and can pick it up in the office at the end of the day.
- 2nd infraction-student will have their device taken away and placed in the office until a parent can come to school to retrieve it.

- 3rd infraction-student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.

Please note: Bridgewater, Greenvale Park and Sibley Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

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

(*) Principal discretion per building discipline plan.

DISRESPECTFUL BEHAVIOR

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

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

(*) Principal discretion per building discipline plan.

DISRUPTIVE BEHAVIOR

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

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

(*) Principal discretion per building discipline plan.

DRIVING, CARELESS OR RECKLESS

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

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

(*) Principal discretion per building discipline plan.

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

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

(*) Principal discretion per building discipline plan.

FIGHTING

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

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

(*) Principal discretion per building discipline plan.

FIRE ALARM, FALSE

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

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

(*) Principal discretion per building discipline plan.

FIRE EXTINGUISHER, UNAUTHORIZED USE

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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1 day suspension	● 2 day suspension ● Restitution
Grades 6-12	*	● 3-5 day suspension ● Police referral ● Restitution	● 10 day suspension ● Police referral ● Restitution

(*) Principal discretion per building discipline plan.

FIREARMS

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

Grades	First Offense
Grades K-12	● 10 day suspension ● Recommendation for expulsion ● Police referral

FIREWORKS OR AMMUNITION

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

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

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

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity and teach tolerance of others' cultures and ideas. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated.

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

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

The above criteria also apply to school sponsored forums and events and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

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

(*) Principal discretion per building discipline plan.

GAMBLING

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

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

(*) Principal discretion per building discipline plan.

GANG/THREAT GROUP ACTIVITY

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

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

(*) Principal discretion per building discipline plan.

HARASSMENT AND VIOLENCE

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

Molly Viesselman, Director of Human Resources

Human Rights Officer/Title IX Coordinator

Northfield Public Schools

1400 Division Street S, Northfield, MN 55057

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day Dismissal	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral

			<ul style="list-style-type: none"> • Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none"> • 1-3 day suspension • Police referral 	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral 	<ul style="list-style-type: none"> • 5-10 day suspension • Police referral • Possible recommendation for expulsion

(*) Principal discretion per building discipline plan.

HAZING

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

INSUBORDINATION

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

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

(*) Principal discretion per building discipline plan.

OFFENSIVE BEHAVIOR

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

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

(*) Principal discretion per building discipline plan.

RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

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

(*) Principal discretion per building discipline plan.

ROBBERY OR EXTORTION

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

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

	• Restitution	• Restitution	<ul style="list-style-type: none"> • Recommendation for expulsion • Police referral • Restitution
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(*) Principal discretion per building discipline plan.

SAFETY

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

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

(*) Principal discretion per building discipline plan.

SEXUAL MISCONDUCT

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

Molly Viesselman, Director of Human Resources

Human Rights Officer/Title IX Coordinator

Northfield Public Schools

1400 Division Street S, Northfield, MN 55057

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

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

(*) Principal discretion per building discipline plan.

TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

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

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

(*) Principal discretion per building discipline plan.

THREAT, DIRECT/INDIRECT

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

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

TOBACCO, SMOKING, AND VAPING

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

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

(*) Principal discretion per building discipline plan.

TRANSPORTATION-DISTRICT POLICY

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

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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	● Parent contacted	● Parent meeting ● 1-3 days off the bus
Grades 6-12	*	● Parent contacted ● Up to 5 days off the bus	● Parent meeting ● Up to 10 days off the bus

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

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

TRESPASSING

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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	● 1 day suspension ● Police referral	● 1-3 day suspension ● Police referral	● 5-10 day suspension ● Police referral

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

TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.

UNAUTHORIZED AREAS

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

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

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

UNEXCUSED ABSENCE

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

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

VANDALISM, MAJOR ACTS

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

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> • 5-10 day suspension • Recommendation for expulsion • Restitution • Police referral 	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Restitution • Police referral 	Same as 2 nd offense.

VANDALISM, MINOR ACTS

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

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

(*) Principal discretion per building discipline plan.

VEHICLE, UNAUTHORIZED PARKING

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

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

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

(*) Principal discretion per building discipline plan.

WEAPONS (EXCLUSIVE OF FIREARMS)

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

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

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

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

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

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT

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

DISCIPLINE PROCEDURES

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

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

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statutes ~~#127.27~~ 121A.41 to ~~127.38~~ 121A.55.)

DRUG DOG SEARCH - PURPOSE AND PROCEDURE

The District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

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

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

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

MODIFICATION OF CONSEQUENCES

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

PARENTAL QUESTIONS ABOUT DISCIPLINE

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

PHYSICAL RESTRAINT

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

POLICE REFERRAL

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

PUBLICATION OF DISCIPLINE POLICY

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

SCHOOL DISTRICT LOCKER POLICY

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

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

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

SPECIAL EDUCATION OR DISABLED STUDENTS

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

UNIQUE SITUATIONS

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

DEFINITIONS

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

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

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

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

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

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

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

POSSIBLE DISCIPLINARY CONSEQUENCES

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

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

EXPELLABLE OFFENSES

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

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

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

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

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

Reports should be made to:

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

SCHOOLS AND ADMINISTRATION

School	Phone	Email
<u>District Offices</u>	507.663.0600	
1400 Division Street S, 201 Orchard St, Northfield	507.663.0611 (fax)	
Superintendent: Dr. Matt Hillmann	507.663.0629	mhillmann@northfieldschools.org
Executive Admin Asst: Anita Aase	507.663.0629	aaase@northfieldschools.org
<u>Bridgewater Elementary</u>	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	nantoine@northfieldschools.org
Admin Asst: Jessica Huebsch	507.664.3301	jhuebsch@northfieldschools.org
<u>Greenvale Park Elementary</u>	507.645.3500	
700 500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	507.645.3501	srichardson@northfieldschools.org
Admin Asst: Renee Malecha	507.645.3501	rmalecha@northfieldschools.org
<u>Sibley Elementary</u>	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	507.645.3471	ssannes@northfieldschools.org
Admin Asst: Kim Cecil	507.645.3471	kcecil@northfieldschools.org
<u>Northfield Middle School</u>	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	ggelineau@northfieldschools.org
Assistant Principal: Michael O'Keefe	507.663.0667	mokeefe@northfieldschools.org
Admin Asst: Amy Stowe	507.663.0651	astowe@northfieldschools.org
<u>Northfield High School</u>	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal: Joel Leer	507.663.0630	jleer@northfieldschools.org
Assistant Principal: Jeff Eckhoff Rico Bohren	507.663.0635	jeckhoff@northfieldschools.org
Assistant Principal: Marnie Thompson Nancy Veverka	507.663.0635	rbohren@northfieldschools.org
Admin Asst: Lori Christophersen	507.663.0630	mthompson@northfieldschools.org
		nveverka@northfieldschools.org
		lchristophersen@northfieldschools.org
<u>Area Learning Center</u>		
Longfellow School	507.645.1200	
201 Orchard Street, Northfield	507.645.1250 (fax)	
ALC Director: Daryl Kehler	507.645.1200	dkehler@northfieldschools.org
Admin Asst: Mary Huberg	507.645.1200	mhuberg@northfieldschools.org
<u>Northfield Community Services Education-Department Center</u>	507.664.3650	
1651 Jefferson Parkway 700 Lincoln Parkway, Northfield	507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3650	ebailey@northfieldschools.org
Admin Asst: Sara Boran	507.664.3657	sboran@northfieldschools.org
<u>Special Services</u>	507.645.3410	
Longfellow School, 201 Orchard Street, Northfield	507.645.1250 (fax)	
Administrator: Mary Grace Hanson	507.645.3436	mhanson@northfieldschools.org
<u>Director of Instructional Services: Hope Langston</u>		hlangston@northfieldschools.org
Director of Special Services: Cheryl Hall	507.645.3410	chall@northfieldschools.org
Assistant Director of Special Services: Sara Pratt	507.645.1234	spratt@northfieldschools.org

Admin Asst: Jordan Streiff

507.645.3410

istreiff@northfieldschools.org

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

May 11, 2020
Teleconference

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Due to the current federal and state emergency declarations, the Minnesota directive for residents to stay at home and guidance about limiting person-to-person contact due to the COVID-19 pandemic, this meeting was conducted via video conference in accordance with Minnesota Statutes 13D.021. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Administrative Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Anita Aase; and Erin Bailey, Director of Community Education. Observing the meeting via Zoom was Sam Wilmes, reporter with the Northfield News. This meeting was live streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphone when not speaking.
- During the course of the meeting when a motion and a second is required, Dr. Hillmann would initiate the "unmute" for all board members.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn't wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name was called before voting.

II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the Board approved the agenda by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on May 11, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were no public comments submitted for this Board meeting.

IV. Announcements and Recognitions

- There were no announcements or recognitions.

V. Items for Discussion and Reports

- A. COVID-19/Distance Learning Update/District Operations. Dr. Hillmann focused his update on the District Youth Council's (DYC) student survey regarding distance learning. The DYC, in conjunction with Director of Assessment Services Hope Langston, surveyed 939 middle school, high school and ALC students. The data results were shared with the DYC and highlighted were things going well and where there may be need for improvement. The results indicated most students have adjusted to distance learning with the oldest students in each building having a more difficult time adjusting. Many students reported feeling overwhelmed, yet supported. DYC will provide Dr. Hillmann and Ms. Langston recommendations based on these survey results.
- B. Cannon Valley Special Education Cooperative (CVSEC) Update. CVSEC Executive Director Lynn Krominga has resigned and the interviews to select her replacement are scheduled on May 13. There is consideration being given to consolidating buildings for the cooperative with a new lease at the Faribault West Mall in Fall 2021. Dr. Hillmann indicated this would be an item for individual action at the May 26, 2020 meeting
- C. Financial Update. Dr. Hillmann provided a narrative financial update to the Board which included State legislation currently under consideration which do not include any additional funding for schools, funds the district may receive under the CARES Act stimulus package, and some financial considerations and implications regarding how the COVID-19 pandemic will negatively affect school funding. He also shared the concept of a temporary reduction in the District's fund balance goal of 16% as a means of mitigating budget reductions during the COVID-19 crisis.

VI. Consent Agenda

On a motion by Barniak, seconded by Hardy, with a correction to the April 27, 2020 minutes to indicate it was a teleconference meeting, the Board approved the following Consent Agenda items by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

A. Minutes

- Minutes of the Regular School Board meeting held on April 27, 2020

B. Gift Agreements

- \$1,000.00 donation from Jan Burry for TORCH scholarship

C. ALC Co-Curricular Overnight Field Trip - Rescheduled

ALC teachers Cheryl Mathison and Eric McDonald requested Board approval for a co-curricular overnight trip for the 2019-2020 school year. The Board approved this request at the October 28, 2019 school board meeting. Due to the COVID-19 pandemic, Mathison and McDonald have rescheduled this co-curricular overnight trip and they requested Board approval for this rescheduled co-curricular overnight trip.

D. District Youth Council Membership

The following students were recommended to serve on the District Youth Council during the 2020-2021 school year:

Rising Seniors: *Wendy Bolum, *Dylan Dietz, Erica Loe, Nick Lopez, *Michael Malecha, *Bronwyn McDermott, Anders Ripley, *Chloe Rozga

Rising Juniors: *Amelia Arnold, *Moriah Bamonte Grebis, *Sylvi Hanson, *Simon McDonald, David Rhoades, *Kiara Rosas

Rising Sophomores: Ananda Myint, Julia Peterson, Sam Scherer, Jack Wendt

*Denotes current District Youth Council Member

E. Personnel Items

a) Appointments

1. Mary Harrity-Davidson, .33 FTE Physical Education Teacher at the ALC, beginning 8/25/2020; BA+30, Step 15.

2. Erin Johnson, 1.0 FTE English Language Arts Teacher at the High School, beginning 8/31/2020; MA+10, Step 10.
 3. John Schnorr, 1.0 FTE Speech and Language Pathologist at Longfellow, beginning 7/2/2020-6/30/2021. MA+60, Step 15.
 4. Leslie Miller Gordinier, 1.0 FTE Special Education Resource Room Teacher at Bridgewater, beginning 8/25/2020; MA, Step 8.
 5. Melissa Roth, 1.0 FTE Special Education DCD Teacher at the High School, beginning 8/25/2020; MA, Step 9.
 6. Summer 2020 Brochure Instructors-See attached..
- b) Increase/Decrease/Change in Assignment
1. Ann Hehr, Kindergarten Teacher at Sibley, change to Fourth Grade Teacher at Sibley, effective 8/31/2020.
 2. Chris Riazi, .50 FTE Art Teacher at the ALC, change to .665 FTE Art Teacher at the ALC, effective 8/31/2020.
 3. Jodie Rud, Fourth Grade Teacher at Sibley, change to Kindergarten Teacher at Sibley, effective 8/31/2020.
 4. Eric Swan McDonald, 1.0 FTE Science Teacher at the High School/ALC, add an overload for the first semester at the High School, effective 8/31/2020-1/29/2021.
 5. Marissa Bernau, KidVentures Site Assistant Sub, add KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 5/11/2020-9/4/2020; Step 2-\$13.56/hr.
 6. Katherine Norrie, 1.0 FTE Art Teacher at the High School 8/31/2020-6/10/2021, change to ongoing effective 8/31/2020.
 7. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, change to .5 FTE Physical Education Teacher and .5 FTE Health Teacher at the Middle School, effective 8/31/2020.
 8. John Sand, Physical Education Teacher at the High School, add Assistant Boys Basketball Coach at the High School, effective 11/16/2020; Level F, Step 1.
- c) Leave of Absence
1. LeAnn Carlson, Educational Assistant at Longfellow, Leave of Absence effective 4/6/2020 through the end of the 2019-2020 school year.
- d) Retirements/Resignations/Terminations
1. Mary Katherine Maney, Music Specialist at Sibley, resignation effective at the end of the 2019-2020 school year.
 2. Dawn Sorenson, Early Childhood Special Education Teacher at Longfellow, retirement effective at the end of the 2019-2020 school year.
 3. Susan Wunderlich, Educational Assistant at the High School, retirement effective at the end of the 2019-2020 school year.
- e) Administration is Recommending the Ratification of an Employment Agreement
- f) Administration is Recommending the Approval of the Following:
Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.
1. Child Nutrition
 2. Educational Interpreters for Deaf and Hard of Hearing
 3. Building Nurses
 4. District Nurse, St. Dominic's
- g) Due to COVID-19 closures and our programs not running as planned this summer, the following people will no longer be working in summer programming:
- | | | |
|------------------|-------------------|-----------------|
| Jaylen Heller | Sheila Atkinson | Karie Svien |
| Robyn Spillman | Margaret Magnuson | Matti Prayfrook |
| Marissa Gallardo | Elizabeth Brewer | Michael Garlitz |
| Matthew Meyer | Kelle Edwards | Janet Gannon |
| Mitzi Holden | Rachael Basinger | Robbin Hedberg |
| Jackie Groth | Katrina Warner | |

VII. Superintendent's Report

A. Items for Individual Action.

1. Stormwater Maintenance Agreement for Greenvale Park Elementary. On a motion by Baraniak, seconded by Goerwitz, the Board approved the Stormwater Maintenance Agreement for Greenvale Park Elementary School.

2. Approval of Policies. On a motion by Quinnell, seconded by Hardy, the Board approved policies 414, 419 and 421. These changes are effective immediately.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann reviewed the May 2020 district enrollment report.
- B. Construction Update #26. Superintendent Hillmann updated the Board on the District's construction projects.
- C. Graduation. Dr. Hillmann reviewed both the Alternative Learning Center and the High School graduation plans for the class of 2020. Due to the COVID-19 pandemic and in compliance with executive orders from the Governor of Minnesota, and guidance issued from the Minnesota Department of Education, graduations will be held virtually and recorded. The virtual High School graduation is scheduled at 2:00 p.m. on Sunday, May 31. The virtual ALC graduation is scheduled at 6:00 p.m. on Friday, June 5.

IX. Future Meetings

- A. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting
- C. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board approved adjournment by roll call at 9:09 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

COMMUNITY SERVICES

Summer 2020 Brochure Instructors

Victor Albrecht	Kate McGrogan
American Red Cross	Michelle Michaud
Doug Bengtson	Minnesota Twins
Carly & John Born	Erik Myran
Lukas Bruiher	North Star Haidong Gumdo
Cannon River Sportsmen's Club	Northfield Arts Guild
Community Services Staff	Northfield Basketball Association
Concordia Language Village	Northfield Skating School Staff
Cornerstone on the Vermillion	Northfield Tennis Association
Kevin Dahle	Northfield High School Cheer Team
Wesley Dayus	Nfld High School Weightlifting Staff
Laura DeGroot	Nate Page
Michael Detjen	Prairie Fire Children's Theatre
Drama Lab	Project ABLE Staff
Ashley Drobney	Pure-Blend Bar-Bend
Sheriff Troy Dunn	Renee Reinardy
Paul Eddy	Ring the Bell Fitness
Shahar Fearing	Steve Ryan
Four Winds Dog Training	Darrell Sawyer
Dave Gilmore	Kyle Scanlon, Northfield Golf Club
Peter Gittins	Skyhawk Sports
Tracy Giza	Sports Unlimited

Lori Hameister

Heartwork Yoga Studio

Nick Hupton

International Soccer Camp

Jesse James Lanes

Marty Johnson

Christopher Kauffield

Robert Knutson

Mad Science of Minnesota

Zandra Malecha

Sylvia Marccarelli

Heidi Streiff

Bubba Sullivan

Thomsen Systems/Tech Academy

Carey Tinkelenberg

Tim Torstenson

Touchdown Club

Richard Truman

Uniquely Fit Lifestyle, LLC

Watch Me Create

Mark Welinski

Youth Enrichment League Staff

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 11th day of May, 2020, by and between VFW Post #4393, 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

Check # 8277 \$2,500.00 for VFW Post #4393 scholarships.
\$1,500.00 for VFW Patriotic scholarships and \$1,000.00 for VFW Industrial Technology scholarship.

VFW Post #4393
Donor

By: Received in District office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

05/07/2020

Val Mertesdorf
NFLD HS Director of Finance

Enclosed are two checks to cover the Northfield High School scholarships sponsored by VFW
Post 4393 Northfield, MN

The Check of \$2,500.00 is for the following award recipients:

\$1,000.00 VFW Patriotic Scholarship is for Mia Mollenhauer

\$500.00 VFW Patriotic Scholarship is for Grace Neuger

\$1,000.00 VFW Industrial Technology scholarship is for Devin Malecha

The Check for \$250.00 is for the following recipient:

\$250.00 VFW Auxiliary Patriotic Scholarship is for Kaia Schomburg

We will make contact with each student in the next few days to first offer congratulations and to let them know that their award has been sent to NHS for distribution to their school of choice.

If you have any questions about the Scholarship awards, please feel free to contact Bruce Stowe at 507-649-0616 or by email stoweb@charter.net

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)
VFW Post #4393	\$2,500.00	\$1,500 for VFW Patriotic scholarship \$1,000 for VFW Industrial Technology 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

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Education and Other Coordinators

JULY 1, 2020 THROUGH JUNE 30, 2022

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines.

ARTICLE II SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Other Compensation

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree. The employee is required to provide official transcripts

to the District outlining completion of their advanced degree. Proration begins from the date the transcripts are received.

Masters Degree \$1,500.00 per year (prorated as outlined above if earned after the beginning of the contract year).

Section 2.03 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.04 - Holidays

Employees who work 20 hours or more per week with a duty year of 50 or more weeks shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 50 or more weeks per year shall be as follows:

<u>Year of Service in District</u>	<u>Number of Vacation Days</u>
1 - 5 Years	15
After 5 years	20

Part-time employees working between 20 hours and 40 hours per week will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor. There shall be no payment for unused, earned vacation balances upon termination or separation of employment, for any reason, with the School District.

Employees working fewer than 50 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave benefits.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, or the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

Section 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Section 3.05 - Personal Business

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.11 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

Section 5.05 - 403(b) Matching Plan

The School District shall match employee payments up to \$2,000 per school year to a 403(b) plan for the full-time employee. Maximum lifetime district contribution will be \$30,000.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a District approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

Section 5.06 – Interim or Temporary Coordinators

In the event an interim or temporary coordinator is appointed by the School Board, that individual shall not be eligible for the benefits outlined in Section 5.05 of this document. The individual shall receive pro-rated daily pay based on the corresponding position listed in Appendices A and/or B for the time of the interim or temporary appointment. The individual will be eligible for district contributions outlined in Sections 4.03 (Health,) 4.04 (Dental,) and 4.05 (Life) and 4.06 (LTD).

APPENDIX A

SALARIES AND DUTY YEAR 2020-2021

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$60,931
Enrichment Coordinator	52 weeks	\$60,931
Student & Community Liaison for Minority Issues	198 days	\$49,181
Ventures Coordinator	52 Weeks	\$67,754
Youth Development Coordinator	52 Weeks	\$60,931
Early Childhood Coordinator *	50 Weeks	\$65,412
Community School Co- Coordinators	43 Weeks (40 hrs/week)	\$39,076

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

APPENDIX B

SALARIES AND DUTY YEAR 2021-2022

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$62,650
Enrichment Coordinator	52 weeks	\$62,650
Cultural Liaison	198 days	\$50,568
Ventures Coordinator	52 Weeks	\$69,665
Youth Development Coordinator	52 Weeks	\$62,650
Early Childhood Coordinator *	50 Weeks	\$67,256
Community School Co-Coordinator	43 Weeks (40 hrs/week)	\$40,178

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

Fwd: CVSEC Square Footage

Matt Hillmann <mhillmann@northfieldschools.org>
To: Anita Aase <aaase@northfieldschools.org>

Thu, May 21, 2020 at 11:41 AM

From: **Lynn Krominga** <lkrominga@cannonvalleyspeciald.org>
Date: Wed, May 20, 2020 at 1:24 PM
Subject: Re: CVSEC Square Footage
To: Matt Hillmann <mhillmann@northfieldschools.org>

Hi Matt,

We would be leasing the Mall space at 41,160 square feet. They have a quote of \$24 per square foot (base lease cost PLUS the construction cost is in this quote); however, they believe we will be able to come in around \$22-23 per square foot.

Here's the breakdown of the potential savings. We estimated last week around \$300k. Once we move into the Mall, it would be potentially another \$150-200K in savings of operational cost.

Immediate Savings

Phone Services	\$	7,000.00
Custodial	\$	24,372.00
Utilities	\$	12,360.00
Mileage	\$	6,000.00
Staffing	\$	45,500.00
Coordinator	\$	145,000.00
Admin Assistant	\$	63,600.00
Phone/Internet	\$	11,400.00
TOTAL	\$	315,232.00

Hopefully that is helpful. Please let me know if you would like anything else more detailed or in a different format.

Hope you get to enjoy the sunshine a little bit today. :)

[Quoted text hidden]

--

Matt Hillmann, Ed.D.
Superintendent of Schools
Northfield Public Schools
507.663.0629

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Cannon Valley Special Education Cooperative, #6094

Estimated Tax Impact for Operating Lease Levy

Northfield Public Schools ISD #659

April 24, 2020

	Operating Lease Levy
Total Cost of Operating Lease	\$987,840
Estimated 2022 Lease Levy	\$286,474
Pay 2021 Existing Lease Levy	\$186,802
Estimated Increase	\$99,672

Type of Property	Estimated Market Value	Estimated Tax Increase from Pay 2021 to 2022*
Residential Homestead	\$75,000	\$1
	100,000	2
	125,000	3
	150,000	4
	165,000	5
	175,000	5
	200,000	6
	250,000	7
	300,000	9
	350,000	11
	400,000	13
Commercial/ Industrial	\$100,000	\$5
	200,000	10
	300,000	17
	500,000	29
Agricultural Homestead** (average value per acre of land & buildings)	\$4,000	\$0.06
	5,000	0.08
	6,000	0.10
	7,000	0.11
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$4,000	\$0.13
	5,000	0.16
	6,000	0.19
	7,000	0.22

* The amounts in the table are based on school district taxes for the district's portion of the Cannon Valley Special Education Cooperative operating leaselevy only and do not include tax levies for other purposes (amounts are rounded).



May 18, 2020
Revised May 19, 2020

Matt Hillmann, Superintendent
Independent School District #659
1400 Division St. South
Northfield, Minnesota 55057

Re: Independent School District #659
District Wide Audio Visual Bid Package
Commission No: 202057

Dear Matt:

We recommend the following be presented to the Board of Education.

On April 28, 2020 at 3:30 p.m., bids were received from five (5) companies for the District Wide Audio Visual project at New Greenvale Park Elementary, Northfield Community Education Center, Sibley Elementary and Longfellow District Office/ALC. A bid tabulation is attached for your review. Video Services, Inc. (VSI) from Mankato, Minnesota submitted the low base bid in the amount of \$630,000.00.

Alternate No. 1 Inductive Loop Assistive Listening System	Add \$4,200.00
Alternate No. 2 Voice Conferencing	Add \$1,400.00
Alternate No. 3 Control Room Camera and Green Screen	Add \$2,650.00
Alternate No. 4 Wide View Camera	Add \$3,460.00

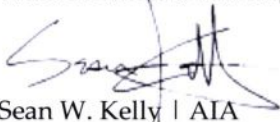
The project is under budget and we have contacted VSI and they are comfortable with their submitted bid and contract document requirements. We recommend awarding the contract to VSI as follows:

Base Bid		\$ 630,000.00
Alternate No. 1	Add	\$ 4,200.00
Alternate No. 2	Add	\$ 1,400.00
Alternate No. 3	Add	\$ 2,650.00
Alternate No. 4	Add	\$ 3,460.00
TOTAL CONTRACT		\$ 641,710.00

Congratulations on a successful bid day and we appreciate our ongoing relationship with Independent School District #659. We look forward to working with you on the District's Audio Video project and do not hesitate to reach out with any questions.

Sincerely,

Wold Architects and Engineers



Sean W. Kelly | AIA
Associate

Enclosures

cc: Anita Aase, ISD #659
Valori Mertesdorf, Director of Finance
Jim Kulseth, Director of Buildings and Grounds
Kim Briske, Director of Technology Services
Sal Bagley, Wold
Vaughn Dierks, Wold
Contract File

MF/ISD_659/202057/crsp/may20

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name: District Wide AV

Commission No.: 202057
 Date: 28-Apr-20
 Time: 3:30 p.m.

BID TABULATION

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, Minnesota 55101
 651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Remarks
Muska Companies 1985 Oakcrest Avenue Roseville, Minnesota 55113 p. 651 636 5820	1,2	Yes	\$792,000.00	\$8,250.00	\$3,140.00	\$6,240.00	\$2,660.00	
Tierney Brothers, Inc 1771 Energy Park Drive, Ste 100 St. Paul, Minneosta 55108 p. 612 331 5500	1,2	Yes	\$632,186.93	\$4,422.49	\$691.06	\$7,031.64	\$3,878.97	
VSI 211 Mohr Drive Mankato, Minnesota 56001 p. 507 625 1650	1,2	Yes	\$630,000.00	\$4,200.00	\$1,400.00	\$2,650.00	\$3,460.00	Apparent Low Bid
ECSI 7900 Chicago Avenue S Bloomington, Minnesota 55420 p. 651 735 7470	1,2	No	\$887,002.00	\$7,284.00	\$6,952.00	\$5,008.00	\$3,533.00	
Excel AV Group 2750 Niagra Lane North Plymouth, Minnesota 554147 p. 763 233 7737	1,2	Yes	\$759,926.00	\$3,019.00	\$662.00	\$8,413.00	\$2,895.00	



Construction Update No. 27
Presented to the Board on 05.26.2020
Matt Hillmann, Ed.D., Superintendent of Schools

Purpose: The purpose of the construction update summary at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018. You can view a full history of the construction updates at www.northfieldschools.org/construction.

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	✓
Greenvale Park (new)	\$27.62 million	August 2019	August 2020
Sibley Elementary	\$7.38 million	November 2019	August 2020
GVP Early Childhood Center (remodeling)	\$859,000	June 2020	August 2020
Longfellow School (remodeling)	\$837,000	September 2020	December 2020

May 2020

- ☐ POC conducted a virtual meeting on May 19, 2020. Additional meetings were scheduled in June, July and August.