

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Tuesday, May 29, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
  - A. Logan Ledman will read his essay "American History: Our Hope for the Future"
- V. Items for Discussion and Reports
  - A. Proposed 2018-2019 General Fund Budget
  - B. Compañeros Program Presentation
  - C. May 21st Work Session Follow-Up
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Financial Report - April 2018
  - C. 2018 Driver Education Payroll
  - D. Northfield Swim Club Agreement
  - E. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Approve the Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center, Middle School, the Co-Curricular Activities Handbook, and the Student Citizenship Handbook for the 2018-2019 school year.
- IX. Items for Information
  - A. First Reading: Policy 515 (Protection and Privacy of Pupil Records)
  - B. July 2018 - June 2019 School Board Meeting Schedule
  - C. Upcoming Dates
    - 1. Area Learning Center Graduation: Friday, June 1, 7:00 pm, High School Auditorium
    - 2. High School Graduation: Sunday, June 3, 2:00 pm, Memorial Field
- X. Future Meetings
  - A. Monday, June 11, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

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IV. Announcements and Recognitions

- Logan Ledman will read his essay “American History: Our Hope for the Future”

V. Items for Discussion and Reports

A. Proposed 2018-2019 General Fund Budget.

Val Mertesdorf, Director of Finance, will present the 2018-2019 proposed General Fund Budget. Included in the Board materials are the assumption and parameters for revenues and expenditures used to develop the budget. No action is required at this meeting.

B. Compañeros Teacher Presentation.

Director of Teaching and Learning Mary Grace Hanson and teachers April Ostermann, Anna Rubin, and Danielle Amundson will share an update with the Board regarding the District’s Compañeros program.

C. May 21st Work Session Follow-Up.

The Board met in a work session on May 21, 2018 to review the Master Facilities Plan and the Facilities Action Team recommendations. Superintendent Hillmann and Chair Pritchard will review the work session and facilitate further discussion. A list of election dates from the Minnesota School Boards Association is included in the packet for your reference.

VI. Committee Reports

VII. Consent Agenda

A. Minutes

The Board is asked to approve the Minutes of the May 14, 2018 Regular School Board meeting.



B. Financial Report - April 2018

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,559,105.74, payroll checks totaling \$2,886,206.56, and the financial reports for April 2018.

C. 2018 Driver Education Payroll

Community Services Director Erin Bailey requests that the Board approve the 2018 Driver Education pay rates.

D. Northfield Swim Club Agreement

The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2018 to August 31, 2019. Changes include: (1) Update to dates in the agreement, and (2) Update of hourly wage for custodial services outside the normal hours of building operation.

E. Personnel Items

a) Appointments

1. Zachary Eddy, Event Worker with the District, beginning 05/21/2018.
2. Jessica Enge, 1.0 FTE Special Education DCD Teacher at Greenvale Park, beginning 08/27/2018; BA, Step 1
3. \*\*Leanne King, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 1-2018-19
4. Alison Kopseng, Targeted Services PLUS Teacher for up to 4.75 hours/day at Greenvale Park, beginning 6/18/2018-08/02/2018; Yr. 1-\$27.11/hr.
5. Betsy Peterson, 1.0 FTE Grade 1 Teacher at Greenvale Park, beginning 08/27/2018; MA+60, Step 8
6. \*Oliver Reitan, .5 FTE Foreign Language German Teacher at the Middle School, beginning 08/27/2018-06/07/2019; BA, Step 2
7. \*John Ristow, 1.0 FTE Custodian at the High School, beginning 05/29/2018; Step 3-\$17.07/hr.
8. \*Olaf Sorenson, Summer Maintenance Workers for 8 hours/day with the District, beginning 5/21/2018-approximately 08/20/2018; \$10.00/hr.

b) Increase/Decrease/Change in Assignment

1. Janet Amundson, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .50 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .50 hours/day at the Middle School, effective 08/27/2018.
2. Deb Budin, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 7 hours/day at the High School, effective 08/27/2018.
3. Katie Casson, .80 FTE German Language Teacher at the High School and .20 FTE German Language Teacher at the Middle School, change to 1.0 FTE German Language Teacher at the High School, effective 08/27/2018.
4. Matthew Crase, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at the Middle School, effective 08/27/2018.
5. Becky Gainey, .50 FTE MTSS Coach and .50 FTE Reading Support at Sibley, change to 1.0 FTE MTSS Coach at Sibley, effective 08/27/2018.
6. Fran Garvey, General Ed EA (EL) for 6.5 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 08/27/2018.
7. Jackie Groth (Tuma) Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
8. Mara Hessian, Special Ed EA-PCA for 6.5 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 08/27/2018.
9. Adam Karsko, Custodian at Greenvale Park and Sibley, change to Night Lead Engineer with License at the High School, effective 05/28/2018.
10. Lisa Kruger Robb, .60 FTE EL Teacher at the High School, change to .80 FTE EL Teacher at the High School, effective 08/27/2018.
11. Heather Kuchinka, Word/Web Design Specialist, position is being eliminated, effective 07/01/2018.

12. Kathleen Malecha, Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
  13. Tresa Mazurek, Special Ed EA-PCA for 6 hours/day and Gen Ed for 1 hour/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2018.
  14. Katie Remmey, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at the Middle School, effective 08/27/2018.
  15. Melissa Reuvers, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .75 hours/day at Bridgewater, effective 08/27/2018.
  16. Pam Rivera, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
  17. Mary Stanchina, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.33 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
  18. Andrea Waldock, Special Ed EA-PCA for 6.5 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .50 hours/day at Bridgewater, effective 08/27/2018.
  19. Michelle Warden, Special Ed EA-PCA for 3 hours/day and Gen Ed Supervisory for 4.17 hours/day at Bridgewater, change to Special Ed EA-PCA for 1.3 hours/day and Gen Ed Supervisory for 4.17 hours/day at Bridgewater, effective 08/27/2018.
- c) Retirements/Resignations/Terminations
1. Charlie Alvarez, Summer PLUS Teacher, resignation effective 05/21/2018.
  2. Meckenzie Dahle, Educational Assistant at the Middle School, resignation effective 06/09/2018.
  3. Stephanie DeAdder, Administrative Assistant for Buildings and Grounds, resignation effective 06/02/2018.
  4. Ty Hudson, Special Ed EA at the Middle School, resignation effective 06/09/2018.
  5. Chelsea Mukina, Special Ed EA at the Middle School, resignation effective 06/09/2018. Zachary Eddy, Event Worker with the District, beginning 05/21/2018.
- d) 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, 2018 through June 30, 2020.
1. Administration - Non-Union
  2. Child Nutrition
  3. Community Services Coordinators
  4. COTA/Speech Language
  5. District Interpreters
  6. Grounds/Maintenance/Electrical
  7. Head Custodians
  8. Building Nurses
  9. Office Employees
  10. Principals
  11. Technology
  12. St. Dominic Nurse

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

*\*\* Subject to change upon Board approval of the employee agreement*

## VIII. Superintendent's Report

### A. Items for Individual Action

1. Family / Student / Co-Curricular / Student Citizenship Handbooks for 2018-2019.

The Elementary School Family Handbook and the Student Handbooks for the High School, Area Learning Center, Middle School, and the Co-Curricular Activities Handbook for the 2018-2019 school year, as well as the Student Citizenship Handbook, are ready for School Board consideration. Once the School Board approves these handbooks, they carry the force of School Board policy. Enclosed are



summaries of the recommended changes. A copy of the current family and student handbooks are available on the District's website. Please go to <http://northfieldschools.org/about/handbooks/>

**Superintendent's Recommendation:** Motion to approve the Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center, Middle School, the Co-Curricular Activities Handbook, and the Student Citizenship Handbook for the 2018-2019 school year.

IX. Items for Information

- A. First Reading: Policy 515 (Protection and Privacy of Pupil Records) Update  
Superintendent Hillmann will share changes to the form associated with Policy 515.
- B. July 2018 - June 2019 School Board Meeting Schedule
- C. Upcoming Dates
  - 1. Area Learning Center Graduation: Friday, June 1, 7:00pm, High School Auditorium
  - 2. High School Graduation: Sunday, June 3, 2:00pm, Memorial Field

X. Future Meetings

- A. Monday, June 11, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
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XI. Adjournment



**General Fund | 2018-19 Proposed Budget | May 29, 2018**  
**Val Mertesdorf, Director of Finance**

**Enrollment:** Enrollment drives roughly 65% of our total revenue. We have seen increased enrollment for the past seven years with particularly large increases in 2015-16 and 2016-17. The state uses our adjusted pupil counts and weights each student based on their grade level. This weighted calculation is called Adjusted Pupil Units or APU. Beginning with the 2014-15 school year the weightings were simplified, Kindergarten through grade 6 earn 1.0 and grades 7-12 earn 1.2. The proposed budget assumes 4,500.2 adjusted pupil units for the 2018-19 school year.

**Revenue Assumptions:** The basic formula generates approximately 53% of our total revenue. Fiscal year 2018-19 is the second year of the state's biennium budget. We know the basic per pupil funding will increase 2% to \$6,312 per pupil unit. While the legislative session has ended, the Governor has vetoed both of the major bills. The pension bill, however, was passed as a clean bill. The pension bill still needs to be signed by the Governor, but this seems likely to happen by the end of the week. This will increase the District's contribution rate for the Teacher's Retirement Association (TRA) by 0.21% each year for the next six years from 7.5% of salaries to 8.75%. There is a state aid adjustment to help offset this additional cost for the district. There were no changes to the Public Employee's Retirement Association's (PERA) contribution rates.

The state made significant changes to the special education funding formula beginning with the 2015-16 school year. While the Minnesota Department of Education (MDE) suggested this would simplify special education funding it certainly has not. In addition to a formula change, we also became a member district of the newly formed Cannon Valley Special Education Cooperative (CVSEC). This also changed the way we were funding our Setting IV special education programs. The Minnesota Department of Education on average reimburses districts between \$0.55 - \$0.65 on the dollar. I have included our "hold harmless" revenue calculation which is the minimum we would receive from MDE. As CVSEC continues to develop their programming, the budget and cash flow process has been and will continue to be problematic. Special education revenue is the vast majority of their revenue and the formula is based on prior year expenditures. Each time CVSEC expands operations, it will be behind in revenue and cash flow. This has been particularly challenging since they are a new organization and haven't had time to build a fund balance. The finance directors from the member districts met a few weeks ago to help strategize solutions. It is likely that each member district will loan CVSEC cash for the next couple of years until the budget is stabilized and a fund balance can be established. This loan would show as a receivable for Northfield Schools and would be paid back in three to five years.

One of the most important revenue assumptions for this proposed budget is the incredibly generous increase to our operating referendum. In November, our community supported increasing the operating referendum to \$1,967.32 per pupil unit. The other most notable increase in our property tax sources is the phased increase of the Long Term Facility Maintenance revenue. We will be receiving \$380 per pupil unit for this formula.

Our federal revenue is slightly lower; we are conservatively planning for less Title funding based on the uncertainty at the federal level. We also completed two smaller federal grants in fiscal year 2017-18.

Local sources are lower due to the one time administrative fee we received for being the fiscal host for CVSEC. This was approximately \$230,000. Last year, the Board approved eliminating class fees for electives to encourage equitable opportunities for our students. While this was a reduction in revenue for the District, the positive impacts for both student and staff were immeasurable. Here is an excerpt of an email I received from Katherine Norrie, Art Teacher at the high school this past fall:


*It was so wonderful this year to be able to focus completely on my teaching and not on nagging students for dollars from home. It was also wonderful to be able to hand out supplies to ALL of the students at the same time so that no one felt less-than*

*or embarrassed about their financial situation or their memory loss. The faces on all of the students when I told them about this change were completely priceless! Perhaps the best pro-school photo-op of ALL TIME! All students started off with the exact same words and supplies and it created a feeling unlike any other for all of us! I could finally be their teacher, their mentor, their supporter...and not the bill collector!*

**Expenditure Assumptions:** Salaries are projected to have an aggregate increase of 2.3%; this is a combination of settled agreements as well as assumptions for the agreements currently being negotiated. The Board approved an increase to the contingency fund to provide flexibility in responding to needs that arise. We will also be funding a section of English Learner Pre-Kindergarten at NCRC. This is an exciting opportunity for our early learners.

Benefits increased an aggregate of 2.7%, primarily due to increased participation in our health and dental programs as well as the proposed increase for TRA. The district contribution for health insurance was decreased effective January 1, 2018. This has helped offset some of the increasing expenditures due to participation.

Our non-salary budgets have remained relatively consistent. We have some on-going licensing costs associated with the individualized software that complements the new Collaborative Classroom curriculum. One of the most notable changes is the proposal to consider the addition of one bus route. I've had several meetings with Benjamin Bus this year and our increased enrollment particularly in the Bridgewater attendance boundary is at a point that necessitates an additional bus. We have concerns about the capacity of the buses and ensuring the safety of all the students. The cost for one additional bus is approximately \$70,000. Below is a chart of ridership data for the past few years.

Yearly Route Summary		
		
Year	Registered	Active riders: driver survey data
2014-15	2773	1603
2015-16	2579	1625
2016-17	2777	1669
<b>2017-18</b>	<b>2798</b>	<b>1707</b>
2014-15 to 2017-18	+104 Active riders	6.49% increase in riders

Included in the presentation is a summary of expenditures by both program and object code. These summaries have capital outlay on the bottom. This is all of our capital and long term facilities maintenance equipment or building improvement items. Showing these amounts as a separate category helps to show the true increases and decreases categorically.

**Budget Plan:** When all the assumptions come together we are proposing a general fund budget with revenues of \$54.0 million and expenditures of \$53.17 million. We are planning to increase the fund balance approximately \$840 thousand dollars. We are projecting to end fiscal year 2018-19 with a 22.9% unassigned fund balance which is above the Board's recommended goal of 16%.

**Summary:** As always, the budget is an estimate with the best information at the current time. We are very proud of the fact that we have maintained programming well past what we originally projected when we

passed the operating referendum in 2011. We are incredibly grateful to this community for believing in our stewardship and our programming enough to have not only renewed but also increased the operating referendum. We have been good stewards of the resources entrusted to us. We have built the fund balance and kept our promise to the community. The legislature's chronic underfunding of Minnesota schools continues to be the most significant challenge we face as an organization.



# 2018-19 Proposed Budget

## GENERAL FUND

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# Enrollment Projections

## Adjusted Pupil Units

	Pre-K	KG	1-3	4-6	7-12	Total ADM	APU
2014-15	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.8
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.3	4,391.6
2017-18#	41.1	267.9	810.7	918.4	1,997.1	4,035.2	4,434.6
2018-19#	39.4	257.1	817.1	921.8	2,054.0	4,089.4	4,500.2
2019-20#	39.6	257.8	819.2	903.6	2,074.9	4,095.1	4,510.1
2020-21#	39.7	258.6	838.2	897.1	2,104.9	4,098.8	4,559.4

# - Estimated Enrollment

# Revenue Assumptions

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## State Sources

- 2.0% increase in basic revenue (\$6,312 per APU)
- Enrollment – steadily increasing
- Special Education – held flat for prior year correction
- Cannon Valley Special Education Cooperative


## Property Taxes

- Operating referendum was increased by voter approval in November to \$1,967.32 per pupil

## Federal Sources

- Conservative decrease for Title funding, uncertainty at federal level

## Local Sources

- Increase in interest earnings
  - Reduction in one time administrative fee for CVSEC
- 



# Revenue

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	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>AUDIT</b>	<b>AUDIT</b>	<b>REVISED</b>	<b>PROPOSED</b>
	<b>RESULTS</b>	<b>RESULTS</b>	<b>BUDGET</b>	<b>BUDGET</b>
PROPERTY TAXES	9,743,437	10,445,511	10,314,685	13,611,213
STATE SOURCES	35,469,498	36,052,015	37,143,015	37,784,088
FEDERAL SOURCES	1,290,511	1,338,398	1,310,200	1,209,715
LOCAL SOURCES	1,630,448	1,743,264	1,620,193	1,403,278
TOTAL	48,133,894	*49,579,188	50,388,093	54,008,294

\*Excludes \$4,769,213 of CVSEC revenue

# Expenditure Assumptions

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## Salaries

- 2.3% aggregate increase
- Currently negotiating with all employee groups except the teachers
- Board approved increase to contingency fund
- English Learner Pre-Kindergarten

## Benefits

- 0.21% increase in TRA (2.8% increase in addition to salary increases)
- Increase in health and dental participation, decrease in contribution rates

## Non-Salary & Other Operational

- Continued implementation of Collaborative Classroom
- Additional bus route

Fund Balance Goal = 16% of total expenditures

# Expenditures by Program

	<b>2015-16 AUDIT RESULTS</b>	<b>2016-17 AUDIT RESULTS</b>	<b>2017-18 REVISED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>
ADMINISTRATION	1,756,789	1,719,657	1,775,082	1,841,986
DISTRICT SUPPORT SERVICES	1,194,644	1,043,317	1,241,016	1,397,660
REGULAR INSTRUCTION	23,417,435	24,250,228	25,839,281	25,774,878
VOCATIONAL INSTRUCTION	290,157	268,810	298,191	422,714
SPECIAL EDUCATION	9,592,822	9,479,370	9,929,361	10,482,272
INSTRUCTIONAL SUPPORT	1,422,376	2,909,737	3,280,966	2,968,074
PUPIL SUPPORT	3,496,242	3,626,196	3,787,523	3,870,714
SITE & BUILDINGS	4,403,903	4,108,643	4,083,255	4,245,622
FISCAL & OTHER FIXED COSTS	139,490	142,235	145,000	145,000
CAPITAL OUTLAY	719,591	1,541,381	1,035,577	2,019,593
<b>TOTAL</b>	<b>46,433,449</b>	<b>*49,089,574</b>	<b>51,415,252</b>	<b>53,168,513</b>

\*Excludes \$4,769,213 of CVSEC expenditures



# Expenditures by Object

	<b>2015-16 AUDIT RESULTS</b>	<b>2016-17 AUDIT RESULTS</b>	<b>2017-18 REVISED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>
SALARIES	26,888,715	28,767,300	30,355,361	31,055,714
BENEFITS	10,312,866	10,726,214	10,993,583	11,291,070
PURCHASED SERVICES	6,761,629	6,108,468	6,559,627	6,560,630
SUPPLIES	1,581,596	1,696,360	2,202,212	1,978,937
DUES & MEMBERSHIPS	169,042	249,851	268,892	262,569
CAPITAL OUTLAY	719,591	1,541,381	1,035,577	2,019,593
TOTAL	46,433,449	*49,089,574	51,415,252	53,168,513

\*Excludes \$4,769,213 of CVSEC expenditures

# General Fund Summary

	<b>2015-16 AUDIT RESULTS</b>	<b>2016-17 AUDIT RESULTS</b>	<b>2017-18 REVISED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>
REVENUE	48,133,894	49,579,188	50,388,093	54,008,294
EXPENDITURES	46,433,449	49,089,574	51,418,052	53,168,513
DIFFERENCE	1,700,445	489,614	(1,029,959)	839,781
BEGINNING FUND BALANCE	15,869,166	17,569,611	18,059,225	17,029,266
ENDING FUND BALANCE	17,569,611	18,059,225	17,029,266	17,869,047
RESTRICTED FUND BALANCE	5,622,620	5,362,540	5,430,261	5,713,818
UNRESTRICTED FUND BALANCE	11,946,991	12,696,685	11,599,005	12,155,229
UNASSIGNED FUND BALANCE %	25.7%	25.9%	22.6%	22.9%

# Questions?

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Thanks for your time!



To: The Northfield Public Schools School Board Members

From: Mary Grace Hanson, Director of Teaching and Learning

Companeros Program Presentation to the School Board: Tuesday, May 29, 2018

Thank you for allowing us to present the Companeros Program updates this evening. Anna Rubin from BW, Danielle Amundson from GVP, and April Ostermann are providing parts of our presentation. These three teachers are the mentor or lead Companeros teachers at each of the elementary schools.

The ideal configuration for Companeros classrooms is 50% native English speakers and 50% native Spanish speakers. This is the ideal; it is dependent on the students who are enrolled in the particular grade level and whose families choose the Companeros program. The enclosed brochure provides more information for students and families who are considering this.

The video segments highlight what we do in the Copaneros classrooms. The first one is a math lesson taught by Robert Garcia, Greenvale Park 4<sup>th</sup> grade teacher. The lesson is on measurement, and they are measuring pictures of insects. The second video highlights a first grade Spanish guided reading lesson about plants. It shows integration of Spanish literacy and science content with Anita Sasse at Sibley. The last video highlights a science content lesson. The lesson is about the water cycle and is taught by Anna Rubin, second grade Companeros teacher at Bridgewater.

The table on slide six provides enrollment information. The ideal percentage would be 25% at each grade level at each school. We typically have more in the early grades because we know there will be some attrition as the students move through the grade levels. Students do not join Companeros in later grades unless they move into our school district from a Spanish immersion program. The numbers are fairly even between the three schools of students who are choosing the Companeros program. The numbers appear to be strong for the 2018-19 first grade cohort.

This year we participated in a grant that the University of Minnesota received for dual language immersion programs. Three Northfield teachers, Anna Rubin, April Ostermann, and Amy Tachney, chose to do the dual language immersion certificate program. They are taking classes at the University. One additional Northfield teacher may join the cohort beginning this fall. Family involvement was an integral part of this grant. Anita Sasse, first grade Companeros teacher at Sibley, participated in writing curriculum to be presented to families. Ruben Alvarez and Charlie Alvarez facilitated the four parent meetings. We served a light supper before each session. The children of the families who attended were able to participate in the Greenvale Community School activities and childcare. We had twenty people who received perfect attendance certificates. During one of our four scheduled Companeros meetings next year, we will decide how we will proceed with the family

program. It may be offered to only the first grade parents or to the incoming kindergarten parents as well.

We have several plans in place for next year. We have already scheduled the four district-wide Companeros meetings, and all teachers have received the book Dual Language Instruction from A to Z. Discussions are being held about the Amity interns and how best to support that program.

We would be happy to answer any questions you may have for us. Thank you for your interest in the Companeros program.

# Compañeros Presentation

Northfield Public School Board Meeting  
May 29, 2018

The Compañeros program is a two-way dual Spanish immersion program. Students learn in Spanish for 50% of the day and in English for the other 50%.

Spanish literacy, math, and some science and social studies are taught in Spanish.

English literacy, health, specials, and some science and social studies are taught in English.





# See us in action!

4th grade teacher at GVP,  
Robert Garcia, teaching a  
math lesson



1st grade teacher at Sibley,  
Anita Sasse, teaching a  
Spanish literacy guided  
reading lesson





2nd grade teacher at Bridgewater, Anna Rubin, teaching a science content lesson

Grade	Companeros Student #s by school (BW; GVP; SB)	Companeros Student #s by District; % of total students	District Total Student #s by Grade Level
First Grade	25; 25; 24	74 students; 30%	250
Second Grade	26; 27; 27	80 students; 29%	278
Third Grade	21; 25; 20	66 students; 24%	280
Fourth Grade	24; 23; 21	68 students; 25%	275
Fifth Grade	26; 26; 23	75 students; 24%	316

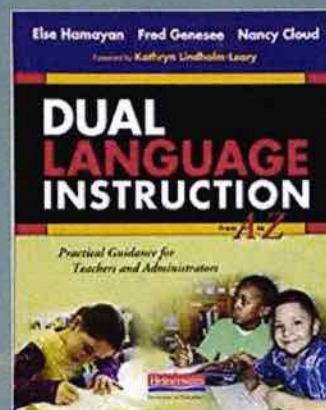


## Dual Language Immersion Program

- University of MN Grant
- Three teachers are currently enrolled in the certificate program: April Ostermann, Anna Rubin, Amy Tachney.
- One more teacher is planning to start in the fall: Sara DeVries.
- One teacher participated in Parent Program Curriculum Development: Anita Sasse.
- Four parent meetings: February 13 and 27; March 20; April 17
  - Light supper was served before each meeting.
  - Ruben Alvarez and Charlie Alvarez facilitated the meetings.
  - 20 perfect attendance certificates were awarded to parents.

## What's Next?

- ❖ Book Study
- ❖ CCC Integration
- ❖ 4 Compañeros district-wide meetings
- ❖ Plan for supporting emergent students
- ❖ Amity Intern at all 3 elementary buildings
- ❖ Collaborate with middle school Spanish teachers





**¡Gracias!**

¿Tienen preguntas?

## WHAT WILL MY CHILD'S DAY LOOK LIKE?

Our Compañeros program is a two-way dual immersion program in which students will learn in Spanish for 50% of their day and in English for the other 50%. Spanish literacy, math, science, and some social studies are taught in Spanish. English literacy, health, specials, and some social studies are taught in English. An additional focus is on oral communication in Spanish. All of the classes follow the Minnesota State Standards. There is one Compañeros classroom per grade level at each of the three elementary buildings.



## FURTHER READING

Alanís, J. + Rodríguez, M. (2008). Sustaining a dual language immersion program: Features of success. *Journal of Latinos and Education*, 7(4), pp. 305-319.

Dagenais, D. (2005). Recognizing multilingual immersion students. *The ACIE Newsletter*, 8(3).

Durán, L., Hikida, M., + Martínez, R.A. (2017). Beyond bilingual. In E. Barblan, G. Cornell Gonzalez, + P. Mejía (Eds.), *Rethinking bilingual education: Welcoming home languages in our classrooms* (pp. 186-194). *Rethinking schools*.

Genesee, F. (2004). What do we know about bilingual education for majority language students. In T.K. Bhatia + W. Ritchie (Eds.), *Handbook of Bilingualism and Multiculturalism* (pp. 547-576). Malden, MA: Blackwell.

Hamayan, E., Genesee, F., Cloud, N., + Leary, K.L. (2013). *Dual language instruction from A to Z: Practical guidance for teachers and administrators*. Portsmouth (NH): Heinemann.

Kluger, J. (2013, July). The power of the bilingual brain. *Time Magazine*, pp.42-47.

Lindholm-Leary, K. (2007). Top ten research findings on minority language learners in two-way immersion programs. *The ACIE Newsletter*, 10(3).

Lindholm-Leary, K., + Genesee, F. (2014). Student outcomes in one-way, two-way, and indigenous language immersion education. *Journal of Immersion and Content-Based Language Education*, 2(2), pp.165-180.

Lightbown, P.M., + Spada, N.M. (2013). *How languages are learned*. Oxford: Oxford University Press.

Palmer, D. (2009). Middle-class English speakers in a two-way immersion bilingual classroom: "Everybody should be listening to Jonathan right now . . ." *TESOL Quarterly*, 43(2), pp. 177-202.

Soñtero-González, L., Escamilla, K., + Hopewell, S.I (2012). Changing teachers' perceptions about the writing abilities of emerging bilingual students: towards a holistic bilingual perspective on writing assessment. *International Journal of Bilingual Education and Bilingualism*, 15(1), pp. 71-94.

Tedick, D.J., Christian, D., + Fortune, T.W (Eds). (2011). *Immersion education: Practices, policies, possibilities*. Bristol, UK: Multilingual



## COMPAÑEROS PROGRAM



The Compañeros Program is a two-way dual Spanish immersion program. Students learn academic content in both Spanish and English.





## WHAT ARE THE BENEFITS TO BEING IN AN IMMERSION PROGRAM?

- For native Spanish-speaking students, one benefit to receiving instruction in both Spanish and English is the ability to continue to develop Spanish language skills and draw upon those skills while learning in English.
- Students will be able to utilize their knowledge of Spanish and also continue to celebrate their Spanish culture.
- For native English-speaking students, one benefit to receiving instruction in both English and Spanish is the opportunity to learn to read, write, listen, and speak another language while continuing to gain English language skills.
- Students will interact with native Spanish-speaking students and will learn about Spanish culture.

Students will have an appreciation of not only their own culture, but also that of another culture.

## COMMONLY ASKED QUESTIONS

Choosing a program that is right for your child is an important part of his/her education. By knowing more information about the Compañeros program, parents can make the most informed choice.

### WHO SHOULD BE IN IMMERSION?

All students can achieve in immersion. Studies show that students perform just as well in an immersion program as they would in a contemporary classroom (in regard to their English development).

The Compañeros program is a program for native English and native Spanish speakers. Studies have shown that students whose second language is English and who receive instruction in English for only half the day show proficiency in English at a level equal to or higher than peers in English-only classrooms. Additionally, EL achievement can be positively correlated to the amount of instruction in their native language. Students who participate in a two-way dual language program, such as ours, have a much higher rate of graduation than their classmates who don't continue with their native language and speak only English.

### WHAT HAPPENS IF MY CHILD STRUGGLES?

As with any educational program, if your child struggles, there would be a meeting held in which you and your child's teachers would meet to discuss your child's progress, as well as any accommodations that may be needed. Teachers in the dual immersion program provide accommodations to students, just like teachers in other programs. Some students that participate in the dual immersion program also qualify to receive special services like special education or EL class, just like students in other programs. We encourage students to commit to the immersion program since research has shown that the positive benefits occur after several years of participation in the program.



## ¿CÓMO ES UN DÍA EN LA CLASE DE MI HIJA/O?

Nuestro programa Compañeros es un programa de doble inmersión bidireccional en el que los estudiantes aprenderán el 50% de su día e inglés el otro 50% de su día. La alfabetización en español, matemáticas, ciencias y parte de ciencias sociales se enseñan en español. La alfabetización en inglés, salud, clases especiales y parte de ciencias sociales se enseñan en inglés. Se hace un énfasis adicional en la comunicación hablada en español. Todas las clases siguen los estándares del estado de Minnesota. Hay una clase de compañeros para cada grado en cada una de las escuelas primarias.



## OTRAS LECTURAS

Alanís, I. + Rodríguez, M. (2008). Sustaining a dual language immersion program: Features of success. *Journal of Latinos and Education*, 7(4), pp. 305-319.

Dagenais, D. (2005). Recognizing multilingual immersion students. *The ACIE Newsletter*, 8(3).

Durán, L., Hikida, M. + Martínez, R.A. (2017). Beyond bilingual. In E. Barbian, G. Cornell Gonzalez, + P. Mejía (Eds.), *Rethinking bilingual education: Welcoming home languages in our classrooms* (pp. 186-194). *Rethinking schools*.

Genesee, F. (2004). What do we know about bilingual education for majority language students. In T.K. Bhatia + W. Ritchie (Eds.), *Handbook of Bilingualism and Multiculturalism* (pp. 547-576). Malden, MA: Blackwell.

Hamayan, E., Genesee, F., Cloud, N., + Leary, K.L. (2013). *Dual language instruction from A to Z: Practical guidance for teachers and administrators*. Portsmouth (NH): Heinemann.

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Tedick, D.J., Christian, D., + Fortune, T.W (Eds.). (2012). *Immersion education: Practices, policies, possibilities*. Bristol, UK: Multilingual



## PROGRAMA COMPAÑEROS



El programa de Compañeros es un programa de inmersión bidireccional en español. Los estudiantes aprenden el contenido académico en los dos idiomas, español e

inglés





## ¿CUÁLES SON LOS BENEFICIOS DE UN PROGRAMA DE INMERSIÓN?

- Para los estudiantes nativos de español, una de las ventajas de recibir instrucción en español e inglés es la capacidad de continuar desarrollando habilidades de español y aprovechar esas habilidades mientras aprenden inglés.
- Los estudiantes podrán utilizar sus conocimientos de español y también seguir celebrando su cultura latina/hispana.
- Para los estudiantes nativos de inglés, una de las ventajas de recibir instrucción en inglés y español es la oportunidad de aprender a leer, escribir, escuchar y hablar otro idioma mientras continúa aprendiendo inglés.
- Los estudiantes interactuarán con estudiantes nativos de español y aprenderán acerca de la cultura española.

Los estudiantes apreciarán no sólo su propia cultura, sino también otra cultura.

## PREGUNTAS FRECUENTES

Elegir un programa que es el adecuado para su hija/o es una parte importante de su educación. Saber más sobre el programa de Compañeros permite a las familias tomar la decisión adecuada.

### ¿QUIÉN DEBE ESTAR EN UNA CLASE DE INMERSIÓN?

Todos los estudiantes pueden lograr en inmersión. Los estudios demuestran que los estudiantes lo hacen igual de bien en un programa de inmersión como lo harían en un aula contemporánea (con respecto a su desarrollo en inglés).

El programa Compañeros es un programa para nativos en inglés y nativos en español. Los estudios han demostrado que los estudiantes cuya segunda lengua es el inglés y que reciben instrucción en inglés por sólo la mitad del día muestran un dominio del inglés a un nivel igual o superior a los pares en las aulas de inglés solamente. Adicionalmente, los logros en el aprendizaje del inglés tienen una correlación positiva con la cantidad de enseñanza en su lengua materna. Los estudiantes que participan en un programa bilingüe de dos vías, como el nuestro, tienen una tasa mucho más alta de graduación que sus compañeros de clase que no continúan con su lengua materna y hablan sólo inglés.

### ¿QUÉ PASA SI A MI HIJO/A NO LE VA BIEN?

Al igual que con cualquier programa educativo, si su hijo/a tiene problemas, se llevaría a cabo una reunión en la que usted y los maestros de su hijo/a se reunirían para discutir el progreso de su hijo/a, así como cualquier ayuda que pudiera ser necesaria. Los maestros en el programa de inmersión dual proporcionan ayuda adicional a los estudiantes, al igual que los maestros en otros programas. Algunos estudiantes que participan en el programa de inmersión dual también pueden recibir servicios especiales como educación especial o clase EL, al igual que los estudiantes de otros programas. Animamos a los estudiantes a comprometerse con el programa de inmersión, ya que la investigación ha demostrado que los beneficios positivos se producen después de varios años de participación en el programa.

## Important School Board Election Dates for Districts Without a Primary

This list is a summary. For details go to our Elections page at [www.mnmsba.org](http://www.mnmsba.org). PLEASE DISCARD PREVIOUS ELECTION LISTS

<b>July 17, 2018</b>	Last day for school district to publish notice of filing period (2 weeks before filing opens).
<b>July 20, 2018</b>	Last day for school district to post notice of filing period (10 days before filing period begins).
<b>July 31-August 14, 2018</b>	Candidate filing period for General Election (not less than 98 days before and 84 days before the election).
<b>August 16, 2018</b>	Last day for candidates to withdraw (no later than 5 p.m. two days after filing closes). Send candidate information to County Auditor(s).
<b>August 24, 2018</b>	Last day to adopt resolution calling General Election. Last day to notify county auditors with written notice of General Election (74 days before the General Election).
<b>September 21, 2018</b>	First day absentee ballots must be available for General Election (46 days prior to date of election).
<b>October 16, 2018</b>	Last day to preregister for General Election (at least 21 days prior to date of election). Registration closes at 5 p.m.
<b>October 23, 2018</b>	Last day to publish first notice of November General Election.
<b>October 26, 2018</b>	Last day to post notice of November election (at least 10 days prior to date of the election). Campaign finance reports due if spent or received more than \$750, an initial report was filed and the name is on the ballot.
<b>October 30, 2018</b>	Last day to publish second notice of November General Election.
<b>November 2, 2018</b>	Last day to post sample ballot of November General Election (at least 4 days prior to date of election).
<b>November 6, 2018</b>	<b>General Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Voting hours are 7 a.m. to 8 p.m.</b>
<b>November 9-16, 2018</b>	Time period to canvass results of the General Election (between the third and 10th day following the General Election). Note that districts should NOT canvass on Veterans Day, Nov. 11.
<b>November 13, 2018</b>	Last day for candidates to file Campaign Financial Report Certification of Filing form (within 7 days of General Election).
<b>November 16-23, 2018</b>	Time period for candidates to request a recount (within 7 days of canvass).

(Continued on back of page)



## Important School Board Election Dates for Districts Without a Primary

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<b>November 17-24, 2018</b>	Time period to issue certificate of election. (IF candidate has filed the Campaign Financial Report Certification of Filing form, AND no recounts are requested.
<b>November 17- December 24, 2018</b>	Time period for newly elected school district officers to file acceptance of office and oath forms within 30 days of receiving Certificate of Election.
<b>December 6, 2018</b>	Campaign finance reports due (30 days after General Election).
<b>January 7, 2019</b>	Terms begin for members elected at 2018 General Election.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

May 14, 2018

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File  
Table file was added.
- III. Public Comment  
No public comment.
- IV. Announcements and Recognitions
  - Nicole Koziolk won the State FFA Prepared Public Speaking Contest held on the 24th of April. She will be competing at the National Convention in October. Nicole is a Sophomore, and most of her competitors are Seniors. Congratulations Nicole.
  - The Northfield Area Learning Center (ALC) received a 2018 Minnesota Promising Practice Award at the Character Recognition Awards ceremony in St. Paul. Northfield ALC was one of six schools and four community programs honored by Synergy & Leadership Exchange for excellence in character and ethical leadership development. The celebration coincided with Governor Dayton's proclamation of May 10 as Character Recognition Day. Minnesota Secretary of State Steve Simon presented the proclamation at the ceremony. The award was received for the practice "Implementing Social Emotional Learning Curriculum" to enhance students' personal responsibility. Students plan service activities to give back to the community and are working to ensure there is a respectful and welcoming atmosphere for new students. The practice is having a positive effect at the school and recent survey results show 100 percent of students feel welcomed at school, respected and safe.
  - Rob Hardy shared how impressed he is by the students who are on youth boards and commissions. He especially wanted to recognize those students who are graduating and have been integral parts of those boards and commissions.
  - Julie Pritchard recognized those who worked on prom and the after-prom party. Both were very successful events. She also thanked Jesse James Lanes for their long-standing hosting of the after-prom party.
  - Amy Goerwitz shared that the Concert Choir is singing during the 7<sup>th</sup> inning stretch of the Twins Game this Sunday.
- V. Items for Discussion and Reports
  - A. Proposed 2018-2019 Child Nutrition Budget. Child Nutrition Director Stephany Stromme presented the 2018-19 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. The budget reflects revenues of \$2,219,900 and expenditures of \$2,234,537. No Board action was required at this meeting.
  - B. Proposed 2018-2019 Community Services Budget. Director of Community Services Erin Bailey presented the 2018-19 Community Services budget. The proposed budget has been developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on April 24 and recommends the budget to the School Board. The budget reflects revenues of \$2,765,253 and expenditures of \$2,822,986. Director Bailey also provided an update on the Greenvale Park Community School during this presentation.
  - C. High School Flexible Schedule Update. Northfield High School Principal Joel Leer presented the building's plan to adjust the daily schedule to include a "flex hour" starting in 2018-19. The "flex hour" will include the lunch period, self-directed time for students, and implementation of the University of Minnesota's Ramp-Up To Readiness curriculum.

A motion was made by Colangelo, seconded by Stratmoen, to take a five-minute recess. The motion passed unanimously. Meeting was reconvened and Board Chair Pritchard called the meeting back to order at 9:21pm.

- D. Proposed 2018-2019 Student Handbooks. Superintendent Hillmann provided an overview of the changes to the Elementary School Handbook, the Co-Curricular Activities Handbook, the Student Handbooks for the High School, Middle School, the Area Learning Center, as well as the Student Citizenship Handbook for the 2018-19 school year.

VI. Consent Agenda

On a motion by Quinnell, seconded by Hardy, the Board unanimously approved the following Consent Agenda items.

- A. Minutes. Minutes of the April 23, 2018 Regular School Board meeting.
- B. Financial Report - March 2018. Bills totaling \$1,692,411.53, payroll checks totaling \$2,973,184.57, and the financial reports for March 2018.
- C. Gift Agreements.
- A \$1,507.36 donation for kindergarten books to Greenvale Park Elementary.
  - A \$1,000.00 donation for weight room equipment to Northfield High School.
- D. District Youth Council Membership. The following students are being recommended to serve on the District Youth Council during the 2018-2019 school year.  
Rising Seniors: \* Eyely Baker, \*Ethan Schaffer, \*Elias Lawler, \*Anders Johnson, \*Kasey Mohlke, \*Luke Wiskus, Abby Mulcahey, Joseph Zuccoloto  
Rising Juniors: \*Christina Narveson, \*Kaia Schomburg, \*Alice Zhang, Aydn Math, Jack Rizzo  
Rising Sophomores: Michael Malecha, Meera Pattanayak, Chloe Rozga  
\*Denotes current District Youth Council Member
- E. Personnel Items
- Appointments
1. Correction: Meckenzie Dahle, 1.0 FTE Long Term Substitute EL Teacher at the Middle School, beginning on or about 04/18/2018-06/11/2018; BA +45, Step 1
  2. Paula Baragary, Eagle Bluff Coordinator with Community Services, beginning 05/10/2018-09/30/2018; \$1,000 Stipend
  3. Lori Berg, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 05/02/2018; \$16.83/hr.
  4. Brooke Bulfer, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, beginning 05/07/2018-06/08/2018; Special Ed-Step 2-\$15.65/hr. Gen Ed-Step 2-\$15.08/hr.
  5. Madeline Carras, EL Educational Assistant for 6.75 hours/day at the Middle School, beginning 04/25/2018-06/08/2018; Gen Ed Step 1-\$14.74/hr.
  6. Tricia Christopherson, 1.0 FTE Long Term Substitute Grade 3 Compañeros Teacher at Greenvale Park, beginning on or about 05/11/2018-on or about 05/30/2018. BA, Step 6
  7. \*Kasey Coutermash, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
  8. Catherine Craft, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 3-\$13.22/hr.
  9. Paul Fried, 1.0 FTE Long Term Substitute Grade 5 Compañeros Teacher at Greenvale Park, beginning on or about 05/24/2018-06/08/2018; Daily Sub Rate
  10. Molly Gainey, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
  11. Mariah Grisim, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 2-\$12.89/hr.
  12. Katie Hanson, 1.0 FTE Special Education SLD Teacher at the High School, beginning 08/27/2018; MA, Step 8
  13. Sydney Heil, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
  14. Lucinda Huschle, Special Education EA-PCA for 6.75 hours/day at the High School, beginning 05/01/2018-06/08/2018. Spec Ed Step 4-\$16.43/hr.
  15. Emily Johnston, Target Services BLAST Site Assistant for up to 5.75 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 1-\$12.56/hr.
  16. Margaret Kennedy, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.



17. Blake Kern, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
18. Luke Lunderby, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 06/01/2018-approximately 08/20/2018; \$10.00/hr.
19. \*Jon Moen, 1.0 FTE Technology Specialist for the District, beginning 06/04/2018; \$54,559 (prorated for 2017-18) + Step 4, \$2,000 (prorated for 2017-18).
20. Jenelle Mullin, Child Nutrition Associate III for 7 hours/day at the High School, beginning 05/24/2018; \$19.51/hr.
21. \*Marcus Nelson, Summer Maintenance Worker with Buildings and Grounds, beginning approximately 05/15/2018-approximately 08/20/2018; \$10.00/hr.
22. Clara Noack, Spring Recreation Position with Community Services, beginning 04/30/2018-05/31/2018; Soccer \$10.00/hr.
23. \*Samantha Olive, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 1-\$12.56/hr.
24. Annalee Olson-Sola, Summer Recreation Position with Community Services, beginning 05/30/2018-08/31/2018; \$9.65/hr.
25. Christopher O'Neill, Eagle Bluff Coordinator with Community Services, beginning 05/10/2018-09/30/2018; \$1,000 Stipend
26. Benjamin Papke, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 2-\$12.89/hr.
27. \*Amanda Solinger, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 08/27/2018-06/07/2019; BA, Step 4
28. Ryan Torbenson, KidVentures Site Assistant for up to 40 hours/wk at Sibley, beginning 06/01/2018-08/31/2018; Step 1-\$12.56/hr.
29. \*Brent Yule, 1.0 FTE Physical Education Teacher at Greenvale Park, beginning 08/27/2018; MA Step 7
30. \*Hannah Ziemann, Fast Assessor hours vary at the Elementary Buildings, beginning 05/14/2018-06/06/2018; \$17.00/hr.
31. Community Services Summer 2018 Brochure Instructors \*Please see attached.
32. Zoe Ingersoll, Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Super Kids \$9.65/hr.
33. Bryce Malecha, Spring Recreation with Community Services, beginning 05/14/2018-05/31/2018; Lifeguard \$10.00/hr.; Swim Aide \$9.65/hr.; Class Lead \$10.50/hr.
34. Jennessa Runia-Bade; Summer Recreation with Community Services, beginning 05/30/2018-08/31/2018; Adult and Youth Tennis \$10.50/hr.; Tennis sub \$9.65/hr.

Increase/Decrease/Change in Assignment

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



12. Rachael Hibbs, Special Ed EA/PCA- temporary for 6.00 hours/day at the Middle School, change to Special Ed EA/PCA-Ongoing for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
13. Cameron Jackson, KidVentures Site Assistant for up to 23.5 hours/wk at Greenvale Park, change to KidVentures Site Assistant for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
14. Briana Kane, KidVentures Site Assistant for 22.5 hours/wk at Sibley, change to KidVentures Site Assistant for 34 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
15. Cindy Keogh, KidVentures Site Assistant for 23.5 hours/wk at Bridgewater, change to KidVentures Site Assistant for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 4-\$13.78/hr.
16. Melanie Klein, Special Ed Teacher at Sibley, add ESY Teacher for 4 hours/day at Sibley, effective 06/28/2018-08/02/2018; Lane and Step
17. Lacy Knutson, Special Ed EA/PCA- temporary for 6.75 hours/day at the Middle School, change to Special Ed EA/PCA-Ongoing for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
18. Jill Kohel, 1.0 FTE Social Studies Teacher at the High School, change to .20 FTE English; .60 FTE Social Studies (Academy); .20 FTE Social Studies at the High School, effective for the 2018-19 school year.
19. Angela Kruse, 1.0 FTE Speech/Language at Greenvale Park, change to .50 FTE Speech/Language at Bridgewater and .50 FTE Speech/Language at Greenvale Park, effective 08/27/2018.
20. Jennifer Lehman, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step
21. Quinn Line, KidVentures Site Assistant for 26 hours/wk at Bridgewater, change to KidVentures Site Assistant for 33 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 1-\$12.56/hr.
22. Tonya Merritt, KidVentures Site Leader for 30 hours/wk at Bridgewater, change to KidVentures Site Leader for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 3-\$19.38/hr.
23. Peggy Mills, KidVentures Site Assistant for 23.5 hours/wk at Sibley, change to KidVentures Site Assistant for 21 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 4-\$13.78/hr.
24. Chelsea Mukina, Educational Assistant at Sibley, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 1-\$12.56/hr.
25. Sofie Nelson, KidVentures Student Site Assistant for up to 16 hours/wk at Sibley, change to KidVentures Student Site Assistant for 20 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
26. Taylor Rahman, EarlyVentures Teacher for 22.5 hours/wk at Longfellow, change to EarlyVentures Teacher on call as needed and add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Site Asst. Step 3-\$13.22/hr. EV Teacher Step 3-\$16.32/hr.
27. Zack Rasmussen, KidVentures Student Site Assistant for up to 17 hours/wk at Greenvale Park, change to KidVentures Student Site Assistant for 24 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
28. Sara Redetzke, Special Ed EA for 2.0 hours/day and READ 180/Special Ed EA/PCA for 3.38 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
29. Katie Remmey, Special Ed EA for 6.50 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
30. Melissa Reuvers, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
31. Melissa Reuvers, Special Ed EA-PCA at Bridgewater, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Step 2-\$12.89/hr.
32. Pamela Rivera, Special Ed EA/PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA/PCA for 6.75 hours/day at Bridgewater, effective for the 2018-19 school year.
33. Mary Robia, Social Studies Teacher with a .4 FTE Leave of Absence at the High School, change to Social Studies Teacher with a .2 FTE Leave of Absence at the High School, effective for the 2018-19 school year.
34. Kyle Roth, Teacher at Longfellow, add Summer PLUS Teacher for up to 4.75 hours/day at Greenvale Park, effective 06/18/2018-08/02/2018; Yr.1-\$27.11/hr.
35. Kyle Roth, Teacher at Longfellow, add ESY Teacher for 4 hours/day at Longfellow, effective 06/28/2018-08/02/2018; Lane and Step
36. Whitney Sannes, Speech Language Pathologist at Greenvale Park, add Speech Language Pathologist ESY for the District, effective 06/12/2018-08/02/2018; Lane and Step
37. Mackenzie Schewe, KidVentures Student Site Assistant for up to 16 hours/wk at Sibley, change to KidVentures Student Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Student \$9.65/hr.
38. John Schnorr, Speech Language Pathologist at Longfellow, add Speech Language Pathologist ESY for the District, effective 06/12/2018-08/02/2018; Lane and Step
39. Micah Schultz, Teacher at the ALC, add Summer School ALC Teacher for up to 4.5 hours/day Mon.-Thur. at the ALC, effective 06/12/2018-07/26/2018; Lane and Step



40. Deborah Seitz, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step
41. Jeremy Soehnlin, Indoor Flag Football Coach with Community Services at \$9.65/hr., change to Indoor Flag Football Supervisor with Community Services at \$10.50/hr., effective 05/03/2018-08/31/2018.
42. Pam Taubman, KidVentures Site Assistant for 23.5 hours/day at Greenvale Park, change to KidVentures Site Assistant for 17.5 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 3-\$13.22/hr.
43. Lydia Tilstra, Special Education Teacher at Sibley, add ESY Teacher for 4 hours/day at Sibley, effective 06/28/2018-08/02/2018; Lane and Step
44. Donna Torgeson, Special Ed EA/PCA for 6.50 hours/day at the Middle School, change to Special Ed EA/PCA for 6.75 hours/day at the Middle School, effective for the 2018-19 school year.
45. ReNae Trebelhorn, Special Ed Teacher at the Middle School, add ESY Teacher for 4 hours/day at the Middle School, effective 06/28/2018-08/02/2018; Lane and Step
46. Dylan Warner, KidVentures Site Leader for 30 hours/wk at Greenvale Park, change to KidVentures Site Leader for 40 hours/wk at Sibley, effective 06/11/2018-08/31/2018; Leader Step 4-\$19.89/hr.
47. Jane Weiland, Teacher at the Middle School, add Yearbook Adviser at the Middle School, effective 05/04/2018-06/08/2018; Level K, Step 6 - 1/6 of Stipend
48. Megan Wheelock, DCD/MM Teacher at Greenvale Park, change to Special Education Resource Room Teacher at Bridgewater, effective 08/27/2018.
49. Kari Winter, ECSC Teacher at Longfellow, add ESY Teacher for 4 hours/day at Longfellow, effective 06/28/2018-08/02/2018; Lane and Step
50. Carly Benjamin, Spec Ed EA-PCA for 6.75 hours/day and Supervisory EA for .33 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory EA for .16 hours/day at Sibley, effective 08/27/2018.
51. Robert Benson, Gen Ed EA-Kindergarten for 4 hours/day and Gen Ed Supervisory for 2 hours/day at Sibley, Change to Gen Ed EA-Kindergarten for 2 hours/day and Gen Ed Supervisory for 2.25 hours/day at Sibley, effective 08/27/2018.
52. Jill Bohlen, Spec Ed EA-PCA for 6 hours/day and Gen Ed for 1 hour/day at Greenvale Park, change to Spec Ed EA-PCA for 5.50 hours/day and Gen Ed for 1.5 hours/day at Greenvale Park, effective 08/27/2018.
53. Christina Chappuis, Spec Ed EA-PCA for 6.75 hours/day and Gen Ed for .16 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .25 hours/day at Sibley, effective 08/27/2018.
54. Margaret Christiansen, Long Term Substitute CNA I for 3.75 hours/day at Greenvale Park, change ending date from 04/04/2018-05/23/2018 to 04/04/2018-06/3/2018;
55. Kelle Edwards, Gen Ed EA (Title) for 5.5 hours/Day and Gen Ed EA Supervisory for 1.5 hours/day at Greenvale Park, change to Gen Ed EA (Title) for 5.5 hours/Day and Gen Ed EA Supervisory for 1.75 hours/day at Greenvale Park, effective 08/27/2018.
56. Stacey Garry, Gen Ed EA for 5.5 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .16 hours/day at Sibley, effective 08/27/2018.
57. Abbie Geiger, Spec Ed EA-PCA for 6.75 hours/day at Sibley, add Gen Ed EA-Supervisory for .25 hours/day at Sibley, effective 08/27/2018.
58. Leah Grism, Spec Ed EA-PCA for 6.75 hours/day and Gen Ed for .33 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at Sibley, effective 08/27/2018.
59. Lisa Laine, Special Ed EA-PCA for 4.5 hours/day, Kindergarten for 2 hours/day and Supervisory for .25 hours/day at Greenvale Park, change to Special Ed EA-PCA for 4.25 hours/day, General Ed Kindergarten for 2 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 08/27/2018.
60. Sue Leidner, Spec Ed EA-PCA for 6.75 hours/day and Gen Ed for .16 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed for .25 hours/day at Sibley, effective 08/27/2018.
61. LaDonna Miller, Special Ed EA-PCA for 6.5 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, effective 08/27/2018.
62. Sarah Moyer, Special Ed EA-PCA for 6 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6 hours/Day and Gen Ed EA for .75 hours/day at Greenvale Park, effective 08/27/2018.
63. Amy Pantze, Special Ed EA-PCA for 6.5 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, effective 08/27/2018.
64. Ulrika Peterson, Special Ed EA-PCA for 3.38 hours/Day and Gen Ed EA for 3.5 hours/day at Sibley, change to Special Ed EA-PCA for 3.5 hours/Day and Gen Ed EA for 3.1 hours/day at Sibley, effective 08/27/2018.
65. Jessica Rushton, Special Ed EA-PCA for 6.91 hours/Day at Sibley, change to Special Ed EA-PCA for 6.75 hours/Day and Gen Ed EA for .25 hours/day at Sibley, effective 08/27/2018.
66. Krista Sorenson, Gen Ed EA for 7.25 hours/day at Sibley, change to Gen Ed EA for 7 hours/day at Sibley, effective 08/27/2018.



67. Sandra Soto-Perez, CNA 1 for 3.75 hours/day at Greenvale Park, change ending date from 04/04/2018-05/23/2018 to 04/04/2018-06/3/2018;
68. Robyn Spillman, Special Ed EA-PCA for 6.38 hours/Day and Gen Ed EA for .87 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/Day and Gen Ed EA for .5 hours/day at Greenvale Park, effective 08/27/2018.
69. Rhonda Stanley, Special Ed EA-PCA for 4.75 hours/day and Gen Ed for 2.5 hours/day at Greenvale Park, Change to Special Ed EA-PCA for 4.5 hours/day and Gen Ed Kindergarten for 2 hours/day and Supervisory for .75 hours/day at Greenvale Park, effective 08/27/2018.
70. Jane Streitz, Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .5 hours/day at Greenvale Park, Change to Special Ed EA-PCA for 6.75 hours/day and Gen Ed Supervisory for .5 hours/day at Greenvale Park, effective 08/27/2018.
71. Jessica Wedel, Gen Ed for 2.6 hours/day at Greenvale Park, change to Gen Ed Kindergarten for 2 hours/day (10 hours/wk for 4 days/wk) at Greenvale Park, effective 08/27/2018.
72. Lori Witt Macrae, Special Ed EA-PCA for 6.5 hours/day and Gen Ed EA for .50 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .25 hours/day at Sibley, effective 08/27/2018.
73. Carina Zick, Special Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .16 hours/day at Sibley, effective 08/27/2018.

#### Leave of Absence Requests

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

#### Retirements/Resignations/Terminations

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

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

### VII. Superintendent's Report

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

A motion was made by Goerwitz, seconded by Iverson, to extend the Board meeting beyond 10:00pm. Voting "Yes" was Goerwitz, Hardy, Iverson, Pritchard, Quinell and Stratmoen. Colangelo voted "No". Motion passed 6-1.

### VIII. Items for Information

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

### IX. Future Meetings

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

### X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 10:06 p.m.

Noel Stratmoen  
School Board Clerk

## COMMUNITY SERVICES

### Summer 2018 Brochure Instructors

American Red Cross	Lake City Yacht Club Sailing School
Artistic Edge, The	Mad Science of Minnesota
Brian Auge	Zandra Malecha
Paula Baragary	Gordon Marino
Doug Bengtson	Tony Mathison
Char Bezanson	Dan McHugh
Carly & John Born	Michelle Michaud
Cannon River Sportsmen's Club	Minnesota Twins
Challenger Sports	North Star Haidong Gumdo
Community Services Staff	Northfield Arts Guild
Computer Explorers	Northfield High School Cheer Team
Kevin Dahle	Northfield Skateboard Coalition
Laura DeGroot	Northfield Skating School Staff
Michael Detgen	Northfield Tennis Association
LaVergne Dickerson	Bob Peterson
Jacqui Dorsey	Project ABLE Staff
Michelle Drenth	Josh Ramaker
Sheriff Troy Dunn	Renee Reinardy

Eagle Bluff

Carol Schaub

Rachel Engrem

Bubba Sullivan

Ann Etter

Carey Tinkelenberg

Shahar Fearing

Tim Torstenson

Cheri Gagne

Nate Truman

Cynthia Gilbertson

Richard Truman

Dave Gilmore

University of MN Extension

Tracy Giza

Valley Bike & Ski

Rachel Gorden Mercer

Watch Me Draw

Lori Hameister

Tom Weber

Steve Hatle

Christine Wehling

Heartwork Yoga Studio

Mark Welinski

Naomi Jirele

Mark & Sarah Wurdeman

Marty Johnson

Sandy Younger

Robert Knutson

Youth Enrichment League Staff



**DISTRICT OFFICE**  
1400 Division Street South  
Northfield, MN 55057  
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[www.northfieldschools.org](http://www.northfieldschools.org)

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: May 29, 2018

RE: Board Approval of Financial Reports – April 2018

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of April 2018.

Bills totaling \$1,559,105.74 were paid in April 2018.

Payroll checks totaling \$2,886,203.56 were issued in April 2018.

No bond payments were paid in April 2018.

At the end of April 2018 Total Cash and Investments amounted to \$25,068,946.22.

No wire transfers were initiated by the district during April 2018.

The following financial reports for April 2018 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

April 2018 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(441,837.40)	4,967,111.50	3,498,139.52	(551,564.34)	475,570.24 *
FOOD SERVICE	860,791.34	188,567.20	166,574.85	1,426.99	884,210.68
COMMUNITY ED	701,344.76	224,748.22	217,455.68	(2,224.51)	706,412.79
CONSTRUCTION ACCOUNT	1,389.26	-	-	-	1,389.26
DEBT SERVICE	1,029,313.20	-	-	-	1,029,313.20
TRUST	144,900.99	11,267.96	-	-	156,168.95
SELF INSURANCE	5,804,266.71	24.00	563,139.25	574,729.64	5,815,881.10
<b>TOTALS</b>	<b>8,100,168.86</b>	<b>5,391,718.88</b>	<b>4,445,309.30</b>	<b>22,367.78</b>	<b>9,068,946.22</b>
CERTIFICATE OF DEPOSIT	16,000,000.00	-	-	-	16,000,000.00
<b>GRAND TOTALS</b>	<b>24,100,168.86</b>	<b>5,391,718.88</b>	<b>4,445,309.30</b>	<b>22,367.78</b>	<b>25,068,946.22</b>

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

April 2018

Disbursements:

Bills Paid:

General Fund	\$ 858,569.99	
Food Service Fund	92,755.90	
Community Services Fund	44,640.60	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	<u>563,139.25</u>	
Total Bills Paid		1,559,105.74

Payroll:

General Fund	2,639,569.53	
Food Service Fund	73,818.95	
Community Services Fund	172,815.08	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,886,203.56

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,445,309.30</u></u>



## **Community Services Driver Education Department Payroll Scale**

This form is to be submitted annually by Community Services at the end of May, to the school board for approval of Driver Education pay rates. This form applies to payroll staff only and does not concern contracted staff.

**Date:** 5/15/18

**Requester:** Erin Bailey

**Rates will be effective** 7/1/2018

Behind The Wheel Instructors	\$24.75/hour (increase of \$1.00/hr.)
Classroom Instructors	\$28.75/hour (increase of \$1.00/hr.)
Driver Education Administration (15 hours per year)	\$28.75/ hour (increase of \$1.00/hr.)

Wage increase is based on a market analysis of current wages for Driver Education related positions.

## AGREEMENT

This Agreement is entered into this ~~fourteenth~~<sup>29th</sup> day of ~~August~~<sup>May</sup> 201~~87~~<sup>8</sup> by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

III. Term of Agreement – This agreement shall commence on September 1, 201~~87~~<sup>8</sup> and shall continue until August 31, 201~~88~~<sup>9</sup> unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective September 1, 201~~87~~<sup>8</sup> the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms after two hours per date of use. When the NSC shares space with the Community Services Division and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$4~~87~~<sup>8</sup>.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school

months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschoolday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at [http://www.big9.org/g5-bin/client.cgi?G5genie=4&school\\_id=2493](http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493)
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.



X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Northfield Swim Club**

**Northfield Public Schools**

_____	_____	_____	_____
NSC President	Date	Noel Stratmoen, Clerk	Date

_____	_____
NSC Treasurer	Date

**INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA**

**PERSONNEL POLICIES AND PRACTICES**

NON-UNION ADMINISTRATORS  
JULY 1, 2018 THROUGH JUNE 30, 2020

## **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 teacher Continuing Contract Law or 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. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

## **ARTICLE II SALARIES**

### **Section 2.01 - Compensation**

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 – Experience Credit**

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



### **Section 2.03 - Holidays**

Employees working at least 20 hours or more per week 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 Superintendent.

### **Section 2.04 – 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.

Doctorate Degree - \$5,000 per year (prorated as provided above if earned after the beginning of the contract year).

## **ARTICLE III 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 52 weeks per year shall be twenty-five (25) days per year. Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 52 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 the employee's immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 52 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.

Employees shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), 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. 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 days 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.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, 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.

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**

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members 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 superintendent. 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 / Adoption Leave**

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

B. An administrator making application for unpaid child care/adoption 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 administrator will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care/adoption leave is occasioned by pregnancy, the administrator 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/adoption leave.

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

E. In making a determination concerning the commencement and duration of a child care/adoption 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 administrator to return to his or her employment prior to the date designated in the request for child care/adoption leave.

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

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

H. An administrator who returns from child care/adoption 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 administrator shall accrue additional experience credit or leave time during the period of absence for child care/adoption leave only if the leave commences and ends within the same fiscal year.

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school 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 the superintendent, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Leave**

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 School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **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 School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$200,000 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.

If the employee is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the employee's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the employee may continue in the district's group insurance plans at his/her expense for as long as the employee receives long-term disability insurance/wage replacement benefits.

#### **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 document. 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 the superintendent. 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 the superintendent.

#### **Section 5.03 - Professional Membership Dues**

The School District may require employee to participate in one local service club. The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

#### **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.

## **ARTICLE VI SEVERANCE/RETIREMENT**

### **Section 6.01 – Severance**

This section does not apply to any individual covered by this policy agreement hired after July 1, 2016.

When an employee has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The amounts shall be prorated for years during which the employee served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the employee is terminated for cause.

### **Section 6.02 – 403(b) Matching Plan**

The School District shall match employee payments up to \$9,000 per school year to a 403(b) plan for the full-time employee.

- 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 state-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 6.03 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by

law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare. Employees currently retired and their dependents who are eligible for Medicare will be converted to a Medicare supplement policy effective November 1, 2010.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611



**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
**2018-19**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	\$101,810
Assistant Director of Special Education	52 weeks	\$117,647
Student Activities Director	52 weeks	\$101,810
Director of Buildings and Grounds	52 weeks	\$100,076
Director of Finance	52 weeks	\$117,647
Director of Child Nutrition	43 weeks	\$70,826
Director of Human Resources	52 weeks	\$117,647
Director of Technology Services	52 weeks	\$101,810
Director of Assessment Services	52 weeks	\$97,092
Director of Community Services	52 weeks	\$119,746
Director of Special Education	52 weeks	\$128,270
Director of Teaching & Learning	52 weeks	\$128,270

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	\$105,882
Assistant Director of Special Education	52 weeks	\$122,353
Student Activities Director	52 weeks	\$105,882
Director of Buildings and Grounds	52 weeks	\$104,079
Director of Finance	52 weeks	\$122,353
Director of Child Nutrition	43 weeks	\$73,659
Director of Human Resources	52 weeks	\$122,353
Director of Technology Services	52 weeks	\$105,882
Director of Assessment Services	52 weeks	\$100,902
Director of Community Services	52 weeks	\$124,535
Director of Special Services	52 weeks	\$133,401
Director of Teaching & Learning	52 weeks	\$133,401

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2018-19</b>	<b>2019-20</b>
1 <sup>st</sup> Year	\$1,000	\$1,000
2 <sup>nd</sup> Year	\$2,000	\$2,000
3 <sup>rd</sup> Year	\$4,000	\$4,000
4 <sup>th</sup> Year	\$5,950	\$5,950

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY DOCUMENT  
COVERING  
WAGES, WORKING CONDITIONS AND FRINGE BENEFITS  
OF  
CHILD NUTRITION EMPLOYEES**

**Policy Extends from  
July 1, 2018 through June 30, 2020**

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

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### **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 Department of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 – Policy**

This policy is in effect from July 1, ~~2016~~ 2018 through June 30, ~~2018~~ 2020. In the event a successor policy is not approved prior to the expiration of this Policy, the employee shall be compensated according to his/her current rate until a successor policy is approved by the Board of Education.

### **Section 1.04 – Entry Level Probationary Period**

Entry level employees probationary period shall be six (6) months. The purpose of probation is to verify the match between Northfield Public Schools mission based Child Nutrition needs and the mission aligned knowledge, skills and work behaviors of entry level employees. Employees in this category may or may not pass probation at the discretion of the school district.

### **Section 1.05 - Resignations**

Employees electing to resign shall be required to give the Child Nutrition Director dated, written, and signed notice at least two (2) weeks in advance of the employee's final work day. The employee electing to resign shall continue Child Nutrition regular job responsibilities during the two-week notice period. Any request to leave sooner than the two-week notice period shall be considered by the Child Nutrition Director after a suitable replacement employee is obtained for the position.



## **Section 1.06 – Required Certification**

All Child Nutrition employees must be certified by one of the following entities and keep their certification current:

- Servsafe at [www.servsafe.com](http://www.servsafe.com)
- Safe food training (SFT) at [www.safefoodtraining.com](http://www.safefoodtraining.com)
- Learn to serve at [www.learn2serve.com](http://www.learn2serve.com)

New employees that do not already have the certification must successfully complete one of the above certifications prior to the end of their six-month probationary period.

## **ARTICLE II RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 - Wages**

<u>Job Classification</u>	<u>2018-19 Hourly Rate</u>	<u>2019-20 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$21.79	\$22.55
Child Nutrition Manager I - Elementary	\$21.46	\$22.22
Child Nutrition Associate III	\$20.26	\$21.02
Child Nutrition Associate II	\$18.58	\$19.34
Child Nutrition Associate I	\$17.58	\$18.34
Summer Child Nutrition Lead	\$21.46	\$22.22
Summer Child Nutrition Associate	\$17.58	\$18.34
Student Child Nutrition Associate	\$9.65*	\$9.65*

\* Pay for this position aligned with Minnesota minimum wage rates.

The Child Nutrition Director shall determine the job classification for each employee based upon the responsibilities of the position and the corresponding qualifications of the incumbent/entry-level employee.

### **Section 2.02 - Training Stipend**

An hourly stipend of \$1.00 per hour for the 2018-19 school year and \$1.25 per hour for the 2019-20 school year for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

### **Section 2.03 - Long-Term Substitutes**

Individuals who substitute in the same position for twenty (20) consecutive work days or more shall be eligible to be paid at the CNA I hourly rate, upon the recommendation of the Child Nutrition Director and approval of the Superintendent or his/her designee. Upon completion of the long-term substitute assignment, further substitute assignments will be paid at the regular substitute rate of pay. Eligibility for payment at this level cannot be carried over from one school year to the next.

### **Section 2.04 - Former Child Nutrition Employees Who Substitute**

Substitutes who have formerly been employed in the Northfield School District in regular Child Nutrition positions for at least three continuous years shall be paid at the CNA I hourly rate.

### **Section 2.05 - Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:**

Regular Child Nutrition employees who substitute in a position with a higher classification shall be paid at the hourly rate established for the higher classification beginning with the sixth consecutive day of substituting in that position.

### **Section 2.06 - Uniform Allowance**

\$300 per year taxable stipend for all employees to be paid with their first paycheck of the contract year. The employee must purchase one (1) pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is to be used to purchase either black, navy or khaki pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. It is required that all Child Nutrition employees purchase new clothing each school year using the allowed allowance. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

### **Section 2.07 – Lunch**

Child Nutrition employees will be provided a regular Type A lunch on food preparation days at no cost to the Child Nutrition employees according to the National School Lunch Program regulations

## **HOURS OF WORK, BREAKS, OVERTIME, AND HOLIDAYS**

### **Section 2.08 – Work Day**

The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District, and shall be scheduled by the Child Nutrition Director. The paid work day shall exclude time for lunch (30 minutes). Typically, hours worked will coincide with regular established schedules. However, hours may need to be reduced or extended when student activities result in less or more students eating lunch on a given day. Kitchen Managers will notify employees of any change in hours. Employees will be paid only for time worked. The calculation of wages shall be based on the number of hours shown on the employee's weekly attendance record.

### **Section 2.09 – Work Year**

The maximum number of work days in a given year shall be the number of student days scheduled on the approved school calendar plus up to three (3) days for opening and closing the kitchens (for example, two (2)

days to receive the food order, clean and open the kitchen in the Fall and one (1) day to store food and supplies and organize the kitchen in the Spring). Additional days may be scheduled for special events such as a luncheon during preschool workshop and/or school staff in-service meetings, special workshops, etc. Any work days outside of the number of student days scheduled on the approved school calendar must be authorized as scheduled by the Child Nutrition Director.

**2.10 - School Closing**

In the event that school (or schools) is closed due to an emergency, Child Nutrition employees shall continue to receive compensation for up to a maximum of two (2) prorated days per year, equivalent to the normal work hours for each employee. Child Nutrition employees shall be required to perform services if requested to do so by the Child Nutrition Director. An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The District shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings.

**Section 2.11 - Paid Breaks**

Child Nutrition employees shall be allowed a 15-minute paid break for each three and one half (3½) hours segment of actual work time. The chart below shows the number of paid breaks based on hours worked.

<u>Hours Worked</u>	<u>Breaks</u>
Less than 3.5	0
3.5-6.99	1
7-8	2

These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

**Section 2.12 – Overtime**

Employees shall be paid at time and one-half of the base hourly rate for hours worked in excess of 40 in any one work week. Vacation time, sick time, or other leave time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

Child Nutrition Substitutes are not eligible for overtime unless they work more than forty (40) hours in any one work week. Substitutes will be paid \$3.00 per hour above their normal pay rate for services rendered for special functions after 4:00 p.m. or on weekends.

**Section 2.13 - Holidays with Pay**

Employees will receive the following five holidays with pay provided the Holidays occur within the employee’s work year: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and Memorial Day.

**Section 2.14 - Professional Development**

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Child Nutrition Director.



## Annual Training Requirements

Required for all school nutrition program employees regardless of local educational agency (LEA) size. The hourly requirements for each position are outlined in the table below:

Position	Required Hours
Director	12 hours
Manager	10 hours
All other program staff (working more than 20 hours/week)	6 hours
Part-time program staff (working less than 20 hours/week)	4 hours
Substitutes/Volunteers/Student Workers/Temporary	2 hours
Hired after January 1	Must complete half of the above training hours For their position during the first year of employment when hired after January 1.

Please note:

- Any excess training hours from a school year can be carried over to meet the previous year's requirements or used to meet the following year's requirements.

## ARTICLE III LEAVES

### Section 3.01 - Sick Leave

The school District may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay if sick leave requested is due to the illness or injury of the employee. Final determination as to the eligibility of an employee for sick leave will be made by Northfield Public Schools.

#### Employees Working 15 to 19.99 Hours Per Week:

Three (3) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are noncumulative from one year to the next.

#### Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are cumulative to 120 days.

### Section 3.02 - School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to two prorated days 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.

### **Section 3.03 - Bereavement Leave**

#### Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of a death of family members or friends.

#### Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends.

### **Section 3.04 Personal Leave**

#### Employees Working 15 to 19.99 Hours Per Week:

Employees working less than 20 hours per week on average are not eligible for Personal Leave.

#### Employees Working 20 Hours Per Week or More:

At the discretion of the Kitchen Manager and Child Nutrition Director, Child Nutrition personnel may be granted Personal Leave of up to two (2) prorated days per year. Personal Leave days will be deducted from unused Sick Leave. Personal Leave prorated days may not be carried over from one academic year to another.

Requests for personal leave must be made via the District's substitute/leave system at least three (3) working days in advance, except for emergencies. Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

### **Section 3.05 - Leave of Absence Without Pay**

Child Nutrition personnel may apply for a Leave of Absence Without Pay in the event of personal circumstances regardless of the number of hours worked per week. A request for a leave of absence without pay must be submitted no less than thirty (30) days prior to the requested day(s) off unless emergency circumstances prevent such notice. A Leave of Absence Without Pay of up to five (5) prorated days may be approved by the Child Nutrition Director. The Child Nutrition Director will consider how many employees are scheduled to be absent at the requesting employee's site when considering the request. Typically no more than two (2) employees may be scheduled to be absent in school sites who have 10 employees or more in one work day for any reason other than illness or emergency. School sites with less than 10 employees may not have more than one (1) employee scheduled absence. Additional days may be granted without pay at the recommendation of the Child Nutrition Director and the approval of the Superintendent or his/her designee.



### **Section 3.06 – 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. Advance notice to the Director of Child Nutrition is required to permit the scheduling of a substitute. An employee is also required to notify the Director of Child Nutrition or Kitchen Manager immediately upon being excused from judicial duty.

## **ARTICLE IV GROUP INSURANCE**

### **Section 4.01 – Eligibility**

#### **Employees Working Less than 20 Hours Per Week:**

No Group Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

#### **Employees Working 20 Hours Per Week or More:**

Employees scheduled to work all of the scheduled student days in session or more shall be eligible for Group Insurance Benefits.

Insurance coverage will be effective upon enrollment of the employee and acceptance by the carrier. All District participation and contribution toward benefits shall cease effective on the last working day of the month in which the Child Nutrition employee terminates employment. However, employees may be continued in the group for a period determined by COBRA legislation at the employees' own expense.

During the term of this policy, the employer will purchase the group insurance policies described in this section. It is understood and agreed that the provisions of this section are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

### **Section 4.02 - Health and Hospitalization Insurance**

Eligible employees and their spouse and dependent children may participate in the District group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

#### **2018-20 Health Insurance District Contribution**

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement



### Section 4.03 - Dental Insurance

Eligible employees and their spouse and dependent children may participate in the District group dental insurance plan. The District will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be paid by the employee through payroll deduction.

#### 2018-20 Dental Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

### Section 4.04 - Life Insurance

The employer will contribute up to \$5.50 per month for group term life insurance coverage in the amount of \$35,000. The employee 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 4.05 - Income Protection

The employer shall pay the full premium for group long-term disability insurance coverage. There shall be a 60-day waiting period before disability income protection goes into effect.

### Section 4.06 – Retirement

All District contributions for benefits shall cease upon retirement. Child Nutrition employees who retire after age 59 may continue participation in the District's group health and hospitalization insurance plan until eligible for Medicare provided they pay the full cost of the premium. Participation beyond that shall be in accordance with applicable laws and regulations.

## ARTICLE V LONGEVITY

### Section 5.01 - Longevity Appreciation

Employees working 20 hours/week or more Longevity Appreciation:

#### 2018-20

After 5 years:	\$800/yr	After 15 years:	\$1,200/yr
After 10 years:	\$1,000/yr	After 20 years:	\$1,500/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years:     \$500/yr

### **Section 5.02 - Longevity Pay Schedule**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over the total number of pay periods during the fiscal year, beginning with the first paycheck of each school year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **ARTICLE VI RETIREMENT**

### **Section 6.01 – 403(b) Matching Plan**

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,700 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Community Services and Other Coordinators

JULY 1, 2018 THROUGH JUNE 30, 2020



## 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 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.

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 30<sup>th</sup>, 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 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> 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 1<sup>st</sup>), 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 2018-19

Position	Duty Year	Annual Salary
Rec. Program Coordinator (Bernhard)	52 Weeks	\$57,146
Enrichment Coordinator (Anderson)	52 weeks	\$57,146
Student & Community Liaison for Minority Issues (Lizaola)	198 days	\$46,157
Ventures Coordinator (Barrett)	52 Weeks	\$63,587
Youth Development Coordinator (Oto)	48 Weeks	\$36,996
Early Childhood Coordinator * (Line)	50 Weeks	\$61,389
Community School Co- Coordinators (Stuckmayer/Berdahl)	43 Weeks (40 hrs/week)	\$36,673

\* 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 2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Rec. Program Coordinator (Bernhard)	52 Weeks	\$59,226
Enrichment Coordinator (Anderson)	52 weeks	\$59,226
Cultural Liaison (Lizaola)	198 days	\$47,837
Ventures Coordinator (Barrett)	52 Weeks	\$65,902
Youth Development Coordinator (Oto)	48 Weeks	\$38,343
Early Childhood Coordinator * (Line)	50 Weeks	\$63,624
Community School Co- Coordinator (Berdahl/Stuckmayer))	43 Weeks (40 hrs/week)	\$38,008

\* 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

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Certified Occupational Therapy Assistants/Speech Language Assistant

JULY 1, 2018, THROUGH JUNE 30, 2020

## 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 may 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 – Experience Credit**

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

## **ARTICLE III LEAVES**

### **Section 3.01 - Sick Leave**

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

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 1<sup>st</sup>), 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.

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 3.02 – 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 3.03 – 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 3.04 - Personal Leave**

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 3.05 - 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 3.06 - 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 3.07 – 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 3.08 – 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 3.09 – 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 3.10 – 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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

### **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 School District shall contribute the amounts listed below toward the monthly premium for single or

family coverage. The effective date for employer contributions shall be January 1 each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 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.



**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
**2018-19**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Speech Language Assistant	Student Days	\$25.03/hour

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Speech Language Assistant	Student Days	\$25.78/hour

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Educational Interpreters for Deaf and Hard of Hearing

JULY 1, 2018, THROUGH JUNE 30, 2020

## 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 work year shall include days on which the student being served is in attendance at school plus additional days if needed as scheduled by the supervisor.

### **Section 1.04 – Work Day**

The Director of Special Education or other designated supervisor shall establish the work schedule based on student needs and the demands of the job. The interpreter shall not work during hours that the student(s) is/are not in attendance at school, except as approved, and shall receive pay only for hours worked.



## 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 may 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 – Experience Credit**

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

### **Section 2.03: Holidays with Pay**

Employees working 20 hours or more per week will be entitled to four (4) paid holidays: Memorial Day, Thanksgiving Day, Presidents' Day (when designated by School Board), and Labor Day. If President's Day is not designated as a holiday by the School Board, one (1) day will be substituted during winter break.

### **Section 2.04: Compensation Levels**

Level A: Interprets using sign language but does not meet requirements of Levels B or C.

Level B: Graduate of an approved interpreter training program or a bachelors degree in a related field but not certified by the agencies defined in Level C.

Level C: Graduate of an approved interpreter training program and certified by the National Registry of Interpreters for the Deaf, or National Association of the Deaf, or master's degree in one of the three following areas: Deaf Education, Rehabilitation for the Deaf and Hard of Hearing or Linguistics of American Sign Language.

## ARTICLE III LEAVES

### **Section 3.01 - Sick Leave**

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

Employees shall receive 10 days of sick leave (prorated) to a maximum accumulation of 178 days.

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), 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.

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 3.02 – 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 3.03 - Personal Leave**

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 3.04 – 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 3.05 – 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 3.06 – 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 3.07 – 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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District’s agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.



#### **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 School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be September 1 of each year.

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 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: 403(b) Plan Matching**

Employees working 20 hours or more per week shall be eligible for a matching contribution to a 403(b) plan.

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax deferred plan. The School District will match an employee's contribution to a 403 (b) plan up to \$300.00 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
2018-19

<b>Level</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Level A	Student Days	\$19.53
Level B	Student Days	\$21.77
Level C	Student Days	\$24.05

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
2019-20

<b>Level</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Level A	Student Days	\$20.12
Level B	Student Days	\$22.42
Level C	Student Days	\$24.77

\* Educational Interpreters for Deaf and Hard of Hearing compensation level descriptions can be found in Section 2.04 of this document.



INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Coordinator of District Grounds, Coordinator of District Maintenance  
and District Electrician

AGREEMENT EXTENDS FROM  
JULY 1, 2018, THROUGH JUNE 30, 2020

## **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. The employee shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

## **ARTICLE II SALARIES AND OTHER COMPENSATION**

### **Section 2.01 - Compensation**

The 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 – Experience Credit**

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

## **Section 2.03 – License Stipends**

License stipends for the District Grounds Coordinator and the District Maintenance Coordinator shall be as follows and does not apply to any other position covered under this agreement:

1<sup>st</sup> Class License: \$2,100 per year

Chief License: \$2,775 per year

## **Section 2.04 – Supplement for Indoor Swimming Pool Maintenance:**

Swimming Pool Maintenance

\$500 per year

## **Section 2.05 – Commercial Driver's License**

An employee who is required to hold a Commercial Drivers License shall receive a \$750 per year stipend. In the event the employee obtains the Commercial Drivers License after July 1 the stipend will be prorated for the remainder of that fiscal year.

## **Section 2.06 – Holidays**

Employees who work 20 hours or more per week, with a duty year of 52 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.

## **Section 2.07 – Uniforms**

The annual allotment for uniforms for each employee will be up to five shirts of the employee's choice and eligibility to receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the employee to launder his/her uniforms.

## **Section 2.08 – Hours of Work and Overtime Pay**

The basic work week shall consist of forty (40) hours. Working hours shall be determined by the school administration. Coordinators shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular work schedule, there shall



be a two (2) hour guaranteed minimum of time, and hours worked outside the regular work schedule for call back purposes shall be paid at 1.5 times the base hourly rate. Coordinators shall be paid on the basis of two (2) times the base hourly rate for work on Sundays or holidays.

No overtime shall be paid unless it has been specifically authorized by the Superintendent or his/her designee.

#### **Section 2.09 - 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 2.10 - 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 2.11 - Professional Membership Dues**

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

#### **Section 2.12 - 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.

### **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 52 or more weeks per year shall be as follows:

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

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> 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 scheduled with and approved by their immediate supervisor using the District's substitute/leave management system.

If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused, earned vacation days earned prior to separation.

Employees working fewer than 52 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.

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 1<sup>st</sup>), 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. A deduction of these days will be made from sick leave.

### **Section 3.05 – Personal Leave**

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 using the District's substitute/leave management system. 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. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from 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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

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 School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

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 \$100,000 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 LONGEVITY**

#### **Section 5.01 – Longevity**

	<u>2018-19</u>	<u>2019-20</u>
After completion of 6 years of employment:	\$550	\$550
7-12 years of employment inclusive:	\$800	\$800
13-19 years of employment inclusive:	\$1,200	\$1,200
20 years or more of employment:	\$1,500	\$1,500
After 30 years' employment:	\$2,000	\$2,000

#### **Section 5.02 – Longevity Pay Schedule**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

### **ARTICLE VI RETIREMENT**

#### **Section 6.01 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the

employee is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for three (3) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

#### **Section 6.02– 403(b) District Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$2,500 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$25,000.

**APPENDIX A**

**SALARIES AND DUTY YEAR  
2018-19**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Grounds Coordinator	52 weeks	\$59,985
Maintenance Coordinator	52 weeks	\$59,985
Master Electrician	52 weeks	\$79,172
Assistant Groundskeeper/Floating Substitute	52 Weeks	\$24.17/hour

**APPENDIX B**

**SALARIES AND DUTY YEAR  
2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Grounds Coordinator	52 weeks	<u>\$62,181</u>
Maintenance Coordinator	52 weeks	<u>\$62,181</u>
Master Electrician	52 weeks	<u>\$82,070</u>
Assistant Groundskeeper/Floating Substitute	52 weeks	\$25.05/hour

Steps for Services

<b>Step</b>	<b>Amount</b>
1	\$500
2	\$1,000
3	\$1,500
4	\$2,000



*Head Custodians*

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY DOCUMENT**

**COVERING**

**WAGES, WORKING CONDITIONS AND FRINGE BENEFITS**

**OF**

**BUILDING HEAD CUSTODIANS**

**Policy Extends from  
July 1, 2018, through June 30, 2020**

## **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 teacher Continuing Contract Law or 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 – Policy**

This policy is in effect from July 1, 2018, through June 30, 2020. In the event a successor Policy is not approved prior to the expiration of this Policy, the head custodian shall be compensated according to his/her current rate until a successor Policy is approved by the Board of Education.

## **ARTICLE II RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 - Base Hourly Rate**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<b>2018-19:</b>	<b>23.22</b>	<b>23.70</b>	<b>24.09</b>	<b>24.48</b>	<b>24.90</b>	<b>25.30</b>
<b>2019-20:</b>	<b>24.12</b>	<b>24.51</b>	<b>24.92</b>	<b>25.33</b>	<b>25.75</b>	<b>26.17</b>

Step placement of new head custodians shall be recommended by the Superintendent or his/her designee and approved by the Board of Education.

Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, he/she must have been employed by the district for more than half of the preceding work year.

## **Section 2.02 - Building Responsibility Stipends**

	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>
Longfellow Elementary School	\$3,350 per year	\$3,350 per year
Sibley Elementary School	\$3,500 per year	\$3,500 per year
Bridgewater Elementary School	\$3,500 per year	\$3,500 per year
Greenville Park Elementary School	\$3,500 per year	\$3,500 per year
Middle School	\$5,000 per year	\$5,000 per year
High School	\$5,250 per year	\$5,250 per year

## **Section 2.03 - License Stipend**

1st Class License	\$2,100 per year
Chief License	\$2,775 per year

## **Section 2.04 - Supplement for Indoor Swimming Pool Maintenance:**

Swimming Pool Maintenance	\$500 per year
Primary Swimming Pool Maintenance	\$1,000 per year

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota. There will be no additional call-back pay as part of the consideration for the extra payment.

## **Section 2.05 - Uniforms:**

The annual allotment for uniforms for each head custodian will be up to five shirts of the custodian's choice. Head Custodians will receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the head custodian to launder his/her uniforms.

## **HOURS OF WORK, BUILDING CHECKS, AND OVERTIME PAY**

### **Section 2.06 - Work Week/Duty Year/Weekend and Holiday Building Checks:**

**Work Week:** The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Friday, except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

**Duty Year:** The duty year for head custodians shall be fifty-two (52) weeks as provided herein, and the head custodians shall perform services on those legal holidays on which the School Board so determines. They shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

**Weekend and Holiday Building Checks:** The head custodians will be responsible for the weekend and holiday building checks. These checks will be done throughout the calendar year, one each Saturday, one each Sunday, and one each holiday. In the event that the head custodian cannot make his/her scheduled check, he/she will be responsible for arrangements with another qualified school employee to perform the required check. Compensation shall be made at the rate of time and one-half times the base hourly rate on Saturdays and at the rate of time and two times the base hourly rate on Sundays and holidays for the



approximate amounts of time listed below. Compensation will be from the time the head custodian punches in at the first building until the time he/she punches out at the last building checked.

Elementary Buildings:	30 minutes
Middle School, including pool:	60 minutes
High School:	60 minutes

Repairs will be made during building checks only if there is an immediate need and they cannot be delayed until the regular work day. Compensation for time spent on repairs that is beyond the time allotted for the routine building check shall be in accordance with provisions for overtime in Section 4.

#### **Section 2.07 - Overtime:**

Head custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular working schedule and routine building checks, there shall be a two-hour guaranteed minimum of time. Head custodians shall be paid on the basis of two (2) times the base hourly rate for work on Sundays provided the work is beyond the normal 40-hour work week.

No overtime shall be paid unless it has been specifically authorized by the Director of Buildings & Grounds or his/her designee.

#### **Section 2.08 - Holidays:**

Head custodians shall be granted the following paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Presidents' Day, if designated as a holiday by Board
Friday following Thanksgiving	Good Friday, if designated as a holiday by Board
Christmas Eve Day	Memorial Day

In those school years where Good Friday and/or Presidents' Day are not designated as holidays by the Board of Education in the approved school calendar, one day each may be taken in lieu of Good Friday and/or Presidents' Day subject to approval by the Director of Buildings & Grounds.

#### **Section 2.09 - Professional Development:**

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Director of Building and Grounds.

### **ARTICLE III LEAVES**

#### **Section 3.01 – Vacations:**

Head custodians will be granted the following vacation days with pay:

1 through 5 years of service	15 days
After 5 years of service	20 days

Requests for vacation shall be submitted to the Director of Buildings & Grounds using the District's substitute leave system at least three days in advance except in the case of emergency circumstances. Vacation may not be taken before it is earned unless otherwise approved by the Director of Human Resources.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence that extends beyond one calendar month for reasons other than vacation or military leave.

### **Section 3.02 - Sick Leave:**

Head custodians shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

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.

If workers' compensation is paid during a period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Sick leave will no longer be used when the head custodian qualifies for income protection insurance.

The school district may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

Bereavement Leave: Employees may be allowed up to a total of 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 members or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.03 - Child Care Leave:**

Provisions for child care leave shall be the same as those established for custodians.

### **Section 3.04 - School Conference and Activities Leave:**

In accordance with the provisions of MS.181.9412, the District will provide each custodian 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 head custodian's sick leave allowance.

**Section 3.05 - Personal Leave:**

Head custodians may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave.

Requests for personal leave must be made to the District's substitute/leave system at least three (3) days in advance, except for emergencies.

**Section 3.06 - Health Leave:**

A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board of Education upon presentation of evidence of need and upon exhaustion of the employee's sick leave.

**Section 3.07 - 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. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

**ARTICLE IV  
GROUP INSURANCE**

**Section 4.01 - Eligibility:**

Employees regularly scheduled to work 20 hours per week or more shall be eligible for group insurance contained in this Article.

**Section 4.02 - Health and Hospitalization Insurance:**

Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium as listed below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The amounts below will be prorated for employees who work less than full time. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

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

An employee who has at least ten (10) years of employment with Northfield Public Schools and retires upon attaining the age of fifty-five (55) or thereafter may elect to continue coverage under the group health and hospitalization insurance plan until eligible for Medicare or a period provided by applicable laws. The employee shall be responsible to pay the full premium amount with the following exception. The School District shall contribute toward the premium under the same conditions as an employed head custodian, but not more than 80% of the premium amount, three (3) years.



Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

#### **Section 4.03 - Income Protection Insurance:**

Income protection insurance shall be provided each eligible employee. The premium will be paid by the school district. There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, PERA, or any other public retirement plans that may provide the same type of coverage.

#### **Section 4.04 - Life Insurance:**

The employer will provide group term life insurance coverage for each head custodian in the amount of \$50,000. The employee 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 4.05 - Dental Insurance:**

The rate of school district payment for coverage for eligible employees shall be as follows. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

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 4.06 - Claims Against the School District:**

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

#### **Section 4.07 - Duration of Insurance Contribution:**

Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier and applicable laws if the employee pays the entire premium amount.

## **ARTICLE V LONGEVITY**

### **Section 5.01 - Longevity Pay:**

Longevity pay will be paid on the basis of the following schedule:

	<u><b>2018-19</b></u>	<u><b>2019-20</b></u>
After completion of 6 years of employment:	\$650	\$650
7-12 years of employment inclusive:	\$850	\$850
13-19 years of employment inclusive:	\$1,000	\$1,000
20 years or more of employment:	\$1,200	\$1,200

### **Section 5.02 – Longevity Pay Schedule:**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **ARTICLE VI RETIREMENT**

### **Section 6.01 – 403(b) Matching Plan:**

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403(b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

## **ARTICLE VII VACANCIES**

In the event of a head custodian job opening, the job shall be announced on the District job posting for a period of five (5) working days. The Board of Education shall have the right to select and assign all head custodians within the system.

## **ARTICLE VIII RESIGNATIONS**

Employees electing to resign shall be required to give the employer at least two (2) weeks notice and shall continue at work during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained. If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused vacation days earned prior to separation.



## **ARTICLE IX GRIEVANCE PROCEDURE**

### **Section 9.01 - Definitions:**

**Grievance:** A grievance under this procedure is a claim by a covered employee that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

**Days:** "Days" mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes.

**Service:** "Service" means personal service or by certified mail.

**Reduced to Writing:** "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

**Answer:** "Answer" means a concise response outlining the School Board's position on the grievance.

### **Section 9.02 - Level I:**

Whenever a covered employee has a grievance, he/she shall meet on an informal basis with his/her immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the grievance occurred or twenty (20) days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing by the employee and served upon the Superintendent or his/her designee. Service must be made within fifteen (15) days of the last informal meeting.

The Superintendent or his/her designee shall, within five (5) days of receipt of the written grievance, serve his/her answer upon the employee.

### **Section 9.03 - Level II:**

If the grievance is not satisfactorily resolved at Level I, it may be appealed to Level II by serving a notice of appeal on the Superintendent or his/her designee within five (5) days after receipt of the written disposition of the grievance at Level I. The Superintendent or designee shall meet with the grievant within seven (7) days after receipt of the written appeal from Level I or a grievance initiated at Level II. The parties shall endeavor to mutually resolve the grievance. If a resolution to the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within ten (10) days of the first Level II meeting, the grievant may elect to appeal the grievance to Level III by serving a proper notification on the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

### **Section 9.04 - Level III:**

The School Board shall meet with the employee within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign it. If the parties are unable to reach agreement



within ten (10) days after the first Level III meeting, either party may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

#### **Section 9.05 - Level IV:**

The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the employee shall, within five (5) days after the notice of appointment, forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

1. The issue involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee.

The Board and the employee shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared mutually if agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

#### **Section 9.06 – Processing of Grievances:**

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding.

The parties, by mutual agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the

grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the grievant.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

**Section 9.07 –No Reprisals:**

No reprisals of any kind shall be taken by the School Board or the school administration against any employee because of his/her participation in this grievance procedure.

**Section 9.07 - Election of Remedies and Waiver:**

A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Policy, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Policy or to enforce the award of an arbitrator.

*District - Building Nurses*

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS**

**BUILDING NURSES**

July 1, 2018 through June 30, 2020



## **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 teacher Continuing Contract Law or 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 salary indicated in this contract.

### **Section 1.03 - Duty Year**

The number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

### **Section 1.04 – Work Day**

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

## **ARTICLE II RATES OF PAY AND HOLIDAYS**

### **Section 2.01 – Hourly Wages**

	<u>2018-19</u>	<u>2019-20</u>
Step 1	\$30.10	\$30.86
Step 2	\$31.02	\$31.80
Step 3	\$32.74	\$33.56
Step 4	\$33.90	\$34.75

Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

#### **Section 2.02 - Holidays with Pay**

Six per year - Memorial Day, Thanksgiving Day, New Year's Day, Labor Day, Christmas Day and the Friday after Thanksgiving.

#### **Section 2.03 - School Closing**

In the event that school is closed due to an emergency, nurses shall continue to receive compensation proportionate to their work day for up to two (2) days per year. An emergency closing shall be defined as any unscheduled closing of the school. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

### **ARTICLE III LEAVES**

#### **Section 3.01 - Sick Leave**

Ten (10) days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

#### **Section 3.02 - Personal Leave**

Building nurses may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies.

#### **Section 3.03 - Leaves of Absence Without Pay**

Nurses may apply for leaves of absence without pay at the recommendation of the building principal and approval by the Director of Human Resources.

#### **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.

Time off for bereavement shall be deducted from unused sick days.



### **Section 3.05 - 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.

### **Section 3.06 – 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.

## **ARTICLE IV INSURANCE**

### **Section 4.01 – Eligibility**

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

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

### **Section 4.02 – District Obligation**

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the last day of the month of the separation. The effective dates for changes in the employer contributions are January 1, each year.

### **Section 4.03 - Health and Hospitalization Insurance**

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and



hospitalization insurance at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

#### **Section 4.04 - Dental Insurance**

The employer will contribute the same amount toward the monthly dental insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

#### **Section 4.05 - Life Insurance**

The employer will provide group term life insurance coverage for each building nurse in the amount of \$35,000. The employee 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 - Income Protection**

The employer will pay the full premium for coverage under the district's long-term disability insurance plan. There shall be a 60-day waiting period before disability income protection goes into effect.

### **ARTICLE V LONGEVITY**

#### **Section 5.01 - Longevity**

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Completed years of Service

6 – 9 years	\$1.50/hour
10-14 years	\$1.75/hour
15-19 years	\$2.00/hour
20+ years	\$2.25/hour

**ARTICLE VI  
RETIREMENT**

**Section 6.01 - 403b Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$30,000.

*OFFICE EMPLOYEES*

**AGREEMENT  
BETWEEN  
INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA  
AND  
NORTHFIELD PUBLIC SCHOOLS OFFICE EMPLOYEES**

**AGREEMENT EXTENDS FROM  
July 1, 2018 to June 30, 2020**



## **ARTICLE I EMPLOYMENT**

**Section 1.01 Parties:** THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the Northfield Public Schools Office Employees, Northfield, Minnesota, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the items and conditions of employment for office personnel during the duration of this agreement.

### **RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1.02 Recognition:** In accordance with the P.E.L.R.A., the school district recognizes the Northfield Public Schools Office Employees, as the exclusive representative for office personnel employed by the School Board of Independent School District No. 659, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**Section 1.03 Appropriate Unit:** The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article I, Section 1.06 of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services, if any.

**Section 1.04 Information:** The school district shall provide the exclusive representative with a list that includes the classification and salary schedule placement of all bargaining unit members by October 1 of each year. In addition, the school district shall provide a seniority list of all bargaining unit members with the seniority date being the most recent date of continuous employment in this bargaining unit.

### **DEFINITIONS**

**Section 1.05 Terms and Conditions of Employment:** shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employee.

**Section 1.06 Description of Appropriate Unit:** For purposes of this Agreement, the term Northfield Public Schools Office Employees shall mean all office employees in the appropriate unit employed by the school district in such classifications listed in Article II, Section 2.01 excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

**Section 1.07 School District:** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 1.08 Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

### **SCHOOL DISTRICT RIGHTS**

**Section 1.09 Inherent Managerial Rights:** The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its

overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 1.10 Management Responsibilities:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 1.11 Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by State and Federal laws, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to State and Federal laws. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 1.12 Reservation of Managerial Rights:** The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the school district.

## **EMPLOYEE RIGHTS**

**Section 1.13 Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**Section 1.14 Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

**Section 1.15 Request for Dues Check Off:** The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of the list of employees authorized for dues deduction from the exclusive representative, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in nineteen (19) installments. Such installments will begin as outlined on the District's annual Payroll Calendar.

**Section 1.16 Fair Share Fee:** In accordance with M.S. 179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the



exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner of the Bureau of Mediation Services, the school district, and to each employee to be assessed the fair share fee. Upon request, the employer shall provide the exclusive representative with a list of all unit employees.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for fair share fee shall be held in escrow by the school district pending a decision by the Commissioner of the Bureau of Mediation Services or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

**Section 1.17 Conducting Business of the Exclusive Representative:** The exclusive representative shall have access to school facilities, including equipment, by arrangement with the office of Community Education. Reasonable time without loss of pay may be granted by the school district for use by the exclusive representative for representation issues, negotiations or mediation sessions of this bargaining unit that cannot be scheduled outside the work day.

**Section 1.18 Personnel Files:** An employee may review his or her district personnel file during regular business hours upon written request. The employee shall have the right to reproduce any of the contents of the file and may submit for inclusion in the file written information in response to any material contained therein. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

## **ARTICLE II**

### **JOB CLASSIFICATIONS, RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS**

**Section 2.01 Job Classifications:** Office personnel represented by the Northfield Public Schools Office Employees shall be employed in three classifications: Class II, III, and IV. Positions included in these classifications are listed below:

#### **CLASS II**

Office Generalist – High School Office/Special Education Department  
Office Generalist – Due Process Clerical

#### **CLASS III**

Office Specialist – Alternative Learning Center  
Office Specialist – Middle School Guidance  
Office Specialist – Greenvale Park Office



Office Specialist – Bridgewater Office  
Office Specialist – Sibley Office  
Office Specialist – Student Activities Coordinator  
Office Specialist – Middle School Assistant Principal  
Office Specialist – High School Assistant Principal  
Office Specialist – High School Guidance  
Office Specialist – Teaching and Learning  
Office Specialist - Community Services (Early Childhood)/Longfellow

#### **CLASS IV**

Administrative Support Assistant – Community Services Office  
Administrative Support Assistant – Alternative Learning Center  
Administrative Support Assistant – Word and Web Design Support Specialist  
Administrative Support Assistant – High School Principal  
Administrative Support Assistant – Middle School Principal  
Administrative Support Assistant – Sibley School Principal  
Administrative Support Assistant – Child Nutrition/Technology  
Administrative Support Assistant – Bridgewater School Principal  
Administrative Support Assistant – Greenvale Park School Principal  
Administrative Support Assistant – Director of Community Services  
Administrative Support Assistant – Director of Buildings & Grounds  
Administrative Support Assistant – Family Services  
Accounting Specialist – Payroll Finance Office  
Accounting Generalist – Finance Office (2)  
Benefit/Payroll Specialist – Human Resources/Finance Office  
Human Resources Generalist – Human Resources Office (2)  
Administrative Support Assistant – Director of Special Education

**Section 2.02 Rates of Pay:** The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be recommended by the Superintendent or designee and approved by the School Board.

#### **RATES OF PAY**

##### **2018-19**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Class II	17.82	18.18	18.54	18.91	19.28
Class III	18.85	19.24	19.60	19.94	20.34
Class IV	19.52	19.87	20.23	20.58	20.97

##### **2019-20**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Class II	18.47	18.84	19.22	19.60	19.98
Class III	19.54	19.94	20.32	20.67	21.08

Class IV      20.23                      20.59                      20.97                      21.34                      21.73

Step changes shall take effect at the beginning of the work year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

**Section 2.03 Job Reclassification:** Employees changing from one classification to another classification shall move to the same step in the new classification if the change takes place during the work year. However, when an employee is reclassified at the end of the work year, he/she shall advance a step on the schedule effective July 1 provided the employee has worked more than half of the preceding year.

A change from one classification to another shall be made at the discretion of the school district. However, the Superintendent or designee shall discuss such changes in classification and the classification of new positions with the President of the Association.

**Section 2.04 Rate of Pay for Regular Employees who Substitute in a Position with a Higher Classification:**

**Subd. 1.** Regular office employees who substitute in a position with a higher job classification shall be paid as follows:

- a. Five (5) days or less of continuous service as a substitute - employee's current rate of pay or a rate of pay commensurate with step 1 of the classification of the position in the higher classification, whichever is greater.
- b. The sixth (6th) day and all days thereafter of continuous service as a substitute - rate of pay commensurate with employee's current step placement in the classification of the position in the higher classification.

**Subd. 2.** Employees who substitute in a lower job classification shall be paid at their current rate of pay.

**HOURS OF SERVICE**

**Section 2.05 Basic Work Week:** The schedule of authorized hours worked per day and days worked per year shall be established by the immediate supervisor. Working hours shall be exclusive of lunch.

**Section 2.06 Lunch Period:** The lunch period shall be 30 minutes on student days. One hour may be taken on non-student days; however, arrangements must be made with the immediate supervisor to make up the extra 30 minutes.

**Section 2.07 Breaks:** Office employees shall have a 15-minute break for each four (4) consecutive hours worked each morning and afternoon. These breaks shall be taken at a time when the least possible disruption in service results. Break time is non-accumulating.

**Section 2.08 Overtime:** Overtime shall be paid on the basis of one and one-half times the base hourly rate for all hours worked beyond forty hours per week. No overtime will be paid unless it has been specifically authorized by the Superintendent of Schools or his/her designee.

**Section 2.09 Part-time Employees:** The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

**Section 2.10 School Closing:** In the event that school (or schools) is closed due to an emergency, office employees shall continue to receive compensation for up to a maximum of two days per year. Office employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one-half times the base hourly rate.

An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, riot, etc.

The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings.

**Section 2.11 Summer Work:** Regular employees of the school district who are not employed for the full year shall, to the extent possible, be given consideration for summer employment in their regular position or similar positions when the need for such summer work arises and if, in the opinion of the school administration and/or Board of Education, the employee is qualified to perform the work. Such work will be at the employee's regular rate of pay.

**Section 2.12 Definition of Work Year:**

**Subd. 1.** The fiscal year shall be from July 1 to June 30.

**Subd. 2.** The work year for individuals employed for less than 12 months shall be established on the basis of a specified number of days. Generally, this will include the school year plus a specified number of days distributed before the beginning of the school year and after the end of the school year.

**Subd. 3.** The school district reserves the right to adjust the work year of all office personnel.

**HOLIDAYS**

**Section 2.13 Eligibility:** Office Employees who work 20 hours per week or more shall be eligible for paid holidays as provided in this Article. Paid holidays shall be prorated to the normal percentage of the day worked.

**Section 2.14 Employees with a work year of 173 to less than 195 days:** Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day  
Thanksgiving Day  
Presidents' Day (if designated as a holiday by the Board of Education)  
Memorial Day

**Section 2.15 Employees with a Work Year of 195 to less than 220 Days:** Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.



Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Presidents' Day (if designated as
Memorial Day	a holiday by the Board of Education)

**Section 2.16 Employees with a Work Year of 220 Days or More:** Office employees with a work year of 220 days or more shall receive the following additional holidays provided the holiday falls within the scheduled work year.

Independence Day  
Christmas Eve Day  
Good Friday

Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

**Section 2.17 Good Friday and/or Presidents' Day:** In those school years when Good Friday and/or Presidents' Day are not designated as holidays by the School Board in the approved school calendar, employees who are eligible to take those days may take one day each in lieu of Good Friday and/or Presidents' Day on a non-student day. The days used shall be subject to the following restrictions:

- a. The school district shall determine the schedule for office employees to take the holiday(s).
- b. Employees shall notify the immediate supervisor in writing at least two weeks in advance of the day(s) during the designated periods he/she requests to take the holidays.
- c. The number of employees allowed to take a holiday on the same day may be limited to allow for buildings to remain open during these periods.
- d. Holidays not taken during the designated periods shall be lost.
- e. There shall not be pay in lieu of taking holidays off.

### ARTICLE III LEAVES

#### VACATION

**Section 3.01 Vacation Eligibility:** Vacation shall apply only to employees who are employed 30 hours or more per week with the following exception: Employees who work 20 hours or more per week and have a 52-week work year will be eligible for vacation. Vacation days shall be prorated for eligible employees who work less than 40 hours per week.

**Section 3.02 Vacation Days/Work Year:**

Employees with a work year of 250 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 – 5 years      15 days

6 or more years 20 days

Employees with a work year of 220 days to 249 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 - 5	10 days
6 - 13	15 days
14 or more	20 days

Employees with a work year of 195 to less than 220 days shall be granted the following vacation time with pay:

Years of Service Completed:

1 to 5	8 days
6 or more	12 days

**Section 3.03 Vacation Days During First Year of Service:** During the first year of service, employees shall be eligible for a pro-rated number of vacation days with pay based on the number of days worked in that fiscal year.

**Section 3.04 Vacation Periods:** Vacation periods shall be approved in advance by the employee's immediate supervisor. All requests should be submitted sufficiently in advance using the District's substitute/leave management system so that work assignments can be adequately covered by other employees.

Office employees are encouraged to take vacation in the summer or at other times when school is not in session except in the case of unusual personal circumstances. Approval to take vacation on days when school is in session shall be obtained from the immediate supervisor and/or building principal. Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. A one-time extension of up to six months to use vacation time may be granted by the Superintendent or designee upon the recommendation of the supervisor if it is determined that unusual circumstances have precluded the use of vacation within the regularly designated period of time. Employees shall receive payment for unused vacation days earned up to the date of resignation upon separation of employment. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or required military leave which extends beyond one month.

## **SICK LEAVE**

### **Section 3.05 Sick Leave:**

**Subd. 1.** Employees who are regularly employed at least four hours per day in a regular work week assignment for a minimum of 173 days but less than 195 days shall be granted 10 days of sick leave, a regular work assignment of 195 days shall be granted 11 days of sick leave per year if the work year is less than 220 days, and 12 days per year if the work year is 220 days or more. Sick leave days shall be prorated to the percentage of the day worked. The work year is defined as the number of work days, excluding paid holidays.

**Subd. 2.** Unused sick leave days may accumulate to a maximum credit as follows:



<u>Work Year</u>	<u>Maximum Accumulation</u>
220 work days or more:	228 days
195 to 219 work days	202 days
less than 195 work days	164 days

**Subd. 3.** 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 other individuals to the extent of Minnesota law which prevented the employee's attendance at work on that day or days.

**Subd. 4.** The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating that such illness required the employee's absence, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

**Subd. 5.** All sick leave shall be available at the beginning of the school year. The employee shall repay the school district any wages paid for sick days which are not later earned by such employee.

**Section 3.06 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.

Time off for bereavement shall be deducted from unused sick days.

**Section 3.07 Worker's Compensation:** An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that he or she elects not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

**Section 3.08 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. Advance notice to the building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator immediately upon being excused from judicial duty.

**Section 3.09 Child Care Leave:**

**Subd. 1.** A child care leave without pay may be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and/or provide parental care for a child or children of the office employee for an extended period of time.

**Subd. 2.** An office employee making application for child care leave shall inform the Superintendent or designee in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

**Subd. 3.** If the reason for the child care leave is occasioned by pregnancy, the office employee shall also provide at the time of the leave application, a statement from her physician indicating



the expected date of delivery. If an office employee who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

**Subd. 4.** The School Board shall grant office employees a child care leave of at least six months in length and will grant a maximum leave to the beginning of the work year following the six-month period. Upon signifying his/her intention to return, the office employee shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same work year. If an office employee's child care leave plan does not call for his/her return within the year it is commenced, an office employee shall have the right to be returned to an equivalent position.

**Subd. 5.** Failure of the office employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the office employee mutually agree to an extension in the leave.

**Subd. 6.** An office employee on child care leave without pay is eligible to continue in the district's group insurance plans. The employer will continue its contribution for the first three (3) calendar months of the unpaid child care leave beginning on the 1st of the month after the leave commences. The employee must pay his or her portion of the premium during such period, and must pay the full premium for such benefits as he/she wishes to retain beyond such three-month period.

**Subd. 7.** An office employee returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she began his/her leave.

**Subd. 8.** Time off during the leave period shall not count toward a step advancement on the wage schedule. However, office employees will be advanced a step if they worked more than one-half of the duty days in their work year.

**Section 3.10 Leaves of Absence Without Pay:** Office personnel may apply for leaves of absence without pay in the event of personal extenuating circumstances. Leaves of absence without pay of up to five (5) days may be approved by the Director of Human Resources. Additional days may be granted without pay at the recommendation of the building principal or immediate supervisor and the approval of the Director of Human Resources.

**Section 3.11 Personal Leave:** Up to a total of two (2) days sick leave per year may be used to cover events requiring the employee's personal attention which cannot be conducted outside scheduled hours of work. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

**Section 3.12 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 GROUP INSURANCE

**Section 4.01 Group Insurance:** During the term of this Agreement, the employer will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage.

Office employees regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the student days in session shall be eligible to apply for benefits described under this Article. Coverage will be effective only upon enrollment of the employee and acceptance by the carrier.

Substitute or temporary office personnel who are employed for less than one student school year shall not be eligible for any benefits described under this Article or sick leave benefits described under Article III.

**Section 4.02 Health and Hospitalization Insurance:** Eligible employees and their spouse and eligible dependents may participate in the district group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deductions. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.03 Income Protection:** Income protection insurance shall be provided for employees who are eligible for and enrolled in the school district's long-term disability insurance plan, providing income to the extent of 2/3 of the employee's base salary at the time of disability, commencing after 60 consecutive calendar days of disability due to sickness or accident. The premium will be paid by the school district. Such disability payment will be coordinated with Social Security, Public Employees Retirement Association or any other public retirement plans which may provide the same type of coverage. An employee who is absent from work as a result of a long-term disability shall be allowed to use accumulated sick leave or vacation pay in combination with income protection insurance payment to receive the employee's regular rate of pay.

**Section 4.04 Life Insurance:** The employer will provide group term life insurance coverage for eligible employees in the amount of \$35,000. The employee 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 office employee through payroll deduction.

**Section 4.05 Dental Insurance:** Eligible employees and their spouse and dependent children may participate in the district group dental insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The effective date for employer contributions shall be January 1.



<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.06 Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

**Section 4.07 Duration of Insurance Contribution:** An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, effective on the last working day, except for those employees eligible for employer contributions in Article VI, Retirement, Section 6.01. However, employees may be continued in the group for a period following termination of employment or after the district's contributions toward retirement benefits cease, as determined by state and federal laws if they agree to pay the entire premium amount.

## ARTICLE V LONGEVITY

**Section 5.01 Longevity Pay:** Office personnel shall receive longevity pay according to the schedule listed below.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02 Office Employees shall be eligible for longevity pay according to the following schedule:

	<u>2018-19</u>	<u>2019-20</u>
After completion of 6 years of employment:	\$1.00/hour	\$1.00/hour
After completion of 7 – 11 years of employment	\$1.50/hour	\$1.50/hour
After completion of 12 – 16 years of employment	\$2.00/hour	\$2.00/hour
After completion of 17 – 21 years of employment	\$2.50/hour	\$2.50/hour
After completion of 22 or more years of employment	\$3.00/hour	\$3.00/hour

## ARTICLE VI RETIREMENT

**Section 6.01 Retirement Insurance:** The district shall contribute toward the premium for medical (health and hospitalization) insurance under the same conditions as an employed office employee, but not to exceed 80% of the premium, for six (6) years for any office employee who was enrolled in the plan prior to retirement and who retires upon attaining age fifty-five (55) and has a minimum of ten (10) years employment in the Northfield Public Schools. Office employees electing to receive this medical insurance benefit must make timely payments of his/her portion of the insurance premium cost in order to remain eligible for the benefit. Coverage will be available to a retired office employee who has group medical insurance available from another employer. However, such other employer's insurance must be taken and will be considered primary coverage.



Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

**Section 6.02 403(b) Matching Plan:** Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) tax deferred plan up to \$430 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

## **ARTICLE VII**

### **PROBATIONARY PERIOD, RESIGNATIONS, AND DISCIPLINE AND DISCHARGE**

**Section 7.01 Resignations:** Employees shall give two weeks notice of resignation in writing to the Superintendent or designee with a copy to the immediate supervisor. Such two-week period shall not include vacation time off unless agreed to by the Superintendent or designee.

**Section 7.02 Probationary Period:** A new employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the District during which time the District shall have the right to suspend without pay, discharge or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

**Section 7.03 Completion of Probationary Period:** An employee who has completed the probationary period may be disciplined or discharged only for cause except in the case of individuals who are substituting for personnel on long-term leaves of absence. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

**Section 7.04 Progressive Discipline:** Discipline shall normally occur in the following sequence:

1. Conference with employee
2. Written reprimand
3. Suspension without pay
4. Discharge

The relative seriousness of the matter will determine at what level disciplinary action is commenced. The District may, in its discretion, suspend an employee with pay pending an investigation.

## **ARTICLE VIII EXPENSES**

Necessary and pre-approved expenses that are required of any office employee in the performance of school duty shall be at the expense of the school district. The mileage reimbursement rate shall be set by the School Board.

## **ARTICLE IX NOTIFICATION OF JOB OPENINGS**

The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of job openings will be posted in each school for a period of five (5) working days. In addition, a copy will be sent to the president of the office employees and all members of the local via the District e-mail system.

During the summer and/or vacation periods when office personnel are away from the schools, written notification to the president of the association shall constitute proper notification. Requests for consideration for job openings shall be made through the District's online application system.

Final judgment regarding the selection and placement of office employees shall be made by the School Board upon the recommendation of the Superintendent or designee. The Board shall encourage a policy of selecting the best qualified applicant for job openings.

## **ARTICLE X PROFESSIONAL GROWTH**

Office employees may attend workshop programs deemed to be appropriate for non-certified staff, provided such attendance is approved by the employee's immediate supervisor. Expenses incurred shall be subject to Article VIII of this Agreement.

## **ARTICLE XI GRIEVANCE PROCEDURE**

**Section 11.01 Grievance Definition:** A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

**Section 11.02 Representative:** The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

### **Section 11.03 Definitions and Interpretation:**

**Subd. 1. Extension:** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.



**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 11.03 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

**Section 11.04 Adjustments of Grievance:** The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

**Subd. 1. Informal Discussion:** Before filing a formal grievance, the employee shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis.

**Subd. 2. Level I:** If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**Subd. 3. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

**Subd. 4. Level III:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 11.05 School Board Review:** The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.



**Section 11.06 Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the same time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

**Section 11.07 Arbitration Procedures:** In the event that the exclusive representative and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be made in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request from the Bureau of Mediation Services, pursuant to the P.E.L.R.A., a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of the list of arbitrators, the school district and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. This arbitrator shall decide the grievance and the decision is binding upon the parties. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

**Subd. 4. Submission of Grievance Information:**

- a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
  - (1) The issues involved.
  - (2) Statement of the facts.
  - (3) Position of the grievant.
  - (4) The written documents relating to Section 5, Article XII of the grievance procedure.
- b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Section 11.08 Election of Remedies and Waiver:** A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

## **ARTICLE XII DURATION**

**Section 12.01 Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2016~~ 2018 through June 30, ~~2018~~ 2020, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 12.02 Effect:** This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 12.03 Finality:** Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.



**Section 12.04 Severability:** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**For the Northfield Public Schools  
Office Employees**

**For Independent School District No. 659**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson, Board of Education

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Board of Education

Dated: \_\_\_\_\_



*Principals*

**MASTER AGREEMENT**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT NO. 659,**  
**NORTHFIELD, MINNESOTA**  
**AND THE**  
**NORTHFIELD PRINCIPALS ASSOCIATION**

**July 1, 2018 - June 30, 2020**

## **ARTICLE I EMPLOYMENT**

**Section 1.01 Parties** This Agreement is made and entered into by and between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the "School Board" and the Northfield Principals Association, hereinafter referred to as the "Association".

**Section 1.02 Purpose:** The purpose of this Agreement is to encourage and increase orderly, constructive and harmonious relationships between the School Board, its principals, and their duly authorized exclusive representative, the Association; to establish the terms and conditions of employment for principals; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the School Board and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA"). Terms not specifically defined in this Agreement shall have the meanings given them under the PELRA.

## **RECOGNITION**

**Section 1.03 Recognition:** In accordance with the PELRA, the School Board hereby recognizes the Association as the exclusive representative for all employees in the following appropriate unit, as certified by the Bureau of Mediation Services in Case No. 74-PR-300-A:

All employees of Independent School District No. 659, Northfield, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals, who are employed for more than 14 hours per week and for more than 67 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal.

The Association, as exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

As used in this Agreement, a "principal" is any person employed by the School Board who is included in the appropriate unit and includes principals and assistant principals except in those cases where there is a clear distinction between the two positions.

## **MANAGEMENT RIGHTS**

**Section 1.04 Authority and Power of the School Board:** The laws of the State of Minnesota have vested in the School Board the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, budgets, personnel structures, rules, and regulations for the district. All such authority and power of the School Board shall continue unimpaired, except as limited by a specific provision of this Agreement.

## **RIGHTS AND RESPONSIBILITIES OF PRINCIPALS**

**Section 1.05 Basic Duties:** Each Principal shall administer in such places as shall be designated by the School Board, shall faithfully perform the duties prescribed by the School Board for the position held,

and shall be governed by federal laws, the laws of the State of Minnesota, rules and regulations of the State Board of Education, and by Board policies, rules, regulations and orders issued by properly designated officials of the school district.

**Section 1.06 Strikes and Work Stoppages:** The School Board and the Association mutually recognize that their first obligation is to the public, and that the right of students and residents of this district to the continuous and uninterrupted operation of their schools is of paramount importance. During the term of this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services.

In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for insuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 1.07 Assignment and Transfer of Principals:** The assignment and transfer of principals shall be made by the School Board upon recommendation by the superintendent, according to the following considerations:

**Subd. 1.** Should there be a vacancy in any principalship within the school system, the Association is to be advised of the vacancy to provide an opportunity for a qualified principal within the system to make application for the position.

**Subd. 2.** The superintendent shall notify the Chairperson of the Association and the principal involved in any proposed transfer, and shall give the reasons for the transfer upon request. The principal and a representative of the Association may meet with the superintendent to discuss any proposed transfer.

## **ARTICLE II COMPENSATION, RATES OF PAY, WORK YEAR, AND HOLIDAYS**

**Section 2.01 Individual Contracts:** Minnesota law requires that each individual principal be employed by written contract, signed by the principal and by the Chairperson and Clerk of the School Board. Each principal shall be compensated according to the terms of his/her individual contract.

**Section 2.02 Individual Salaries:** The salary specified in individual contracts issued during the term of this Agreement shall be computed in accordance with Appendix A. The School District has the right to withhold salary increases for principals with unsatisfactory performance as determined by the Superintendent. No salary increase will be paid in the 2020-21 school year until an agreement between the parties covering the period from July 1, 2020, to June 30, 2022 is reached.

**Section 2.03 Pay Deductions:** Deductions for each work day of absence under a leave of absence without pay will be based upon the individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 2.04 Consultant Services:** Principals shall be required to make up a work day for each day absent for outside consulting activities for which an honorarium is paid. Approval of such days shall be at the discretion of the Superintendent.



**Section 2.05 Work Year:** The School District reserves the right to designate the number of weeks in the work year during the period July 1 through June 30 for each principal. The specified number of duty weeks shall include paid holidays. The method for establishing the duty year shall be to subtract the number of weeks in the work year from 52 weeks. The resulting number of weeks multiplied times five (5) days shall be non-duty days. It is the principal's responsibility to complete professional responsibilities within the specified work year. Non-duty days are not accumulative and may not be carried over from year to year or result in additional compensation. Principals may take non-duty days off through August for the preceding work year provided they will be continuing in their position the following year. Upon separation of employment, there shall be no compensation for non-duty days which have not been taken by June 30. Exceptions may be made at the discretion of the Superintendent if non-duty days have accumulated due to a specific request by the Superintendent or Board of Education.

**Subd. 1 Holidays.** Principals shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, and Good Friday. Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

**Subd. 2.** In the event a work day is lost for an emergency, principals shall perform duties on such other day in lieu thereof as the School Board or its designated representative shall determine.

### **ARTICLE III LEAVES AND ABSENCES**

**Section 3.01 Sick Leave:** Principals working 20 hours or more per week will accumulate leave according to the following schedule. Sick leave with pay shall be allowed whenever a principal's absence is due to illness or injury of the principal, the principal's dependent child, or other individuals to the extent provided by Minnesota law which prevented the principal's attendance at work on that day or days.

**Subd. 1. 40-44-week contracts:** 11 days/yr, accumulative to 209 days.

**Subd. 2. 45-46-week contracts:** 12 days/yr, accumulative to 228 days.

**Subd. 3. 47-48-week contracts:** 13 days/yr, accumulative to 247 days.

**Subd. 4.** 15 days of sick leave will be provided for all principals in their first year of employment by the School Board; however, the total accumulated at the end of the second year shall not exceed that provided by the above schedule.

**Subd. 5. Disability qualification:** Sick leave will no longer be used when a principal qualifies for disability benefits.

**Section 3.02 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.

Leave provided under this section does not accumulate and is deducted from sick leave.

**Section 3.03 Personal Business:** Principals shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the school day. The request must be made three days in advance using the District's substitute/leave system. A deduction of these days will be made from sick leave.

**Section 3.04 Leave of Absence:** Principals may apply for leaves of absence in the event of personal extenuating circumstances.

**Section 3.05 Child Care Leave.**

**Subd. 1** 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 principal for an extended period of time.

**Subd. 2** A principal making application for unpaid child care leave shall inform the superintendent in writing with intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the principal will attempt to work out a satisfactory plan for the leave.

**Subd. 3** If the reason for the child care leave is occasioned by pregnancy, the principal shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 1 is available for the disabilities of pregnancy prior to the commencement of the child care leave.

**Subd. 4** The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like. 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.

**Subd. 5** 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 principal to return to his or her employment prior to the date designated in the request for child care leave.

**Subd. 6** A principal returning from child care leave shall have a right to return to his or her original position as specified in the principal's child care leave plan if the principal's leave is commenced and concluded within the same school year. If the principal's child care leave plan does not call for his or her return within the year it is commenced, a principal shall have the right to be returned to an equivalent contractual position, unless such principal has been previously terminated pursuant to the provision of M.S. 125.12 or such principal has been placed on unrequested leave pursuant to the provisions of M.S. 125.12.

**Subd. 7** Failure of the principal to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the principal mutually agree to an extension in the leave.



**Subd. 8** A principal 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 Agreement at the commencement of the leave. The principal shall accrue additional experience credit or leave time during the period of absence for child care leave, if the leave commences and ends within the same school year.

**Subd. 9** Child care leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for a principal on child care leave, if the leave commences and ends within the same school year.

**Section 3.06 Disaster Leave** The school district 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 3.07 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 3.08 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 3.09 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 circumstances. Such leave will be deducted from the employee's sick leave allowance.

## **ARTICLE IV GROUP INSURANCE**

**Section 4.01 Group Insurance:** During the term of this Agreement the School Board will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the School Board and the insurers providing such coverage. It is further agreed that the School Board's only obligation under the policies described in this Article is to make the premium payments as provided in this Agreement, and no claim shall be made against the School Board in the event of a denial of insurance benefits by an insurance carrier. The Board contribution toward the premium for part-time principals shall be prorated to the proportion of the contract time. The principal must work 20 hours or more per week to be eligible for insurance benefits.



**Section 4.02 Health and Hospitalization Insurance:** The School District shall provide the Principal and his or her dependents a health and hospitalization insurance plan and shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement.

Participation in the insurance program will be voluntary. Coverage shall be effective only upon enrollment of the individual principal and his/her family. Each principal enrolled under the plan shall contribute, though payroll deduction, any excess of the monthly premium under the plan over the maximum School Board contribution toward the type of coverage for which such principal is enrolled. The effective date for employer contributions shall be January 1.

**Section 4.03 Income Protection:** The School District shall pay the full premium for each principal who qualifies for and is enrolled in coverage under the district's long-term disability insurance plan. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the principal's basic earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the principal receiving long-term disability insurance benefits may continue in the district's group insurance plans at the principal's expense. Benefits payment shall continue beyond age 62 in accordance with federal regulations.

**Section 4.04 Life Insurance:** Effective upon enrollment in the District life insurance plan, the Employer will provide group term life insurance coverage for each full-time principal in the amount of \$200,000. Each principal may purchase additional group term life 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 principal through payroll deduction.

**Section 4.05 Dental Insurance:** The School District shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1.

**Section 4.06 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 Section 4.04 for early retirement. However, principals may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and COBRA Legislation.

## **ARTICLE V LONGEVITY**

**Longevity added to base and steps:**

	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>
8 years completed	\$3,000	\$3,000
12 years completed	\$4,000	\$4,000
16 years completed	\$5,000	\$5,000
20 years completed	\$6,000	\$6,000

## **ARTICLE VI RETIREMENT**

**Section 6.01 403(b) Matching Plan:** The school district shall contribute \$4,000 for the two years of this contract a tax-deferred matching contribution plan for each full-time principal who authorizes a matching salary reduction for the same period.

An employee working less than full-time as a principal shall be eligible for a prorated school district contribution.

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.

The school district contribution and matching employee contribution will be made to a state-approved company of the principal's choice. It shall be the responsibility of the principal 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 6.02 Early Retirement Insurance:** Any principal who has at least ten (10) years experience in Independent School District No. 659 and retires upon attaining age fifty-five (55) or thereafter may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The principal may continue participation in the district's group term life insurance plan according to provisions of Section 6 at the principal's own expense until the principal is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as an employed principal but no more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Principals who retired prior to July 1, 2002, will continue to be eligible for the School District's contribution toward their insurance for the period of time established at the time of their retirement. Coverage will be available to a retired principal who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611



## ARTICLE VII DISCIPLINE AND DISCHARGE

**Section 7.01 Discipline and Discharge:** No principal shall be discharged or otherwise disciplined without just cause.

**Section 7.02 Corrective Discipline:**

**Subd. 1. Objective.** The first step in resolving most potential disciplinary situations is through a principal/superintendent conference.

**Subd. 2. Written Reprimand.** If the superintendent believes that a written reprimand is necessary, he/she will first confer with the principal regarding the circumstances.

**Subd. 3. Representation.** Both the principal and the school district are entitled to be represented at all levels of this disciplinary process.

**Subd. 4. Progressive Discipline.** The School District intends to follow a policy of progressive discipline with its employees. The normal sequence of discipline would be:

- (1) Conference with the employee;
- (2) Written reprimand;
- (3) Suspension without pay;

The relative seriousness of this matter will determine at what level disciplinary action is commenced.

**Subd. 5. Appeal.** The employee may request review of the district's decision through the grievance procedure. At the employee's option, the matter may be submitted directly to arbitration pursuant to Section 8 of the grievance procedure.

## ARTICLE VIII OTHER BENEFITS

**Section 8.01 Reimbursement for In-District Mileage:** Principals driving their own cars for in-district travel for school purposes such as taking students home in emergencies, home visitations for the purpose of resolving student problems or conferences with parents and the like shall be reimbursed at the rate approved by the School Board consistent with other school district personnel.

**Section 8.02 Severance Plan.** This section does not apply to any principal or assistant principal hired on or after July 1, 2016. Each principal who has completed seven (7) years of continuous service as a licensed principal in the school district or combined with other administrative positions within the district as identified in the Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to his/her daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment. The daily rate shall be based on the principal's gross salary rate, including step, longevity and PHD differentials.
- b. The amounts shall be prorated for years during which the principal served part time.



- c. The maximum number of paid days shall be 120 days, and shall not exceed the number of sick leave days accumulated by the principal at the time of separation of employment.
- d. Deferred compensation under this section shall not be payable in the event a principal is terminated for cause.

Years completed in the principal unit will be applicable toward severance benefits outlined in Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements should a principal be hired for a position associated with one of those agreements. The severance payment will be based on the terms of the agreement the individual is assigned at the time of separation from the District and not the principals agreement.

**Section 8.03 Right to Use of Building:** For Association purposes, the principals shall have the right to use of building, facilities and equipment if and when such equipment is not otherwise in use. The Association agrees to reimburse the school district for the use of materials consumed and for any damages and repairs as a result of the use of the building, facilities and equipment.

**Section 8.04 Professional Improvement:** The School Board, at its sole discretion, agrees to provide funds for the purpose of providing professional improvement conferences for Principals. These funds shall be included in the annual budget amounts approved by the School Board for each building. Travel, meals, lodging, registration fees and gratuities shall be deemed appropriate expenses for these accounts. The Principal shall apply to the Superintendent for approval to attend out-of-state professional conferences.

**Section 8.05 Professional Dues:** The School Board will pay the professional dues for individual memberships for principals in the following state and national principals' associations: MASSP and NASSP (for secondary principals); and MESPA and NAESP (for elementary principals). Alternative or additional organizations may be granted to a principal upon approval by the Superintendent.

**Section 8.06 Vandalism Reimbursement:** The School District shall reimburse a principal who experiences vandalism of their vehicle or personal property in an amount up to \$500 in any given year toward the unreimbursed insurance deductible amount on the vehicle or personal property.

**Section 8.07 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.

## **ARTICLE IX SENIORITY**

**Section 9.01 Seniority Date.** Seniority shall be based upon continuous and unbroken employment as a licensed principal with Independent School District No. 659 from the most recent date of hire as a licensed principal. The seniority date for individuals employed by the district as site leaders pending receipt of principal licensure shall be the date on which the Board of Teaching issues the principal licensure as noted on the license.

**Section 9.02 Seniority List.** On or before November 15 of each year, the district shall prepare from its records a Principals' Seniority List, in order of seniority date, which shall contain the seniority date, name and areas of licensure for each principal as shown by licenses on file in the district office as of November 1 of said year, and current employment status. The list will be divided into lists for principals and assistant principals. A copy of

the Principals' Seniority List will be provided to each principal and assistant principal on or before November 15 of each year. A principal or assistant principal may challenge the correctness of the information by filing a written challenge with the Director of Human Resources. In the absence of a written challenge filed within twenty (20) calendar days from the date the seniority list was issued, the issued seniority list will be conclusively deemed to be correct.

**Section 9.03 Reduction of Principal and Assistant Principal Positions.** In the event of reduction of principal positions, probationary principals shall be non-renewed before principals with continuing contract rights would be affected. Among principals with continuing contract rights, part-time principals shall be placed on unrequested leave of absence before full-time principals. If two or more principals have the same seniority date, the School Board shall determine which of such principals shall be placed on unrequested leave of absence. In the event of reduction of assistant principal positions, probationary assistant principals shall be non-renewed before assistant principals with continuing contract rights would be affected. Among assistant principals with continuing contract rights, part-time assistant principals shall be placed on unrequested leave of absence before full-time assistant principals. If two or more assistant principals have the same seniority date, the School Board shall determine which of such assistant principals shall be placed on unrequested leave of absence. Unrequested leave and recall to positions shall be governed by provisions of M.S. 122A.40.

## **ARTICLE X GRIEVANCE PROCEDURE**

**Section 10.01 Grievance Definition:** A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

**Section 10.02 Representative:** The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his behalf.

**Section 10.03 Definitions and Interpretations:**

**Subd. 1.** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 10.04 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.



**Section 10.05 Adjustment of Grievance:** The school district and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the school district in the following manner:

**Subd. 1. Level I:** If the grievance is not resolved through informal discussions, the superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**Subd. 2. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 10.06 School Board Review:** The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

**Section 10.07 Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

**Section 10.08 Arbitration Procedures:** In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level II of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request from the Bureau of Mediation Services, a list of arbitrators selected by the Commissioner, providing such request is made within fifteen (15) days after request for arbitration. Upon receipt of the list of arbitrators, the School District and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.



**Subd. 4. Submission of Grievance Information:**

- a. Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
  - (1) The issues involved
  - (2) Statement of the facts
  - (3) Position of the grievant
  - (4) The written documents relating to Article X, Section 10.05 of the grievance procedure.
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by the PELRA.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

## ARTICLE XI DURATION AND RENEGOTIATION OF AGREEMENT

**Section 11.01 Term of Agreement:** This Agreement shall become effective as of July 1, 2018, and shall continue in full force and effect to and including June 30, 2020, and annually thereafter, except as modified or terminated in accordance with the provisions of this Article XI.

**Section 11.02 Effect:** This Agreement constitutes the full and complete contract between the School Board and the Association. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 11.03 Termination or Modification:** Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30, 2020, or at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement shall set forth specifically all proposed modifications sought by the party, and all clauses of this Agreement for which no modification is sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

**Section 11.04 Severability:** Any provision of this Agreement which is deemed by a federal or state court or agency to be in violation of any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or hereafter, shall be null and void and without force and effect. The provisions of this Agreement shall be severable, and if any provision hereof or application of any such provision is held to be invalid, it shall not affect any other provisions of this Agreement or the application of such provision under other circumstances.

The School Board and the Association will meet not later than ten (10) days after such determination for the purpose of renegotiating any affected provision. The School Board reserves the final right to amend any affected provision of this Agreement to the extent necessary to fulfill compliance with federal or state laws, or rules or regulations promulgated thereunder, subject to the arbitration provisions of the grievance procedure.

**Section 11.05 Negotiations During Term:** The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School Board and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any or all of the provisions, except compensation, of this Agreement may be opened for negotiation and modification in writing at any time by mutual consent of the parties.

NORTHFIELD PRINCIPALS ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO.659

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Negotiator

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



## APPENDIX A

<u>Position</u>	<u># Weeks</u>	<u>2018-19 Base</u>	<u>2019-20 Base</u>
High School Principal	47	\$129,861	\$134,757
Middle School Principal	47	\$127,372	\$132,174
Elementary School Principal	47	\$124,925	\$129,634
High School Assistant Principal	43.4	\$112,298	\$116,531
Middle School Assistant Principal	43.2	\$108,415	\$112,502

### Steps for full-time service (prorate for part-time) added to base salary

	<u>2018-19</u>	<u>2019-20</u>
1: 1st Year	\$0	\$0
2: 2 <sup>nd</sup> Year	\$2,167	\$2,167
3: 3 <sup>rd</sup> Year	\$4,334	\$4,334
4: 4 <sup>th</sup> Year and Up	\$6,500	\$6,500
 <b>Doctorate Stipend</b>	 <u><b>2018-19</b></u>	 <u><b>2019-20</b></u>
	\$5,500	\$5,500

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Technology Employees

JULY 1, 2018 THROUGH JUNE 30, 2020

## 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/Work Day**

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. The work day shall be eight (8) hours/day.

## 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 – Experience Credit**

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

## **Section 2.03 – Longevity**

After 6 years of employment:	\$500	20 years or more of employment:	\$1,250
7-12 years inclusive:	\$750	After 30 years' employment:	\$1,500
13-19 years inclusive:	\$1,000		

The longevity amounts are on an annual basis and are to be paid in addition to the base salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **Section 2.04 - Holidays**

Employees who work at least 20 hours per week, with a duty year of 52 weeks or more, 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**

Vacations for employees who work at least 20 hours per week, and work 52 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation.

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. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

### **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.

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

Employees working a duty year of 52 weeks:            12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), 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, 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 bereavement.

1. Bereavement leave may be used in the case of a death of family members or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 - Personal Leave**

The employee shall be allowed two (2) personal leave 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 of each year.

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 of each year.

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. 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 – Vehicle Damage Stipend**

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Network Manager, Assistant Network Manager and Technology Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

**APPENDIX A  
SALARIES AND DUTY YEAR  
2018-19**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Network Manager* (Knutson)	52 weeks	\$83,872
Technology Specialist* (Fjelde)	52 weeks	\$56,741
Asst Network Manager* (Johnson)	52 weeks	\$66,847
Technology Specialist* (Dybvik)	52 weeks	\$56,741
Technology Specialist* (Roy)	52 weeks	\$56,741
Student Information Systems Specialist (Neset)	52 weeks	\$68,794

\*indicates exempt employee

**APPENDIX B  
SALARIES AND DUTY YEAR  
2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Network Manager* (Knutson)	52 weeks	\$87,260
Technology Specialist* (Hakala)	52 weeks	\$59,034
Asst Network Manager* (Johnson)	52 weeks	\$69,546
Technology Specialist* (Dybvik)	52 weeks	\$59,034
Technology Specialist* (Roy)	52 weeks	\$59,034
Student Information Systems Specialist (Neset)	52 weeks	\$71,573

\*indicates exempt employee

**STEP INCREMENTS**

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2018-20</b>
1 <sup>st</sup> Year	\$0
2 <sup>nd</sup> Year	\$1,000
3 <sup>rd</sup> Year	\$1,500
4 <sup>th</sup> Year	\$2,000

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY COVERING THE EMPLOYMENT OF  
NURSE ASSIGNED TO ST. DOMINIC'S SCHOOL**

**July 1, 2018 through June 30, 2020**

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic's School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the school shall be considered an employee of the Northfield District and shall be under the supervision of the District's licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic's School are similar to those provided to students in other schools of the District.

**Wages**

2018-19: \$30.10 per hour

2019-20: \$30.86 per hour

**Hours**

The person employed in this position shall be authorized to work an equivalent to seven (7) hours per week. The work year shall correspond to those weeks that school is in session.

The Director of Finance shall be responsible for submitting all reports regarding this program to the State Department of Education.

Recruiting, screening and selection of applicants for this position shall be the responsibility of the School District. Selection shall be made by the Superintendent's designee after receiving recommendations from the District school nurse and the Principal of St. Dominic's School.



## Summary of Handbook Changes for 2018-2019

(underline = new)

(strikethrough = deletion)

Handbook	Page	Change
Student Citizenship ALC		No substantive changes
	4	Teaching Staff/Administration
	6	Hybrid Independent Study - 1 <sup>st</sup> period to 4 <sup>th</sup> period
	7	Number of sessions and dates
	10	Grading period dates
	11	Revise: Incentives for Perfect Attendance
	11	Delete: Excused/Unexcused Absences-Family vacations with a parent/guardian (limit 2) - prior notice required.
	12	Add: Electronics-Speakers are not allowed in school or on field trips.
	13	Add: Graduation/Commencement-Any student who is more than 1/2 credit short of either requirement is not allowed to participate in <u>High School</u> commencement.
	14	Add: Parking Lot/Vehicle Policy-If insufficient space is available, students should park on the street <u>but avoid the front of the building as this serves as a drop off area.</u>
	14	Revise: Report Cards- <del>Report cards will be handed out to students at the end of semester 1.</del> End of the year report cards will be <i>mailed</i> home after the end of the school year.
	15-16	Revise: Child Nutrition Department Information
		Add: Required MDE documents on statewide testing
Elementary	3-4	Calendar & Back Page
	10	Revise: Computers-Each classroom <del>is equipped with a computer</del> have devices for student use.
	11	Revise: GVP and Sibley Lunch/Recess Periods
	14	Add: Emergency Closing of Schools-Families will be notified via Skylert. Communication will be sent via email and/or phone.
	15	Delete: Health Policy:-Health Services. The District School Nurse is shared between the four elementary school buildings during the school day. Thus, a Licensed Nurse is available at Greenvale and Sibley from 8:00-3:30pm and Bridgewater from 8:05-3:35pm, each school day and works under the District School Nurse's supervision. Health services are provided for all students and staff. Individual health care plans are written for students when appropriate. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate.
	17	Delete: Common Concerns in School-Age Children - Reye's Syndrome Disease
	18	Add: KidVentures-Families can also contact their site leader with specific question regarding individual programs.
	19	Revise: Media Center- 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. <del>listen to tapes.</del> During media class, students receive instruction on projects integrating technology, coding and research. Students also receive instruction in digital citizenship.
	20-22	Revise: Child Nutrition Department Information

Middle School	24	Revise: Physical Education-Elementary students will actively participate in P.E. class four days each week (for a <del>25</del> 30 minute period).
	26	Add: Testing Program-(Please see the Appendix for the parent/guardian guide to statewide testing.)
	26	Delete: Title I-In 2011-12, Reading Recovery and Title I will provide the following programs for primary aged students: Reading Recovery for qualifying first graders and Title 1 for reading and math. Parent Partnership agreements and activities are an important part of these programs.
	27	Add: Required MDE documents on statewide testing
High School	No Page Numbers	Revise: Make-Up Work/Homework-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. <ul style="list-style-type: none"> <li>• <b>Parents</b> call attendance line 507-663-0655 to report the absence.</li> <li>• <b>Students</b> contact the teacher to assure that any missed work will be posted to Schoology and schedule arrangements to make up the work.</li> </ul>
		Revise: Child Nutrition Department Information
		Add: Required MDE documents on statewide testing
	No Page Numbers	Teaching Staff/Administration
		Calendar
		Class Time Schedule
		Student Council & State Senator information
		Revise: Attendance and Co-Curricular Activities- <b>Pre-arranged absences</b> with the approval of the Assistant Principal or Activities <del>Coordinator</del> Director will be considered an exception to the policy.
		Revise: Detention & Saturday School-
		<b>DETENTION &amp; SATURDAY SCHOOL</b>
		Detention will be held <b>after school</b> each Monday, Tuesday and Wednesday afternoon from 2:55- 3:55 and Thursday and Friday <b>mornings</b> at 7:00 am. Saturday School is held from 9-12. <b>Students arriving late will not be allowed in.</b> Check with the Attendance office to reschedule. <i>A student may change their scheduled detention only once.</i> Students must come into the attendance office prior to the scheduled detention or Saturday School to make the change. <b>Detention not served will <del>AUTOMATICALLY</del> may be transferred to Saturday School.</b>
		<b>DETENTION &amp; SATURDAY SCHOOL RULES</b>
		1. <del>Detention begins at 2:55 pm Monday Tuesday and Wednesday and 7:00 am on Thursday and Friday.</del> Students must arrive on time to detention or Saturday School.
		2. Students must have something to study or read <del>during detention.</del>
		3. There should be no talking <del>during detention.</del>
		4. Students should remain in the room throughout the assigned <del>detention</del> time.
		5. Students may not sleep <del>during detention.</del>
		6 Cell phones are not allowed <del>in detention.</del>
		Revise: Dropping Classes- <del>Dropping Classes</del>
		<del>Any student wishing to drop a class once the school year begins must complete a "Request to Drop/Add Classes Form" which requires parent and</del>

~~teacher signatures. Parent-Teacher Conferences each semester mark the deadline at which students may drop a course without penalty. Dropping a course after this deadline results in a failing semester grade (Withdraw Fail) for the class. Withdraw Fail can only be removed from transcripts if the course is repeated and completed for grade. The student's transcript will reflect the grade received for the second attempt.~~

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

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

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

Revise: Parking Lot/Vehicle Policy-

#### **Permitted Vehicles**

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

#### **Non-Permitted Vehicles**

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

Add: Senior Transition-Senior Transition will be revoked if a student is not making adequate academic progress.

#### **Delete: TEACHER ASSISTANT (TA)**

A student may, upon approval of the teacher, the counselor, and the assistant principal, become a Teaching Assistant (T. A.). The T. A. program is designed primarily for students who have completed and received credit for the particular course in which they will be a T.A. and for students who wish to assist in the office areas, media center or assist individual teachers. Students will designate, upon registration for T. A., whether they intend to receive credit for the course. Grading will be on a pass/fail basis only, with 1/2 credit being awarded for one full year of participation. Applying for status as a T.A. student does NOT guarantee acceptance. Only 1/2 teacher assistant credit may be applied toward the credits required for graduation.

Revise: Child Nutrition Department Information

Add: Required MDE documents on statewide testing



**DRAFT**



# **STUDENT CITIZENSHIP HANDBOOK**

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

**CONSEQUENCES  
RIGHTS  
RESPONSIBILITIES  
SUCCESS  
CITIZENSHIP  
OPPORTUNITIES**

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

Spanish translation available in school offices.

For immediate assistance, please contact Joan Lizaola at 507.663.0662.

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

# A Message From The Superintendent

September ~~2017~~ 2018

Dear Northfield Public Schools Parents and Students:

The teachers and administrators of Northfield Public Schools are committed to working with all students to develop the skills, knowledge and unique talents that will prepare them for the future and serve them long after they leave the classroom. We work to provide learning opportunities and challenges so each learner can experience the satisfaction derived from achieving excellence.

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

This K-12 handbook describes school and district policies and procedures and the consequences for violating these policies and procedures. The handbook includes the district's policies on Bullying, Hazing, Personal Possessions/Lockers, Technology Use, Harassment, Possession of Controlled Substances, Student Use and Parking of Motor Vehicles (including patrols, inspections, and searches), and Weapons. The handbook is designed to help students and parents understand the district's guidelines for acceptable behavior in these and other areas. It also includes a chart that outlines offenses that could possibly lead to expulsion.

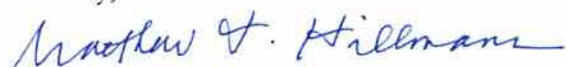
While it is essential to provide students and parents with clear expectations and consequences regarding student behavior, the Northfield School District is committed to creating a positive and supportive instructional environment designed to help our students become self-disciplined contributing citizens of school and community. Responsive Classroom at our elementary schools and Positive Behavior Interventions and Supports (PBIS) at our secondary schools intentionally discuss positive behavior expectations and support this goal.

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

Please take time to review the information in this handbook with your children. The material will also be reviewed with students at the start of the school year.

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

Sincerely,



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

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# Student Discipline Philosophy

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

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

## Philosophy Regarding Learning and Discipline

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

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

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

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

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

## Roles and Responsibilities

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

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

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

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

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

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

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

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

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



# Students' Rights and Responsibilities

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

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

## Access to Records

Rights/Opportunities	Responsibilities
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 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

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be involved of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

### Free Speech

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

### Harassment

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 – Bullying Prohibition; Policy 413 – Harassment and Violence; Policy 526 – Hazing Prohibition)	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. Such reports should be made to the building principals.



## Learning

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

## Nondiscrimination

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

## Pledge of Allegiance

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

## Privacy

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



buildings and grounds. (Policy 502 – Search of Student Lockers, Desks, Personal Possessions and Student's Person)	
Students have the right to confidentiality regarding personal matters in discussion with school personnel. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

### Student Government

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

### Student Safety

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

# Discipline Guidelines & Disclaimer

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

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

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

## Abuse, Verbal

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

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

(\*) Principal discretion per building discipline plan.

## Alcohol or Chemicals, Possession or Use

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

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

### Alcohol or Chemicals, Possession With Intent to Distribute or Sell

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

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

### Arson

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

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

### Assault, Aggravated

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

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

### Assault, Physical

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

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



## **Bodily Harm, Inflicting**

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

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

(\*) Principal discretion per building discipline plan.

## **Bullying**

Bullying is defined as behavior that is:

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

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

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

(\*) Principal discretion per building discipline plan.

## **Burglary**

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

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

## **Cell Phones-Secondary**

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

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

## Cell Phones-Elementary

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

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

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

Consequences for not following the rules are as follows:

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

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

## Dishonesty, Scholastic

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

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense or More</b>
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"><li>• The teacher will address the student with evidence when the infraction occurs and contact parents</li><li>• The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points</li><li>• The teacher will file an incident referral form with the Assistant Principal.</li></ul>	<ul style="list-style-type: none"><li>• All of the disciplinary action of the first offense will occur</li><li>• Assistant Principal will initiate a parent/student/counselor conference</li><li>• The student will receive 1 day of ISS/Saturday School</li></ul>	<ul style="list-style-type: none"><li>• All of the disciplinary action of the first and second offense will occur</li><li>• Additional consequences will be determined by the teacher and/or assistant principal</li></ul>

	The Assistant Principal will conference with the student and notify parents		
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(\*) *Principal discretion per building discipline plan.*

### **Disrespectful Behavior**

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

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

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

### **Disruptive Behavior**

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

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

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

### **Driving, Careless or Reckless**

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

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

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



## False Reporting/Misrepresenting the Truth

Deliberately reporting false information is prohibited.

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

(\*) Principal discretion per building discipline plan.

## Fighting

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

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

(\*) Principal discretion per building discipline plan.

## Fire Alarm, False

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

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

(\*) Principal discretion per building discipline plan.

## Fire Extinguisher, Unauthorized Use

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

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

(\*) Principal discretion per building discipline plan.

## Firearms

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

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

## Fireworks or Ammunition

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

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

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

## Freedom of Expression

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

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

- Grades K-8 – hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

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

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

(\*) Principal discretion per building discipline plan.

## **Gambling**

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

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

(\*) Principal discretion per building discipline plan.

## **Gang/Threat Group Activity**

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

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

(\*) Principal discretion per building discipline plan.

## **Harassment and Violence**

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



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

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

## **Hazing**

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

## **Insubordination**

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

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

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

## **Offensive Behavior**

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

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

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

## **Records or Identification Falsification**

Falsifying signatures or data, forging notes is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

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

## **Robbery or Extortion**

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

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

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

## **Safety**

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

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

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

## **Sexual Misconduct**

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

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

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

## **Technology and Telecommunication Misuse**

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. (See appendices.) Parents are expected to read and discuss this guideline with their child.

## **Theft, Receiving or Possessing Stolen Property**

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

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

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

## **Threat, Direct/Indirect**

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

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



## Tobacco Possession

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

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

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

## Transportation-District Policy

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

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

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

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

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

## Trespassing

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

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

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

## Truancy

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines.

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

## Unauthorized Areas

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

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

(\*) Principal discretion per building discipline plan.

## Unexcused Absence

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

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

## Vandalism, Major Acts

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

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

## Vandalism, Minor Acts

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

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

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

## Vehicle, Unauthorized Parking

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

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

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none"><li>• Loss of parking permit for 2 weeks or Saturday School</li></ul>	<ul style="list-style-type: none"><li>• Loss of parking permit or tow at owners expense</li></ul>

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

## Weapons (exclusive of firearms)

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

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

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



## **Multiple/Chronic Violations & Unique Situations**

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

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

## **Additional Discipline Information**

### **Police referral**

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

### **Special education or disabled students**

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

### **Unique situations**

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

### **Modification of consequences**

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

### **Publication of discipline policy**

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

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

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

### **Parental questions about discipline**

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

### **Corporal punishment**

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

### **Physical restraint**

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

### **School district locker policy**

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

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

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

### **Drug Dog Search - Purpose and Procedure**

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

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

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

### **Discipline procedures**

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

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.

Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.

- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.
- All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statute #127.27 to 127.38.)

### **Definitions**

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

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

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

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

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

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

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



# Possible Disciplinary Consequences

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

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

- As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students 8th grade and below.
- **Bus suspension** – Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- **Restriction or loss of school privileges.**
- **Suspension from extra curricular activities.**
- **Other disciplinary action deemed appropriate by District 659.**

### Expellable Offenses

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

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

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



## Schools and Administration

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





## Area Learning Center

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# Student Handbook

2018-2019

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC Office)

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

FAX: 507-645-1250

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

Director: Daryl Kehler

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

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## OUR VISION

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

## OUR MISSION

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

### **BELIEFS**

#### **Public Education**

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

#### **Learning**

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

#### **Shared Responsibility**

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

#### **Learning Environment**

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

#### **Decision-Making**

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

#### **Diversity**

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

### **STRATEGIES**

#### **Priorities**

##### **Ongoing**

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

##### **Quality Education**

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

##### **Climate**

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

##### **Curricular Outcomes**

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

##### **Stewardship**

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

##### **Near-Term**

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



**2017-2018 NORTHFIELD AREA LEARNING CENTER**  
**TEACHING STAFF / ADMINISTRATION**

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**Administration/Assistants**

Longfellow Building Administrator: Mary Grace Hanson

ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Administrative Assistant (Attendance): Sherri Goehring

Promise Fellow: ~~Martha Lundin~~

**Guidance Staff**

CD Counselor: Sarah Shippy

**Nurse**

Elizabeth Bade

**Custodian**

Mark Harder

**Northfield Police Liaison**

Angela Borchardt

Bart Weise

**Special Education**

Elizabeth Pfeiffer

**Psychologist**

Marcy Korynta

**Social Worker**

Shelley Hansen

**Art**

Chris Riazzi

Karna Hauck

**Mathematics**

Burt Bemmel

Rachel Rolling

**Social Studies**

Micah Schultz

**Language Arts**

Renee Burnham

**Science**

Eric Swan McDonald

**Work Experience**

Cheryl Mathison

**Physical Education**

Mary Harrity-Davidson

## GRADUATION REQUIREMENTS

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

## IMPORTANT SCHOOL NUMBERS

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

## HONOR ROLL

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

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

## ELIGIBILITY

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

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

## REGISTRATION

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

## TRIAL PERIOD

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

## CONTINUAL LEARNING PLAN REVIEW

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

## PROGRAMS AVAILABLE

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

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



## INDEPENDENT STUDY EXPECTATIONS

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

## INDEPENDENT STUDY ATTENDANCE

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

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

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

## SESSIONS

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

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

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

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

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

## INDEPENDENT CREDITS/POINTS

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

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

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

## FREQUENTLY ASKED QUESTIONS – INDEPENDENT STUDY PROGRAM

### What is Independent Study?

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

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

### What Independent Study Isn't

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

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

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

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

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

### Do I have to attend class?

YES. Attendance is mandatory for this program.

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

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

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

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

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

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

Assignment Log: Document the information before turning in your work

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

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

## DAILY SCHEDULES

### MONDAY ADVISOR SCHEDULE

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

### WEDNESDAY LATE START SCHEDULE

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

### TUESDAY, THURSDAY, FRIDAY

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

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

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



## ATTENDANCE INFORMATION

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

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

## ABSENCE PROCEDURE

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

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

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

## ABSENCES/EXCESSIVE TARDIES

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

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

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

## GRADING PERIODS

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

## **INCENTIVES FOR PERFECT ATTENDANCE**

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

## **ABSENCE APPEAL**

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

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

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

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

## **EXCUSED / UNEXCUSED ABSENCES**

Excused absences not counted towards No Credits (NC):

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

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

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

## **WITHDRAWAL FROM SCHOOL**

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

## **ACCESSIBILITY**

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

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

## CELL PHONES

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

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

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

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

## ELECTRONICS

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

## PERSONAL POSSESSIONS

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

## CLOSING OF SCHOOL

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

## CONTACTING STUDENTS DURING THE DAY

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

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

## COURSE INCOMPLETES

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

## COURSE STRUCTURE

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



## DAY CARE

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

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

## REMOVAL FROM PROGRAM

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

## EIGHTEEN-YEAR OLDS

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

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

## FAMILY ACCESS

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

## GRADUATION/COMMENCEMENT

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

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

## LAW ENFORCEMENT AGENCIES

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

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

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

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

## **OPEN CAMPUS LUNCH**

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

## **NURSE**

645-1205

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

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

## **PARKING LOT / VEHICLE POLICY**

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

## **POST-SECONDARY OPTIONS**

The 1985 Minnesota Legislature passed the Post-Secondary Enrollment Options Act which allows 10<sup>th</sup>, 11<sup>th</sup>, and 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/>

## **PROM**

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

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

## **REPORT CARDS**

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

## STUDENT DRESS POLICY

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

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

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

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

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

## VISITOR POLICY

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

## VOLUNTEERS

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

## WEBSITE

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

## CHILD NUTRITION

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

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



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

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

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

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

### **FREE AND REDUCED MEALS**

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

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

### **MEAL PRICES**

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

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

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

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

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

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

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

**DRAFT**



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

**Bridgewater Elementary**

**Greenvale Park Elementary**

**Sibley Elementary**

## District Administration

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

## Board of Education

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

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

## School Addresses and Telephone Numbers

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



# NORTHFIELD PUBLIC SCHOOLS 2017-18 SCHOOL CALENDAR

Approved by the School Board March 14, 2016

JULY						
S	M	T	W	T	F	S

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

AUGUST						
S	M	T	W	T	F	S

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	23, 24 New Teacher Activities
27	28	29	30	31			28 Teacher Preparation Day; 29, 30, 31 Staff Development Days

SEPTEMBER						
S	M	T	W	T	F	S

						1	2
3	4	5	6	7	8	9	4 Labor Day; 5 First Day of School
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 19-20 No School, Ed MN
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S

						1	2	3 3 End of 1st qtr
5	6	7	8	9	10	11	6	No School, Teacher Preparation Day
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	22	No School, Staff Development Day; 23-24 Thanksgiving
26	27	28	29	30				

DECEMBER						
S	M	T	W	T	F	S

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	Winter Break, No School Dec 21-Jan 1
24	25	26	27	28	29	30	
31							

## Weather make-up days:

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

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

JANUARY						
S	M	T	W	T	F	S

1 New Year's Day Holiday	1	2	3	4	5	6	
	7	8	9	10	11	12	13
14 No School, MLK Jr's Birthday	14	15	16	17	18	19	20
21 No School, Teacher Preparation Day	21	22	23	24	25	26	27
	28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S

						1	2	3
19 No School, Staff Development Day	4	5	6	7	8	9	10	
19 (Possible make-up day for students and teachers)	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28				

MARCH						
S	M	T	W	T	F	S

						1	2	3
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
23 End of 3rd qtr	18	19	20	21	22	23	24	
26-30 Spring Break, No School	25	26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S

2 No School, Teacher Preparation Day	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					

MAY						
S	M	T	W	T	F	S

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

JUNE						
S	M	T	W	T	F	S

3 Graduation; 7 Last Day of School (2-hr early dismissal)						1	2
(June 8 - Possible make-up day for students and teachers)	3	4	5	6	7	8	9
(June 11 - Possible make-up day for teachers only)	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

## Student Days:

Term 1: 42 days  
Term 2: 46 days  
Term 3: 39 days  
Term 4: 47 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 2017-18 SCHOOL CALENDAR~~**

Approved by the School Board 3/14/16

## New Teacher Activities

August 23 and 24

## Pre-School Days for all Teachers

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

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

October 19-20 No School. Education Minnesota Break

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

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

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

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

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

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

May 28 No School. Memorial Day

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

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

**June 11** Possible make-up day for teachers only.

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

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



## SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

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

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

### Access to Student Records

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

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

### After School Plans

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

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

### Art

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

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

### Attendance

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

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

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

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

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

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



## Attendance Areas

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

### Walk Zone

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

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

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

### After School Activities

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

### Safety

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

Parents should review the following safety rules with their children.

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

### Behavior, Bus Incident Reports

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

### Suspension of Riding Privileges

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

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

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

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

### **Attendance Procedures**

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

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

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

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

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

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

### **Band**

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

### **Before School Plans**

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



## **Bicycles/Other Possessions**

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

### **Other Possessions**

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

## **Birthday Invitations**

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

## **Breakfast Program**

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

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

## **Bus Transportation**

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

### **Routes**

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

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

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

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



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

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

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

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

Consequences for not following the rules are as follows:

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

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

## **Choir**

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

## **Citizenship**

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

## **Communication between School and Home**

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

## Community Services Division

1651 Jefferson Parkway  
664-3650

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

## Computers

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

## Crossing Guards

### Bridgewater

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

### Greenvale Park

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

### Sibley

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

## **Daily Elementary School Schedules**

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

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

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

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

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

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

#### **NOTES:**

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

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

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

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

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

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

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

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

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



## 504 Plan

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

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

## Denial of Release of Information

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

## Dress Policy for Students

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

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

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

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

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

## APPENDIX C DENIAL OF RELEASE OF DIRECTORY INFORMATION

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

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

**Directory Information:**

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

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

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

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

Date \_\_\_\_\_

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

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



## Emergency Closing of Schools

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

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

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

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

## Environmental Education

### Greenvale Lone Oak Nature Area (GLONA)

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

### Rachel Carson Nature Area at Bridgewater

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

### Sibley Marsh and Prairie

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

## Field Trips

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

## Fire Drills

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



## Health Policy

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

The following guidelines define this statement.

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

### First Aid

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

### Fragrances

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

### Health Services

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

### Illness

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

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

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

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

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN

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

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Shingles/ Chickenpox</b>	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	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 immuno-suppressive drugs at high risk.
<b>Cold Sores (Herpes Simplex)</b>	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	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 unapparent infections.
<b>Common Cold</b>	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	1. No restriction unless fever more than 100 degrees 2. Communicable 24 hours before onset and for five days after nasal involvement	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.
<b>Influenza</b>	Chills, body ache, headache, fever sore throat, followed by cough, runny nose and possibly stomach ache.	24-72 hours	1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours. 2. Use non-aspirin products to treat fever.	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
<b>Impetigo</b>	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	1. Contagious until lesions are healed. 2. May return to school when treated with over-the-counter antibiotic ointment.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.
<b>Mononucleosis</b>	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	1. Restrict only according to doctor orders. 2. Period of communicability unknown.	Virus spread by saliva, kissing, sharing drinking glasses.
<b>Lice (Pediculosis)</b>	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	1. Exclude until live louse are adequately treated. 2. Nurse to check head when return to school. 3. Advise exam of household contacts for nits and lice. 4. When appropriate, school may exclude until all nits are removed.	Louse transmitted primarily by direct contact with infested person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.



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

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Pink Eye (Conjunctivitis)</b>	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	1. Refer for medical diagnosis and treatment of purulent drainage. 2. Communicability depends on agent. 3. May remain in school unless purulent drainage.	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<b>Reye's Syndrome</b>	Sudden-onset of violent vomiting; mental confusion; extreme sleeplessness; very fatigued; twitching or jerking movements; hostility; coma.	1-7 days following viral infection (cold, flu, chicken pox)	1. If one or more symptoms appear, call physician immediately. 2. Go to an emergency room or hospital. 3. Do not give aspirin or aspirin products.	Usually follows viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children.
<b>Ringworm Body (Tinea Corporis)</b>	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	1. Communicable as long as fungi can be recovered. 2. Treated with over the counter antifungal ointment.	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
<b>Scabies</b>	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	1. Exclude from school until adequately treated. 2. Communicable until treated. 3. Family should be examined.	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
<b>Strep Throat, Scarlet Fever, Scarletina</b>	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well. 2. Communicable until 24 hours after treatment is started. 3. Exclude until fever is less than 100 degrees for 24 hours.	Bacteria spread directly from nose or throat discharges of infected persons.
<b>Fifth Disease</b>	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	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.
<b>Hand, Foot and Mouth Disease</b>	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	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 11/2013



## Holidays

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

## KidVentures

**"Where learning and fun are one!"**

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

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

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

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

## Low Cost Health Insurance for Families

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

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

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

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

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

## Media Center

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

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

## Medications

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

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

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

## Music

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



## **Northfield Public Schools**

### **Child Nutrition Department Information**

Welcome... to a new school year!

#### **Child Nutrition Department**

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

#### **Menus**

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

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

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

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

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



### Free and Reduced Meals

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

### Meal Prices

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

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

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

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

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

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

### A la Carte

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

### 2017-18 Meal Times

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

### Payments

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

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

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

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

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

### Account Balance Statements

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

### Refunds

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

### Questions/Comments

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

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



## Orchestra

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

## Outside Recess

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

## Parent Involvement/PTO

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

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

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

### PTO Purposes:

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

## Pets

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

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

## Phone Calls

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

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

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



## Physical Education

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

The goals in elementary physical education are:

Students will:

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

## Reporting to Parents

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

### Reporting Grades to Parents

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

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

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

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

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

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

## School Rules

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

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

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

## Special Services

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

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

## Student Celebrations and Food

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

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

## Student Support Team

### Mission

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

### Responsibilities:

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

### Membership:

Principal	Social Worker	Referring Person
Psychologist	Special Education Teacher	Nurse

## Student Visitors

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

## Supplies

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

## Student Use of the Telephone

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



## Testing Program

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

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

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

## Title I

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

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

## Tornado Emergency Plan

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

## Visitors

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

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

## Volunteers

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



## Appendix A

Add MDE Documents on Statewide Testing

**DRAFT**



## **WELCOME TO NORTHFIELD MIDDLE SCHOOL**

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

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

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

## **MISSION STATEMENT**

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

### **IMPORTANT NUMBERS**

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

**This handbook belongs to**

**Name** \_\_\_\_\_

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## GENERAL INFORMATION

### Announcements

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

### Attire

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

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

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

## **DRESS AND GROOMING GUIDELINES**

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

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

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

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

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

### Athletic & Academic Activities

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

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

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

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

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

#### Athletics- Middle School

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

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

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

#### Family Limit

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

### Refunds

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

### Athletic Attendance Policy

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

### Travel Release

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

### Co-Curricular Eligibility Requirements

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

### Northfield Middle School Sports Offered

#### Fall Sports

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

#### Winter Sports

Wrestling  
Fitness Center

#### Spring Sports

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

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

### Northfield Middle School Academic Activities Offered

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

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

### Bicycles and Skateboards/Longboards

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

### Books, Materials and Equipment

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

### Change of Address/Telephone Number

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

### Dances

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

### Detention

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

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

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



### **Discipline**

See District's "Student Citizenship Handbook".

### **Safety Exercises**

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

### **Child Nutrition Department**

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

### **Menus**

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

### **Offer vs. Serve**

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

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

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



### **Free and Reduced Meals**

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

### **Meal Prices**

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

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

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

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

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

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

### **A la Carte**

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

### Meal Times

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

### Payments

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

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

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

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

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

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

### Account Balance Statements

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

### Refunds

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

### Questions/Comments

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

Bridgewater: 507-664-3324

Sibley: 507-645-3490

Middle School: 507-663-0668

Greenvale/Longfellow: 507-645-3509

High School: 507-663-0604

District Office: 507-663-0618



### Fragrances

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

### Grades

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

### Access to Grades Online

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

### Hearing and Vision Screening

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

### Honor Roll

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

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

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

### Immunizations

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

### Internet

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

### Lockers

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

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

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

### Lost and Found

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

### Make-up Work

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

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

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

### **Media Center**

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

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

### **Nurse – 507-663-0656**

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

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

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

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

### **Cellular Phones**

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

### **Offensive Behavior**

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

### **Pledge of Allegiance**

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

### **Retention**

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



### **Right to Know**

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

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

### **Scoliosis Screening**

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

### **Searches/Canines**

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

### **Special Education**

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

### **Student Rights**

The District will accord students the following rights:

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

### **Student Support Services**

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

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

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

Social Worker – Heather Stanton-Ims

Psychologist – Rachael Hudson

### **Student Support Groups**

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

### **Textbooks**

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



### Visitors

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

#### Student Visitors:

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

### Background Checks

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

## ATTENDANCE

### Compulsory Attendance Law

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

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

### Rules, Policies, and Guidelines

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

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

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

3. Definition of Excused/Verified Absences:

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

4. Definition of Unexcused Absences:

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

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

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

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

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

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

Revised 4/18/18



DRAFT



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

## Travis Wiebe

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

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

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

## 2018-2019 SCHOOL CALENDAR

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

## 2018-19 CLASS TIME SCHEDULE

### MONDAY, TUESDAY, THURSDAY, FRIDAY

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

### WEDNESDAY

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



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

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

### MEDIA CENTER HOURS

Monday - Friday 7:00 am – 3:30 pm

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

Ms. Wiertsema-Miller

A-G

Mr. Ensrud

H-O

Ms. Rasmussen

P-Z

### HIGH SCHOOL CODE

**241-855**

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

### IMPORTANT SCHOOL NUMBERS

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

## GRADE POINTS

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

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

## YOUR STUDENT COUNCIL 2018-2019

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

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

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

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

Advisors: Danielle Crase and Joe Jorgensen

## ELECTED OFFICIALS

### Northfield Mayor

Rhonda Pownell  
507 663 1932

### At Large Representative

Brad Ness  
612 232 1190

### 4th Ward Representative

Jessica Peterson White  
612 366 8311

### At Large Representative

Greg Colby  
507-645-6840

### First Ward Representative

Suzie Nakasian  
507 301 6756

### Second Ward Representative

David DeLong  
507 645 7797

### Third Ward Representative

Erica Zweifel  
507 663 7131

## CONTACT YOUR REPRESENTATIVES

### President Donald Trump

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

### Gov. Mark Dayton

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

### US Senator Amy Klobuchar-D MN

302 Hart Senate Office Bldg  
Washington DC 20510  
202 224 3244

### US Senator Al Franken Tina Smith D MN

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

### US Rep Jason Lewis

#### R-Second District

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



**State Senator Rich Draheim District 20**

**R-Madison Lake**  
MN Senate Bldg Rm 3227  
95 University Ave W  
St. Paul, MN 55155  
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**State Rep. David Bly District 20B**

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## **ATTENDANCE INFORMATION**

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

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

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

### **ABSENCE PROCEDURE**

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

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

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

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

### **EXCESSIVE ABSENCES**

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

### **ABSENCE APPEAL**

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

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

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



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

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

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

## **EXCUSED/UNEXCUSED ABSENCES**

Excused absences include -

*illness*

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

*post-secondary school visits*

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

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

*absences caused by participation in school sponsored activities*

Unexcused absences include but are not limited to-

*oversleeping*

*car trouble*

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

Missing Classes-

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

## **HOMEWORK MAKE-UP POLICY**

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

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

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

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

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

## **PASSES TO LEAVE CAMPUS**

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

## **TARDINESS**

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

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

# **GENERAL STUDENT INFORMATION**

## **ACADEMIC HONESTY**

All students are expected to:

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

All parents are expected to:

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

- Refrain from completing assignments for your child.

All teachers are expected to:

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

All administrators are expected to:

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

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

Incident 1:

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

Incident 2:

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

Incident 3 or more:

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

### **ACADEMIC ELIGIBILITY STANDARDS**

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

### **ACADEMIC AWARDS**

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

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

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

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

Commended Criteria:

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

### **ACADEMIC HONOR ROLL**

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

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

### **ACCESSIBILITY**

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

### **ASSEMBLIES**

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

### **AUDITING CLASSES**

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



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

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

### **CELL PHONES**

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

- 1<sup>st</sup> offense: Confiscate phone, return end of day
- 2<sup>nd</sup> offense: Confiscate phone and hold for two days
- 3<sup>rd</sup> offense: Confiscate phone and hold for three days

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

### **CHEMICAL HEALTH**

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, and alcohol. Students should report any presence of chemicals on school grounds. Students with a chemical violation will be referred to the Student Support Service team. A Chemical Health Counselor is available to students. Call the Guidance Office for more information.

### **CHILD NUTRITION DEPARTMENT**

See Appendix A

### **CLOSING OF SCHOOL**

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

### **COURSE INCOMPLETES**

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

### **COURSE STRUCTURE**

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

### **DETENTION & SATURDAY SCHOOL**

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

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

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

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

### **DISCIPLINE GUIDELINES**

See Appendix B

### **DROPPING CLASSES**

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

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



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

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

## **DRUG DOG SEARCHES**

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

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

## **EIGHTEEN-YEAR OLDS**

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

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

## **FAMILY ACCESS/GRADES ONLINE**

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

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

## **FINAL EXAMS**

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

## **FREEDOM OF EXPRESSION**

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

The administration will make judgments based on the following criteria:

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

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



## GRADING SYSTEM

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

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

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

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

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

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

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

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

## HONOR STUDENT DESIGNATION

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

## LAW ENFORCEMENT AGENCIES

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

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

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

## LOCKERS

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

## LUNCH FOR SENIORS

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

## MID-YEAR GRADUATES

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

## MINIMUM CLASS LOAD

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

## NATIONAL HONOR SOCIETY

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

## **NURSE**

### **663-0634**

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

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

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

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

## **PARKING LOT/VEHICLE POLICY**

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

Any unauthorized parking offense will result in the following:

### **Permitted Vehicles**

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

### **Non-Permitted Vehicles**

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

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

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

## **PASS-FAIL**

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

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



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

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

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

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

### **POSTING OF INFORMATION**

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

### **PROM**

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

### **REPORT CARDS**

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

### **SCHEDULE CHANGES**

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

### **SCHOOL DANCES**

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

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

### **SCHOOL DISTRICT POLICIES**

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

### **SPORTSMANSHIP STATEMENT**

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

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

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

### **SENIOR FEES**

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

### **SENIOR HONORS PROGRAM**

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



## SENIOR TRANSITION

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

## SPECIAL EDUCATION PROGRAMS

Special Education programs are an educational service provided to students who are having difficulty achieving in the regular school program and who meet state eligibility requirements that are verified through an assessment made by qualified personnel. The difficulties a student may encounter could be academic or emotional/behavioral. The student or parent/guardian may contact a guidance counselor, administrator or teacher for information about referrals. At that point, the child study procedure will begin and parent/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

## STUDENT DRESS POLICY

Any student who feels offended by any individual's apparel may report their concern to the administration.

Students have the right to choose their manner of dress and personal grooming on school property unless it:

1. presents a danger to the students' health
2. exhibits profanity, lewd or vulgar expressions
3. can be construed as gang related, including bandanas
4. is found to be offensive
5. interferes with the educational environment of the school or classroom.
6. advertises products that are illegal for minors including weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors

In addition, students are expected to abide by the following expectations for appropriate dress:

- Undergarments should be hidden from view.
- Breasts and midriffs should be covered.
- Sagging pants are not allowed.

## STUDENT PLANNERS

Student Planners are available on Schoology or may be downloaded.

## STUDY CENTER INFORMATION

### STUDY CENTER AND STRUCTURED STUDY CENTER GUIDELINES

1. Students are expected to arrive on time and bring study materials.
2. All students **will report at the beginning** of each study center for attendance and then students who have passes will be released to the media center/computer lab, and to other teachers' classrooms.
3. Study center supervisors will not give students passes to spend the period in another class or media center. These passes must come from the classroom teacher.
4. Students wanting to go to the Guidance Office must have a pass signed by a counselor with the appropriate appointment time or return with a signed pass from the Guidance Office.

Structured Study Center Placement:

Counselors and teachers may place students for academic reasons. (i.e. If a student receives an "F" for a quarter or semester grade, or if a student receives one failing midquarter or two or more D's. )

Individual Structured Study Center teachers may implement further guidelines.

## TEACHER ASSISTANT (TA)

A student may, upon approval of the teacher, the counselor, and the assistant principal, become a Teaching Assistant (T. A.). The T. A. program is designed primarily for students who have completed and received credit for the particular course in which they will be a T.A. and for students who wish to assist in the office areas, media center or assist individual teachers. Students will designate, upon registration for T. A., whether they intend to receive credit for the course. Grading will be on a pass/fail basis only, with 1/2 credit being awarded for one full year of participation. Applying for status as a T.A. student does NOT guarantee acceptance. Only 1/2 teacher assistant credit may be applied toward the credits required for graduation.

## VISITOR POLICY

All visitors, upon entering the building, are to check in at the security desk. Students wishing to bring friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitors pass is for a guest to visit our school and learn more about NHS. Visits to NHS should be limited to one visit during any school year. Students may not have visitors during the last two weeks of the semester or school year.



## **VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY**

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools.

### **WEBSITE**

Northfield High School Website can be accessed at [northfieldschools.org](http://northfieldschools.org)

## **USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS**

Student use of technology and the Internet is governed by district policy 524-2 regarding use of technology and telecommunications systems. The policy can be viewed at:

<http://northfieldschools.org/files/policies/524.2boardpolicy.pdf?file=policies/524.2boardpolicy.pdf>

See the Student iPad Loan Agreement for additional details about iPad implementation.

## **APPENDIX A**

### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The individual meal account is a debit account, similar to a checking account, and money should be in the account in order to serve a meal to your student. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased.

Students who have a negative lunch balance will not be allowed to purchase a la carte items. The School District recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing School Messenger for both low balance and negative balance calls and emails. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished. For information on our negative meal account balance process please visit

<http://northfieldschools.org/departments/food/payments/>.

### **Menus**

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at [northfieldschools.org](http://northfieldschools.org). If students bring food or beverages from home, we encourage all families to select nutritious choices. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. Copies of the menu will be available at the schools upon request. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily choices. **Secondary schools offer hot and cold sandwiches, a salad bar line and a Grill'd Greats line.** All meals are priced as a regular lunch meal. If your family receives free or reduced priced meal benefits your student may also select these alternative menu items at no charge.

### **Offer vs. Serve**

The "offer vs. serve" federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their



preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

#### **Food Allergies and Special Dietary Needs**

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

#### **Free and Reduced Meals**

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first login to Family Access or visit <http://northfieldschools.org/departments/food/reduced/> and follow the instructions provided. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. **Benefits from the previous school year will be carried over until October 15, 2018. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15, 2018 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

#### **Meal Prices**

Meal prices for the 2017-18 school year are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

<b>Secondary Student Meal Prices</b>						
Single Day				Monthly		
Breakfast	Lunch	Both		Breakfast	Lunch	Both
Full Price	\$1.55	\$2.65	\$4.20	\$31.00	\$53.00	\$84.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

<b>Staff / Adult / Visitor / Second Meal Prices</b>						
Single Day				Monthly		
Breakfast	Lunch	Both		Breakfast	Lunch	Both
Full Price	\$2.05	\$3.70	\$5.75	\$41.00	\$74.00	\$115.00

#### **Staff Meals, Adult Meals, Visitor Meals and Second Meals**

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.05 for breakfast and \$3.70 for lunch. Exact change is appreciated.

### A la Carte

A la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items, if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year. We do not block a la carte purchases or limit the amount of money a student spends in one day. We encourage parents/guardians to discuss their concerns with their students.

### **2017-18 Meal Times**

School	Breakfast	Lunch
ALC	7:30 a.m. – 8:20 a.m.	12:05 a.m. – 12:35 p.m.
High School	7:30 a.m. – 7:51 a.m.	11:14 a.m. – 12:14 p.m. (M,T,TH,F) and 11:46 a.m. – 12:46 p.m. (W)
Middle School	7:30 a.m. – 8:05 a.m.	10:48 a.m. – 12:07 p.m.

### Payments

Families may pay for meals by using cash, check or Revtrak online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 1400 Division Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

Payments using a credit or debit card can be made online through Family Access.

Steps for making online payments through Family Access are as follows:

- Go to [northfieldschools.org](http://northfieldschools.org) and click on the button that says "Family Access" located on the left bottom of the screen. You can either log-in to Family Access to continue or apply for a Family Access account if you do not have one.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to [northfieldschools.revtrak.net](http://northfieldschools.revtrak.net) Make sure this is a link
- Click Food Service Payments then follow prompts to complete payment.

### Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit [northfieldschools.org](http://northfieldschools.org) and click on Family Access, under the Parent Resources tab. The Child Nutrition Department will call or email weekly through School Messenger if you sign up to be notified for these messages or send written statements notifying families of their low meal account balance. For information on our negative meal account balance process please visit <http://northfieldschools.org/departments/food/payments/>.

### Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment.. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.



## Questions/Comments

Sibley - 645-3490	Bridgewater - 664-3324	Greenvale/Longfellow- 645-3509
Middle School - 663-0668	District Office - 663-0618	High School - 663-0604

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

## APPENDIX B

### DISCIPLINE GUIDELINES

<b>Abuse, Verbal-</b> The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.	*	2-3 day suspension	3-5 day suspension
<b>Alcohol or Chemicals, Possession or Use-</b> Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.	3-5 day susp. Referral for chemical evaluation Police referral	Social worker intervention 5-10 day susp. Chemical assessment Police referral Possible recommendation for expulsion	10 day susp. Recommendation for expulsion Police referral Chemical assessment
<b>Alcohol or Chemicals, Possession With Intent to Distribute or Sell-</b> Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic or controlled substance is prohibited.	10 day susp. Recommendation for expulsion Police referral		
<b>Bullying-</b> Bullying is defined as behavior that is intimidating, threatening, abusive or hurtful conduct, objectively offensive, or involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities. Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.	*	Saturday School Possible suspension	1-3 day OSS Possible expulsion
<b>Disruptive Behavior-</b> Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	*	*	1-3 day susp.
<b>Driving, Careless or Reckless-</b> Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	*	Revocation of parking permit to identified time period Police referral	3 day susp. Permanent revocation of parking permit Police referral
<b>Fighting-</b> Engaging in any form of fighting where blows are exchanged is prohibited	1-3 day susp.	3-5 day susp.	10 day susp. Possible recommendation for expulsion
<b>Firearms-</b> Firearms are prohibited in all school district locations. "Firearm", for the purpose of this policy, is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air and may cause serious injury or death. All offenses will be reported to the MN Department of Education.	10 day susp. Recommendation for expulsion Police referral		
<b>Gang/Threat Group Activity-</b> Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.	*	1-5 day susp. Police referral	5-10 day susp. Possible recommendation or expulsion Police referral
<b>Harassment &amp; Violence-</b> Racial, gender, religious, age, disability, sexual orientation, marital status, & public assistance harassment & violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious & sexual harassment Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's	1-3 day susp. Police referral	3-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion



educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos.			
<b>Insubordination-</b> Deliberate refusal to follow an appropriate direction or identify self when requested.	*	1 day susp.	1-3 day susp.
<b>Records or Identification Falsification-</b> Falsifying signatures or data, forging notes is prohibited.	*	1-3 day susp.	3-5 day susp.
<b>Safety-</b> Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.	*	*	*
<b>Sexual Misconduct-</b> Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.	10 day susp. Possible recommendation for expulsion Police referral		
<b>Technology and Telecommunication Misuse:</b> Misuse of computer equipment or network/ deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. Parents are expected to read & discuss this guideline with their child.	*	*	*
<b>Theft, Receiving or Possessing Stolen Property-</b> The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving or such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.	1-3 day susp. Police referral Restitution	3-5 day susp. Police referral Restitution	5-10 day susp. Recommendation for expulsion Police referral Restitution
<b>Threat, Direct/Indirect-</b> Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an "all clear" may not return that day for school sponsored or co-curricular activities.	Up to 10 day susp. Recommendation for expulsion Police referral		
<b>Tobacco Possession-</b> Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes and vaping	1 day susp. /Saturday School Police referral	2-3 day susp. Police referral	3-5 day susp. Police referral
<b>Transportation-District Policy-</b> All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy. Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)	*	Parents contacted Up to 5 days off the bus	Parent meeting Up to 10 days of the bus
<b>Truancy-</b> Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.	Detention	Detention	Loss of credit Notify county

<b>Unauthorized Areas-</b> Students in areas that are off-limits or where students are not authorized to be.	*	Detention	Saturday School
<b>Vandalism-</b> Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.	*	1-5 day susp. Restitution Police referral	5-10 day susp. Possible recommendation for expulsion Restitution Police referral
<b>Vehicle, Unauthorized Parking (Policy 527)-</b> Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.	*	Saturday School or 2 week loss of parking permit	Loss of parking permit or tow at owner's expense
<b>Weapons (exclusive of firearms)-</b> The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the MN Dept. of Education.	3-10 day susp. Police referral Possible recommendation for expulsion	5-10 day susp. Police referral Possible recommendation for expulsion	10 day susp. Police referral Recommendation for expulsion

A complete list of Discipline Guidelines are available on-line or in the Student Citizenship Handbook

\* Indicates disciplinary action assigned by the building administrator

**DRAFT**

# **CO-CURRICULAR ACTIVITIES HANDBOOK**



**Northfield Public Schools**

**~~2017-2018~~**

**2018-2019**



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Overnight Trip Agreement  
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Fundraiser Request  
Expense Reimbursement

## INTRODUCTION

The intent of this handbook is to provide coaches and advisors with the policies and procedures of the Northfield Public Schools' Activity Program. Personnel connected with the program are responsible for becoming acquainted with the material contained in this handbook.

We believe in co-curricular activities and the positive effect which they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

Handbook adopted by the Board of Education: **June 2017**

## DEPARTMENT ORGANIZATION:

The Activities Department is under the direction of the Activities Director. The Activities Director reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. Coaches Advisory Council - this council is made up of the head coaches of all varsity athletic teams and the advisors of cheerleaders and dance team. This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings.
2. Activities Advisory Council - this council is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.
3. Activities Advisory Committee - this committee is made up of parents, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.
4. R.A.L.I.E. (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.
5. All coaches and advisors (head and assistants) are encouraged to give input to the Activities Department. This can be done through the head coach or advisor or by direct contact with the Activities Director.



## ACTIVITIES PROGRAM

### Athletics

Fall            Bowling  
                 Boys and Girls Cross Country (7-12)  
                 Football  
                 Boys Soccer  
                 Girls Soccer  
                 Girls Swimming (7-12)  
                 Girls Tennis  
                 Volleyball  
                 Cheerleading

Winter        Boys Basketball  
                 Girls Basketball  
                 Girls Gymnastics (7-12)  
                 Boys Hockey  
                 Girls Hockey  
                 Boys Swimming (7-12)  
                 Boys/Girls Nordic Skiing (7-12)  
                 Boys/Girls Alpine Skiing (7-12)  
                 Wrestling  
                 Cheerleading  
                 Dance Team (7-12)  
                 Weight lifting

Spring        Baseball  
                 Boys Golf (7-12)  
                 Girls Golf (7-12)  
                 Softball (7-12)  
                 Boys Tennis  
                 Boys/Girls Track  
                 Boys/ Girls Lacrosse (7-12)

### Activities

Band  
Chess Club  
Choir  
Spring Drama  
Fall Musical  
Rock 'n Roll Revival  
Knowledge Bowl  
Math Team  
Mock Trial  
Music Listening  
One-Act Play  
Orchestra  
Science Olympiad  
Speech

# MINNESOTA STATE HIGH SCHOOL LEAGUE 2017-2018

Sport	NHS Levels	First Practice	Max # Contest	First Contest
Baseball	V, JV, F	March 19, 2018 *	20	2 Weeks
B Basketball	V, JV, B, F	November 20, 2017	26	2 Weeks
G Basketball	V, JV, F	November 13, 2017	26	2 Weeks
B Cross Ctry	V, JV	August 14, 2017	10	2 Weeks
G Cross Ctry	V, JV	August 14, 2017	10	2 Weeks
Football	V, JV, F	August 14, 2017	9	2 Weeks
B Golf	V, JV	March 19, 2018	16	1 Week
G Golf	V, JV	March 19, 2018	16	1 Week
Gymnastics	V, JV	November 13, 2017	16	3 Weeks
Boys Hockey	V, JV	November 13, 2017	25	2 Weeks
Girls Hockey	V, JV	October 30, 2017	25	2 Weeks
B Lacrosse	V, JV	April 2, 2018	13	2 Weeks
G Lacrosse	V, JV	April 2, 2018	13	2 Weeks
B Nordic Ski	V, JV	November 13, 2017	16	1 Week
G Nordic Ski	V, JV	November 13, 2017	16	1 Week
B Alpine Ski	V, JV	November 13, 2017	16	1 Week
G Alpine Ski	V, JV	November 13, 2017	16	1 Week
B Soccer	V, JV, F	August 14, 2017	16	2 Weeks
G Soccer	V, JV, F	August 14, 2017	16	2 Weeks
G Softball	V, JV, F	March 12, 2018	20	2 Weeks
B Swimming	V, JV	November 27, 2017	16	2 Weeks
G Swimming	V, JV	August 14, 2017	16	2 Weeks
B Tennis	V, JV	March 26, 2018	16	1 Week
G Tennis	V, JV	August 14, 2017	16	1 Week
B Track	V, JV	March 12, 2018	14	2 Weeks
G Track	V, JV	March 12, 2018	14	2 Weeks
G Volleyball	V, JV, B, F	August 14, 2017	17	2 Weeks
Wrestling	V, JV	November 20, 2017	18	2 Weeks
Dance	V, JV	October 23, 2017	15	2 Weeks

\*Baseball—arm conditioning ONLY may begin on March 12, 2018

## NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

The athletic program at Northfield High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The athletic program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components are necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
  2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
  3. In Sophomore (B-Squad) programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at the middle school and/or freshman levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
  4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and a coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
  5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1-15 is encouraged.
- “Playing time” shall go to the athlete whom is most-able to make a positive contribution to the “best effort to win.”
6. Coaches must maintain communication with athletes, parents, and the community.
  7. The athletic program should promote, teach, and exemplify proper conduct for players, parents, coaches, and spectators.
  8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
  9. No student will be denied participation because of inability to pay the athletic fee, (See Eligibility Permission Form).

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.



## **Objectives of the Northfield Athletic Program**

### **For the Student/Athlete:**

1. Acquire fundamental athletic skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.
4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible; both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

### **For the School/Student Body:**

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the athletic program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.

### **For the Northfield Community:**

1. Enjoy High School Athletics as a recreational opportunity and recognize that the program is primarily for the benefit of the student athlete participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting student athletes through attendance at athletic events.

### **For the Northfield School District:**

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

Responsible Authority: Activities Director

## **NORTHFIELD SCHOOL DISTRICT 659**

### **JOB DESCRIPTION- ATHLETIC DIRECTOR**

**TITLE:**

Activities Director - Northfield School District 659

**QUALIFICATIONS:**

1. Holds current Minnesota teaching certification.
2. Successful experience as a head coach or director of a student activity in a high school program.
3. Previous athletic director experience desired.
4. An established record of improving oneself through
  - a) attainment of an advanced degree (not required)
  - b) attendance at workshops and clinics.
5. Minimal professional growth qualifications to include graduate level course work in administering student activity programs.

**REPORTS TO:**

Northfield High School Principal

**JOB GOAL:**

To provide leadership for the development and supervision of the student activity program for boys and girls grades 7-12. To provide each enrolled student of secondary school age an opportunity to participate in the co-curricular student activity program that will foster physical skills, a sense of self-worth and competence, a knowledge of the pleasures derived from participation in activities, and an understanding of the principles of fair play.

**PERFORMANCE**

**RESPONSIBILITIES:**

The Activities Director has the responsibility of leading and supervising the total student activity program within the policies of the School District, rules of the National Federation, the Minnesota State High School League, and the Big Nine Conference. The Director of Student Activities must see that the activity program maintains its proper perspective in the total school program while attaining the objectives which best meet the needs for the students and community. These responsibilities include but are not limited to the following:

1. Administer and supervise the total Activity Program. grades 7-12.
2. Schedule all activity events, coordinate preparations for all practices and contests, and schedule all transportation.
3. Implement an on-going evaluation of present programs to determine their effectiveness in meeting the goals of the School District and the philosophy of the high school.
4. Provide leadership in establishing policies and procedures to ensure a safe and high quality activity program.
5. Serve as chairperson of the Coaches Advisory Council and Activity Advisory Council; serve as an ex-officio member of the Activity Advisory Committee and the Northfield Booster Club Board of Directors.
6. Serve as the advisor for R.A.L.I.E. - Raider Activity Leaders Inspiring Enthusiasm.
7. Assist in planning and administrating events such as homecoming, snow week, pep fests, prom and graduation.
8. Attend home activity events to the extent possible.
9. Prepare the annual budget for the activity program, approve all purchase orders, initiate payment of all invoices and maintain accurate accounting of all expenditures and receipts for the activity program.



10. Provide leadership in recruiting, hiring, assigning, supervising and evaluating all personnel who coach or direct a student activity.
11. Develop and maintain a handbook for coaches and advisors which outlines district, building and department policies and procedures.
12. Implement a well-defined supervisory procedure for helping to improve the job performance of all head coaches and advisors/directors of activity programs.
13. Develop and administer an awards system for the activities program.
14. Coordinate publicity and communication for all activity/ athletic events and programs. This includes communication with local and area media as well as with students, coaches, parents and the community. The Activities Director will also act as a resource person for community activities, projects and service organizations.
15. Supervise the use and maintenance of all school-owned equipment, supplies and physical facilities used by the activities program.
16. As a member of the National Interscholastic Athletic Administrators Association, Minnesota Interscholastic Athletic Administrators Association, and Minnesota Coaches Associations, the Activities Director will attend appropriate meetings, read publications and be actively involved in order to enhance his/her knowledge and skills in the area of athletics and student activities and to have input in decisions at the regional, state and national levels.

**TERMS OF EMPLOYMENT:** Forty-six (46) weeks. Salary based on individually contracted amount.



## **Job Description - Head Athletic Coach**

**TITLE** - Head Coach

### **QUALIFICATIONS**

1. Meets the Minnesota State Statute to be a head coach in Minnesota (see MSHSL website).
2. Prefer employment as a teacher in Northfield School District.
3. Has the ability to organize and supervise a total sports program.
4. Prefer previous successful coaching experience in assigned sport.
  5. The Head Coach must have substantial knowledge of the technical aspects of the sport.
  6. Works collaboratively with students, parents and other members of the community.

### **REPORTS TO**

The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

### **SUPERVISES**

1. Students participating in his/her sport and any other students when such control is needed.
2. In several instances the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the High School Activities Director, Middle School Activities Director, and respective principal.

### **JOB GOAL**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of acceptable values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **GENERAL**

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives and philosophy of the NHS Activities Program.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance of function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. Work collaboratively with all other coaches within the district when sharing student-athletes and facilities.

### **DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the policies approved by the Northfield Board of Education and is responsible for its implementation by the entire staff of that sports program.
2. Has knowledge of existing system, state, MSHSL and Conference regulations; implements same consistently and interprets them for staff.

3. Strives to improve skills by attending clinics and using resources made available.
4. Understands the proper administrative line of command refers all requests or grievances through proper channels. Is aware of all public/staff/departmental/conference and Region/Section meetings that require attendance and attends unless excused by the AD.
5. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

#### **STAFF RESPONSIBILITIES**

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conference, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, and encourages professional growth by encouraging clinic attendance according to school policies.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Activities Director/Principal.

#### **ADMINISTRATIVE DUTIES**

1. Provides leadership and direction to lower level programs, those within the school system as well as those in the community, when appropriate.
2. Maintains a record of team statistics, recommends who receives awards as outlined in the awards policy and distributes all awards.
3. Assists the Activities Director in scheduling games, scrimmages, practices, transportation, etc.
4. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
5. Provides assistance to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
6. Provides proper safeguards for maintenance and protection of assigned equipment sites.
7. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.
8. Advises the Activities Director and recommends policy, method or procedures changes.

#### **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives attention to a student athlete's grades and conduct.
3. By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Follows all procedures and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities or nurse's office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.
8. Assists athletes in their college or advanced educational selection by providing information to colleges and to athletes as requested and when appropriate.
9. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
10. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.



## **FINANCE AND EQUIPMENT**

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment, collects all equipment at season's end, keeps accurate record of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

## **PUBLIC RELATIONS**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media (within coach's control).
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. Conducts an awards program within one month of the conclusion of the sports season according to school policies.
7. Reports or delegates reporting of all game results to the appropriate news media and makes appropriate announcements at school.



## **Job Description - Assistant Athletic Coach**

**TITLE** - Assistant Coach (High School and Middle School)

### **QUALIFICATIONS**

1. Prefer Minnesota teaching and coaching certification.
2. Prefer employment as a teacher or substitute teacher in the Northfield School District.
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.
5. Works well with students, parents and community members.

### **REPORTS TO**

The Head Coach, in conjunction with the Activities Director and respective principal.

### **SUPERVISES**

Students participating in his/her sport and any other students when such control is needed.

### **JOB GOAL**

To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

### **DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the athletic policy approved by the Northfield Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state, MSHSL, and conference regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/ departmental meetings that require attendance and attends unless excused by the Head Coach or AD.
4. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

### **ADMINISTRATIVE DUTIES**

1. Assists the Head Coach in scheduling games, scrimmages, practices, transportation, etc.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility time.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.
4. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

### **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities office or nurse's office within 24 hours.
4. Directs student managers and statisticians on respective teams.
5. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or serious disciplinary measures are taken.

## **EQUIPMENT AND FACILITIES**

1. Those who coach their "own team" are accountable to the Head Coach for all equipment, collect the cost of any equipment lost or not returned, arrange for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning same.
2. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

## **PROGRAM RESPONSIBILITIES**

1. Assists the Head Coach in carrying out his/her responsibilities.
2. Makes press releases and school announcements as appropriate for the level he/she coaches.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
4. Works within the basic framework and philosophy of the Head Coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Never criticizes, admonishes or argues with Head Coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
10. Attends contests, when possible, of other teams in the program.
11. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

## **THE ATHLETE'S CREED**

### **THE PLAYER**

~~Lives clean and plays hard. Plays for the love of the game. Wins without boasting. Loses without excuses and never quits. Respects officials and accepts their decisions without question.~~

### **THE COACH**

~~Inspires in the athletes a love for the game and the desire to play to win. Teaches them that it is better to lose fairly than to win unfairly. Leads players and spectators to respect officials by setting a good example.~~

### **THE OFFICIAL**

~~Knows the rules. Is fair and firm in all decisions. Treats players and coaches courteously and demands the same treatment. Knows the game is for the athlete and lets them have the spotlight.~~

### **THE SPECTATOR**

~~Never boos a player or official. Appreciates a good play, no matter who makes it. Knows the schools get the blame or the praise for their conduct.~~



## **Northfield High School and the Big Nine Conference** (taken from *Big Nine Conference Manual*):

Purpose: To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.

### Fundamentals of Good Sportsmanship

1. Know, understand, and appreciate the rules of the contest.
2. Show respect for the officials. Good sportsmanship implies willingness to accept and abide by the decisions of the officials.
3. Show respect for the opponents at all times. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate the skill of a performance regardless of team affiliation.
5. Maintain self-control at all times. Good sportsmanship is a responsibility for all who are involved in the game.
6. Show a positive attitude in cheering refraining from intimidation or negative cheering. Good sportsmanship is cheering your own team "to a victory".

### Acts of Misconduct

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters or banners which show disrespect for opponents, officials, band, or other performing groups.
5. The use of noise makers.
6. Entry onto the playing surface at any time.

THESE ACTS OF MISCONDUCT WILL NOT BE TOLERATED AND WILL RESULT IN AUTOMATIC REMOVAL WITHOUT REFUNDED ADMISSION!

## BIG NINE CONFERENCE - Sportsmanship Guide

### Fundamentals of Sportsmanship:

1. Show Respect for the Team Opponent at all Times. The contesting team or team opponents should be: greeted cordially on the playing floor, and accorded the patience, respect and generosity of all human beings.
2. Show Respect for the Officials. The officials should be recognized as impartial arbitrators who are trained to apply the rules of the game, and who can be expected to do it to the best of their ability. Good sportsmanship requires the willingness to accept and abide by the decisions of the officials.
3. Know, Understand and Appreciate the Rules of the Contest. A thorough understanding of the current rules of the game and the recognition of their application for a fair contest is essential. Good sportsmanship requires that each participant must conform to the spirit as well as the letter of the rules.
4. Maintain Self Control at all Times. A prerequisite of good sportsmanship requires individuals to understand their bias for their own team and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained in order that the educational values of athletic competition can be realized. Good sportsmanship requires appropriate behavior of all involved in the game.



## Responsibilities of Sportsmanship

Coaches shall:

1. follow rules of the sport during the progression of the game.
2. accept the decision of officials without showing inappropriate emotions.
3. keep players together in entering or leaving the playing area.
4. avoid public display of criticism in front of players or spectators.

Participants should:

1. display at all times the qualities of sportsmanship.
2. display respect for opponents at all times, including injured players.
3. avoid unsportsmanlike gestures or language.
4. respect the judgment of game officials.
5. concentrate on playing the game with as little regard to spectators as possible.
6. accept both victory and defeat with pride and compassion, never being boastful or bitter.

Spectators should be expected to:

1. cooperate with cheerleaders.
2. respect property.
3. respect the judgment of the coach and game official.
4. avoid abusive and vulgar language and obnoxious behavior.

Cheerleaders should be expected to:

1. cultivate an attitude of good sportsmanship and realize their responsibility as leaders for promoting sportsmanship among spectators.
2. lead positive cheers for their own teams. No negative cheers, disparaging or insulting comments to opposing teams or fans are to be used or tolerated.
3. use discretion in selecting type and timing of cheers to stimulate sportsmanlike crowd response.
4. give encouragement to injured players and recognize outstanding performance by either team.

Bands should be expected to:

1. choose appropriate music and time for performing.
2. dress appropriately for the events.
3. display respect toward officials, opponents, and spectators.

### **Big Nine Conference Membership:**

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester JM
Rochester Mayo	Winona

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play.

We ask you to join with us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!



**ACCESS POLICY:** The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator's expectations and a program's limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: Criteria for participation will be developed and communicated prior to decisions regarding participation being made. The advice of the Activities Director would be sought prior to a decision being made. Previous participation in a "non-school" program will not be criteria for participation. In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

**STUDENT SELECTION:** Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activity's individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

**USE OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS:** Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students may not displace 9<sup>th</sup> grade students on 9<sup>th</sup> grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

**ACCIDENT-INJURY REPORT:** Coaches must report all injuries to athletes which require medical attention. This means any injury for which an athlete goes to the doctor. This covers injuries in either practices or games. You may fill out the "Accident Report" form yourself or just give the appropriate information to the athletic trainer or school nurse. The nurse/athletic trainer may then fill out the form and return it to you for your signature. The form is then given to Activities Director who signs it and forwards it to the nurse. The nurse sends it to the central office where it is kept on file. The reason for this is to have records for insurance purposes. Signing this form does not admit liability. (A sample form is located in Appendix B)

**\*\*\*NOTE:** This is to be done the day of or the next day following an injury.\*\*\*

**PARTICIPATION AFTER INJURY REPORT:** Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This signed release is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

**ACTIVITY ACCOUNTS:** Each sport or activity may have an activity account. This account is separate from the General Fund budget for our athletic and activity programs. These accounts are administered by the Activities Office and the High School Principal's Office. No school district funds are budgeted for these accounts. All revenue is from fundraising by, or donations to, a particular activity. These funds can be spent at the discretion of the head coach or advisor (in consultation with the team members) and upon approval of the Activities Director and/or the High School Principal. Money from activity accounts cannot be transferred to a General Fund account. Any supplies, materials, equipment, or other expenditures from the Activity Account must be approved prior to ordering.



There are many acceptable expenditures which can be made from these accounts with the general rule that money in these accounts must be spent for the direct benefit of the students. Expenditures could include transportation for scrimmages; purchase of equipment, materials or supplies not budgeted for through the General Fund; food or beverages for a team or parent gathering or meeting; awards for invitational tournaments, etc. School District employees cannot be paid any salary from Activity Account funds. Any questions on acceptable expenditures should be directed to the Activities Director. All activity accounts must maintain a balance in the "black" at all times. ~~Any coach or advisor who has such an account shall turn in an annual budget for that account which will include current balance, anticipated revenue, anticipated expenses and the projected balance at the end of the year. This should be done in the spring of each year.~~

**ADVERTISING:** The use of advertising of products within the schools is a decision of the appropriate building principals or program level administrators. The bias in these decisions should be toward limiting the growth of advertising within the schools and prohibiting advertising that would alter or change the schools' curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

**ANNUAL REPORT:** The Head Coach/Advisor of each sport/activity is required to turn in a completed Annual Report form within two weeks of the conclusion of the season. (A sample form is located in the Appendix C).

**AWARDS - Letter Requirements:** Every Head Coach/Advisor must submit "Specific Requirements" for awards in his/her sport/activity. These requirements are kept on file in the Activities Office. In setting the requirements each coach/advisor should be within the framework of the philosophy as expressed below:

1. The following factors shall guide each coach/advisor in the granting of awards:
  - a. Amount of actual varsity contest participation or specific contribution to a team such as scoring a specific number of points or placing at a specific level in competition.
  - b. Length of time spent in practice and faithfulness in attendance.
  - c. Number of seasons engaged in activity (3 years, including the senior year, qualifies for a letter).
  - d. Attitude toward self-improvement, team play and general practice regulations and procedures.
  - e. Observance of training and academic regulations.
  - f. Special factors such as injuries, illness, etc.
  - g. General conduct - sportsmanship in all school activities including athletic and non-athletic activities.
2. A student manager earns a letter award for one season of service.
3. Head Coaches shall explain to their squad the rules and regulations for earning an award at the beginning of each season.
4. When writing requirements, use percentage figures for expressing "playing time." An example would be "51% of the quarters," as opposed to 20 quarters.

Any questions regarding specific requirements or policy in this area should be directed to the Activities Director.

**AWARDS SYSTEM:** The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Pep Band, Science Olympiad, and Speech. Music activities that would be considered co-curricular may also use this system.

**Participation Certificates:** Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.



**Letters:** A chenille “N” will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

**Metal Pin Inserts:** Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.

**Metal Bar Inserts:** Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.

**Captain’s Awards:** Captains will receive a captain’s certificate and a metal star insert for each “season” in which they are elected as a captain. The selection of captains is covered under special awards.

**Conference Championship Patch:** All members of a varsity team which win a conference championship will be awarded a conference championship patch. Coaches determine who receives the patch. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

**State Letter:** A specially-designed, white letter “N” will be awarded to those who qualify for the state tournament. Coaches determine who receives the white “N”. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

**All-State:** A specially-designed, white letter “N” will be awarded to any student/participant who receives official recognition as All-State.

## **SPECIAL AWARDS**

<u>Award</u>	<u>Sport/Activity</u>
1. 12 Season Athlete	Cheer Team, all Varsity Teams
2. Captain(s) Certificate	Cheer Team, all Varsity Teams
3. Most Valuable Player	Cheer Team, all Varsity Teams
4. Outstanding Female Senior Athlete	Individual and Team Sports
5. Outstanding Male Senior Athlete	Individual and Team Sports
6. Booster Club Scholarship	Senior Athlete
7. Raider Spirit Award	Senior Athlete
8. MSHSL Triple A Award Winners	Senior Student/Athletes (one male/one female)
A. Method of Selection	
1. 12 Season Athlete – Successfully complete 12 athletic seasons grades 9-12 at NHS	
2. Captains	
a. Captains may be designated prior to the season, at the end of the season, or after the season for the following year. Note: Students don’t need to be a team captain, to be a team leader.	
b. If captains are elected by members of the team, those elected are to receive the awards (certificate and pin) at the end of the season.	
c. If captains are not elected by the team, the coach will determine who is to receive the award.	
d. Up to three individuals may receive the captains award. <del>In special situations a third captain may receive awards, upon approval of the Activities Director.</del>	
3. Most Valuable Player	
a. MVP awards are elected by members of the varsity team/group. One (1) athlete shall be designated for the Most Valuable Player Award. Upon the vote of the varsity team, the team may choose not to recognize a MVP. Any student who has been voted team Most Valuable Player, and has served a chemical eligibility, code of responsibility, or academic suspension during the academic calendar year will not be recognized for this award at the Maroon and Gold Awards Ceremony, or receive the medallion given to the MVP’s.	



#### 4. Outstanding Female and Male Senior Athlete

- a. The Activities Director will provide names of all senior athletes to varsity head coaches previous to a meeting where the election takes place.
- b. Varsity Head Coaches will then make nominations in writing using the nomination form. This list of nominees will be sent to all Head Coaches. All coaches can then gather background information on athletes they coach. This information will be shared at the selection meeting.
- c. Varsity head coaches shall nominate, second, and elect the awardee. Written documentation of accomplishments shall accompany each nomination.
- d. Varsity head coaches shall be given an opportunity to discuss the nominees at a meeting.
- e. The election shall be by secret ballot. Ballots will be distributed and counted at a meeting of head coaches. Each head coach shall have one vote. A coach who is the head coach of more than one sport may have an assistant attend and vote as a representative for additional sports they coach. Absentee votes will not be accepted unless prior approval is given by the Activities Director. Head coaches who cannot be in attendance may be represented by an assistant coach upon approval of the Activities Director. If an even number of head coaches are voting the AD will also participate in the voting process.
- f. Special consideration may be given to athletes whose participation is limited due to athletic-oriented injuries.
- g. A candidate must receive 51% or more of the votes cast in order to receive the award.
- h. Qualifications - Outstanding Female and Male Senior Athletes - based upon athletic ability, performance and other subjective criteria such as character and contributions to the team. A candidate must be a senior letter winner in at least one sport. Performance in individual sports may be considered when voting for the team award and performance in team sports may be considered for the individual award. Individual sports are those sports when participants may qualify for state as individuals. Team sports are those when the only way to qualify for a state tournament is when an entire team qualifies.

#### 5 Northfield Booster Club Scholarship

- a. The committee selecting the recipient shall consist of the Scholarship Selection Committee organized by the High School Principal. The Activities Director should be allowed to provide guidance in the final selection.
- b. The recipient must be a graduating senior of Northfield High School and in at least one sport; multiple sport athletes will be given special consideration.
- c. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
- d. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

#### 7. Raider Spirit Award

Nominees must be a senior who has participated in this sport for at least 3 years (others may be considered upon the recommendation of the Head Coach and approval of the Activities Director and Selection Committee). Award is given to motivate and to recognize students who do not qualify for other awards and recognition. Criteria: Team Player, Coachable, Supportive of Teammates, Supportive of Coaching Staff, Abides by all team and school rules, Exhibits good citizenship both in and out of school, Respectful of opponents and officials, Exhibits good sportsmanship, Maintains a positive attitude, Excited about the accomplishments of teammates and others, Participates and has a great attitude towards all aspects of the program: practices, games, team gatherings, team meetings, etc., Goes the extra mile -- helps with picking up equipment, volunteers for extra duties, assists coach when asked or even if not asked, etc. Nominated by head coaches, screened by sub-committee, voted upon at Coach's Advisory Council for award.

~~**ACADEMIC ALL-CONFERENCE AWARDS:** Purpose is to recognize those students who excel in both co-curricular and academics and to demonstrate to students and the community the importance of both academics and activities. Students in grades 9-12 who meet the following requirements will receive this award:~~

- ~~1. Participate at the Varsity level in a conference-sponsored activity (varsity sports, first Band and Chorus; Knowledge Bowl, Dance Team, Cheerleading, etc.) Managers are included.~~
- ~~2. Fulfill all activity requirements as established by the coach, director or sponsor.~~



~~3. A semester GPA of 3.5 or higher during the semester in which they are involved in the sport or activity. Students who earn this award will be presented with a Minnesota Conference certificate. This certificate will be distributed to students at the end of each semester. Those earning this award will be acknowledged by school announcements, school newspaper and local radio and newspaper coverage.~~

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**AWARD PROGRAMS:** Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities. This program may be done in various ways. There may be a meal involved or there may simply be “coffee and dessert.” The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May. Individual award programs are not to rival this event. Programs may be held at the school, local churches or other restaurants or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program. Coaches/Advisors are reminded that all programs are to be self-supporting. All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program. If possible other awards such as all-conference or all-state should also be presented at this program. Note that the MVP medallion is **not** to be awarded until the Maroon and Gold Awards Reception. All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

**ADDITIONAL AWARDS:** Any other awards presented must be in accordance with Minnesota State High School League rules and must have the prior approval of the Activities Director.

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described on pages 18-19. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Letter awards are to be made with requirements for such in accordance with page 18 of this handbook.

**ATTENDANCE POLICY - STUDENTS:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

**ATTENDANCE AT LOCAL, CONFERENCE, REGION (SECTION) AND STATE MEETINGS:** All head coaches/advisors are expected to attend all Coaches Advisory Council or Activities Advisory Council meetings as called by the Activities Director. The CAC and AAC will meet at least once per year. Additional meetings may be called if necessary. These meetings will be held at times which do not conflict with your activity or athletic obligations. Your attendance at these meetings is important in order for the Activities Department to conduct its business in an orderly fashion and to ensure a high level of communication among staff members. These meetings are also your opportunity for input into our program. All coaching or activity staff members are expected to attend any special coaches/advisors meetings which may be called. These will only be held on an occasional basis. All head coaches/advisors are expected to attend all conference, regional, sectional and state meetings to which they are invited. If it is not possible to attend you are to contact the Activities Office. If possible, an alternate (assistant coach) should attend in your place. If this is not possible other arrangements may have to be made. It is extremely important for your programs and the students



involved in your programs that you attend these meetings both to give input as well as to keep abreast on conference, regional and state-wide affairs.

All coaches must complete the Continuing Education Requirements (CER's) per the Minnesota State High School League's instructions. In addition, Head Coaches must meet the State Statute to be a head coach in Minnesota, again, per the MSHSL requirements.

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**BLOOD-BORNE PATHOGENS:** For the benefit of both the coach/advisor and the student, procedures for dealing with blood/bodily fluids/blood-borne pathogens must be followed without exception. **All coaches must receive annual training.** A complete list of these procedures is located in Appendix A. Our department policy is to train students to deal with their own bodily fluids whenever possible and appropriate. In all cases, clean up of bodily fluids should be done by coaches or custodians - not students. Coaches desiring further information, further training, or shots to prevent hepatitis B should contact the Activities Director.

**BUDGETING PROCESS AND PROCEDURES:** All head coaches/advisors will be highly involved in the budgeting process as it affects their particular program. This process may begin in January of each year. At that time, you will receive forms and instructions for making your requests for expenditures that should be included in the budget for the following fiscal year. This information will be turned into the Activities Office in February/March. All head coaches will be expected to have exact specifications by March 15<sup>th</sup>. ~~During that month a sporting goods dealer will be present to help you with your specifications. From these specs exact quotations will be received.~~ The Activities Director, in consultation with the coaches and advisors, will make the final decisions as to the actual purchases which will be approved and from whom the purchases will be made. Final figures and budget will depend upon the total needs of the department and the total funding available from the school district. Purchasing decisions will be made in April. Final budgets should be approved in May and purchase orders will be sent out. The time line for activity advisors and spring athletic coaches may vary. All coaches/advisors are expected to participate in this process and to turn in forms and requests in a timely fashion.

**BUSING POLICY:** Regular school buses will be the norm, but at times when it's prudent, motor coaches will be used for transportation. ~~If coaches/teams desire the use of a motor coach they may use one only if the difference in cost between a coach bus and a school bus is paid by an outside source (booster group, activity account, student contribution, etc.). Exceptions may be made to policy for state tournament events.~~ Reasons for a motor coach include, but are not limited to:

- a.) the length of trip.
- b.) the number of participants to be transported.
- c.) equipment to be transported with the team.
- d.) necessary wifi for homework.

**CANCELLATION OF A SPORT OR ACTIVITY SCHEDULE:** Cancellation of a sport or activity schedule could occur for reasons such as inability to hire a qualified coach, insufficient number of student/athlete participants or inability to secure a sufficient number of contests. The definition of "insufficient number" can vary according to the sport/activity involved. This number will be determined by the head coach/advisor, activities director and building principal.

**CAPTAINS PRACTICES:** Coaches/Advisors are not to organize "Captains Practices." Any practice organized by a coach/advisor or located on school property is a regular practice and the coach/advisor must be in attendance, providing proper supervision. Student/Athletes may not organize practices/workouts on their own which are held on school district property. **All coaches are expected to follow the MSHSL rules in regard to out-of-season coaching in the strictest sense.**



**CHEERLEADING:** ~~The cheerleading program is governed by a detailed list of procedures. These procedures shall be enforced by the cheerleading advisor.~~ Cheerleaders are expected to be a positive representative of our school and athletic program. They are to have a positive influence on both the team and the fans at athletic contests. Cheerleaders for fall sports shall be selected in the spring and cheerleaders for winter sports shall be chosen in the fall. The number of cheerleading squads shall depend upon the number of girls who try out and are able to cheer at an acceptable level. ~~Specific expectation and responsibilities are outlined in the cheerleading procedures.~~ Students (or others) who are not members of a cheerleading squad are not to be in uniform and are not allowed to lead cheers as a cheerleader or with cheerleaders.

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**TRANSPORTATION OF CHEERLEADERS:** All cheerleaders will ride the team bus to and back from away events. They are to be at the designated spot on time and will be under the direction and supervision of the cheerleading coach, head coach of the team for whom they are cheering, and/or cheerleader parent chaperone. Cheerleaders are expected to conduct themselves in an appropriate manner both on the bus and at the site of the game. Under NO circumstances are cheerleaders to leave the site of the contest. Those who break these rules will be suspended from the squad. Subsequent violations could lead to dismissal from the cheerleading squad.

**CHEERLEADERS PROVIDING REFRESHMENTS:** Cheerleaders are not to pay for or to raise money to pay for refreshments for the players. If teams would like the cheerleaders to provide refreshments, they may collect money from the players or parents of players. The cheerleaders can then take this money, purchase the refreshments and serve it to the players. Players are not to expect or to exert pressure on the cheerleaders to provide the refreshments.

**CLINICS/WORKSHOPS:** All coaches/advisors are strongly encouraged to attend clinics and/or workshops regarding their sport/activity. Coaches/Advisors are expected to “keep up” with the changes and developments in their sport/activity. The Activities Department is provided with a budget for attending clinics. ~~This money may be supplemented with activity account money if necessary.~~ There is also a separate mileage account that will be used to reimburse for travel. All clinic expenditures are to be approved, in advance, by the Activities Director. There is a “Clinic Request” form available in the Activities Office for this purpose. Approval must also be received for any release time or expenditures for food and lodging. (A sample of this form is located in Appendix C). Head Coaches/Advisors are also encouraged to hold local clinics/workshops for lower level coaches/advisors.

**COACHES ASSOCIATION:** All coaches are encouraged to join the Minnesota State High School Coaches Association (the school district covers the cost of membership). This provides an opportunity to stay informed and have a voice on issues affecting your particular area as well as high school athletics in general, provides additional liability insurance, and allows the opportunity for our students/teams to be recognized for both athletic and academic success. Advisors are also encouraged to join their respective professional organizations.

### **COACHES/PROGRAM ASSESSMENT**

**Purpose:** All of us need feedback concerning our performance. Feedback helps us to feel good about ourselves; helps us to recognize what we do well; and helps us to become more effective in what we do. The intent of this program of assessment is to do just that. The ultimate goal is to help coaches maintain and improve the instruction athletes receive. Other purposes of this assessment system include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording opportunity to identify and give recognition to quality coaching and instruction.
3. Identifying the need for means of improving the quality of performance of a total staff.
4. Providing the information required to support a coach against accusations which question his/her ability to coach.
5. Providing for exchange of ideas and creating an avenue of communication between the coach and the activities director.



6. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that this staff is to be accountable for the quality of performance.

**Informal:** Programs and coaches will be assessed on an informal basis continually. This could include drop-in observations, game situations and conduct, duties and responsibilities, etc.

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### **COACHES/PROGRAM ASSESSMENT (continued)**

**Formal:** A formal assessment of the coach and the entire program will take place at least once every three years. This assessment will include the following:

1. Head Coach completes a self-evaluation.
2. Players/Parents complete a survey.
3. Activities Director completes a formal evaluation consisting of:
  - a) Same evaluation form as head coach.
  - b) Identification of strengths, and areas of growth.
  - c) Target 2-4 areas of growth (if necessary).
  - d) Develop a plan for improvement (if necessary).

**During Two "Off-years:** The head coach will evaluate assistant coaches and continue to work on the established improvement plan (if so identified), and have a post-season conference with the Activities Director.

**Evaluation of AD:** As part of this assessment process the Activities Director is also assessed every three years, by a random sample of constituents with whom the AD works. The Building Principal also conducts an assessment of the AD, per the School District's requirements.

**COACHES - CHILD CARE:** Coaches are hired by the district to coach our student/athletes. Care for your own children must not interfere with this duty. In general, coaches are discouraged from having their children at practices/games on a regular basis. There are variables which affect this decision such as age of the children, nature of the sport being coached, when and where you practice, etc. Coaches are to consider the following: 1) safety of your child or children; 2) the affect they have on your performance, concentration; 3) safety of the student/athletes you are coaching; 4) the affect or concern it causes for other coaches you work with; 5) the affect it has on your athletes; 6) the message it sends to athletes and parents as to your dedication or commitment to your sport. When having children at practices/games is causing a problem it will be dealt with and will be handled on an individual basis.

**COACHING GUIDELINES:** There are a number of rules and policies of the Minnesota State High School League by which our programs and coaches must abide. Information on key policies which affect coaches are included in Appendices A & B. All coaches are responsible to know and follow these rules and regulations.

**COACHING OF STUDENTS DURING SUMMER VACATION PERIOD:** A student may compete as an individual or as a member of a non school team even though competing on a high school team in the same sport. Students may receive coaching by their high school coach during the summer (June 1-July 31), but must adhere to the MSHSL summer "black out period." Coaches may coach their athletes on teams or at camps during the summer vacation period, provided the coach has the proper waiver forms on file in the Activities Office. This coaching contact shall end on July 31 unless an extension is granted by the Activities Director, as allowed by the MSHSL policy. Penalties for breaking this rule are similar to that for violating chemical eligibility rules, and are outlined in the permission forms which students and parents must sign prior to participation.

A student may not use any type of high school uniform. Balls may be issued at school administration discretion. Goalie equipment may be issued for summer use.



**CO-CURRICULAR COMMITTEE (CCC):** This committee, made up of administrators, teachers, and the Activities Director, reviews the responsibilities and requirements associated with the approved co-curricular assignments and recommends appropriate levels or adjustments in salary for specific positions. All co-curricular salaries have been established through this committee. In addition, new positions are reviewed by the CCC as well. Concerns regarding relative pay level for a specific position or appropriate pay levels for new positions should be brought to this committee. The co-curricular pay schedule in total is established through the negotiations process. Recommendations for changes can be brought to the co-curricular committee who will then make recommendations to the Board of Education.

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**CONFERENCE POLICY MANUAL:** The Big Nine Conference publishes a Conference Manual which is updated annually. All coaches and advisors are expected to read and be familiar with this manual and in particular with policies affecting their sport or activity. Manuals are available online ([www.big9.org](http://www.big9.org)) and the Activities Office.

**DISMISSAL (EARLY) PROCEDURES:** There are times when it is necessary for student/athletes to be dismissed early. The actual time of dismissal will be determined by the Activities Director depending upon departure of the bus. ~~After a coach/advisor has turned in the transportation request form, the dismissal time will be determined.~~ The Activities Office will send out a master list for the entire season which will include date, destination, time of departure and time of dismissal. Along with this list will be a list of all participants. These lists will be distributed to all teachers and will be used by them to determine who is dismissed early. It is the responsibility of the coach/advisor to keep the Activities Office informed of changes in the list of participants. If new students join a team or if students quit, this must be indicated on the daily attendance list. Coaches must also notify the Activities Secretary of dismissal times if Middle School students are involved in their program. Communication with the Middle School Attendance Office is critical and the communication should come from the Activities Secretary.

NOTE: Any request for early dismissal other than those on the master list must be approved by the Activities Director.

## **ELIGIBILITY REQUIREMENTS**

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Science Olympiad	Band	Choir	Orchestra
Knowledge Bowl	Drama	RALIE / LOA	Music Listening
Cheerleading	Speech	Mock Trial	Rock 'n Roll Revival

### **Academic Eligibility Policy-Adopted June, 2008**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the



consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

#### Ineligibility:

When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performances and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

#### Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

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### **Academic Eligibility (continued)**

#### Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

#### Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

#### Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

#### Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.



2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

**CHEMICALS** - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. ~~Note that in several instances these rules are more stringent than that of Minnesota State High School League rules.~~ Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

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### **Chemical Eligibility Rules-adopted June 2008**

**Philosophy and Purpose:** We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.**

Policy: During the calendar year:

1. A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

2. **Penalties for Category I Activities**

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

**A. First Violation Penalty**

The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.

**B. Second Violation Penalty**

The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.



### C. Third or Subsequent Violation Penalty

- 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) The student is assessed as chemically dependent, and
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

### D. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

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- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

### 3. Penalties for Category II Activities

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

#### • Fine Arts and Academic Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music Activities.
- 3) Visual Arts Activities.
- 4) Chess, Knowledge Bowl, Math Team, Mock Trial, Music Listening, Science Olympiad, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play.



Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

**In addition:**

1. A student who is guilty of a chemical offense within the calendar year cannot serve as team captain and will not receive any awards associated with being a captain.
2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.

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**CODE OF RESPONSIBILITIES: Adopted June 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

**MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will show respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

**POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.



C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

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#### CODE OF RESPONSIBILITIES (continued)

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

#### STEROID AND SUPPLEMENT POSITION

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

#### STUDENT/COACH EJECTION FROM A CONTEST

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the



penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

**Student:** Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

~~**Appeal:** A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.~~

**ATTENDANCE:** Students who attend Northfield Middle School, Northfield High School, St. Dominic's, or who live in the Northfield district and are home schooled are eligible for 9<sup>th</sup> Grade, B Squad/JV/Varsity competition. Students attending St. Dominic's on the "Shared-Time" program may compete in Middle School programs if that sport is not offered at St. Dominic's. Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School and 9<sup>th</sup> grade levels. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

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**EMERGENCY CARE PLAN:** An Emergency Care Plan will be developed for each sport (and level). See Appendix for copy of form (Anyone Can Save a Life). This is to be completed within the first week of practice and is to be on file with the Activities Office, and posted in the coach's office for that sport and a copy should be in each 1<sup>st</sup> aid kit. This plan must be reviewed with the team.

**EMERGENCY CARE PROCEDURES:**

- I. Administer immediate first aid
  - a. control bleeding
  - b. cardio-pulmonary resuscitation
  - c. treat for shock
  - d. fractured bones
- II. Notify Parents
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture or if unconscious).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
  - a. Activities Director - call at home if necessary.
  - b. If the Activities Director cannot be reached, contact the building principal.
  - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.



**AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

**EMERGENCY CLOSING OF SCHOOL:** In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

**END OF SEASON OBLIGATIONS:** Approximately two weeks prior to the end of each season, a memo is sent out describing the end-of-season obligations of all coaches. This memo includes the details of each obligation. Head Coaches and/or Advisors are expected to complete these obligations within two weeks after the end of the season. If this timeline cannot be met, the Activities Coordinator should be contacted. End-of-season obligations include the following:

- Letter and Numeral Awards and Participation Certificate
- Annual Report - Varsity only
- School Records Updated - Varsity only
- Inventory of Equipment
- Return of all other equipment checked out: stopwatches, etc.
- Check all players' lockers to be sure they have been cleaned out
- Schedule a meeting with the Activities Coordinator to discuss past season, personnel, and future needs and recommendations
- Schedule Awards Program
- Turn in a list of students who have outstanding equipment.

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**EQUIPMENT POLICY:** All coaches and advisors are expected to keep accurate records of equipment checked out to students. Students who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport or activity. ~~Diplomas of graduating seniors will be held if they have unmet obligations.~~ If students do receive equipment before it is discovered that there is outstanding equipment, they will not be allowed to participate until the equipment has been returned or paid for. In order for this policy to work, all coaches must keep accurate records and must communicate with the Activities Office on a timely fashion. Prior to the end of the season you will be sent a form to use indicating who has outstanding equipment. Please keep the Activities Office informed when these athletes do return their equipment.

The equipment form (sample in Appendix C) should be used to keep track of equipment which is checked out. ~~Blanks can be filled in which will fit your particular sport/activity and the form can then be reproduced. It is suggested that you use the print center and reproduce it on card stock in 4 colors - one for each grade level. By using this form, participants acknowledge our policy by signing their name.~~ If this policy is to be successful, we must be sure that student/athletes are aware of the policy and we must be consistent in administering the policy.

**EXPENSE AND MILEAGE REIMBURSEMENT:** Coaches and Advisors may receive mileage and expense reimbursement when attending workshops, clinics, meetings or other similar events involved with their sport or activity. In order to receive this reimbursement, you must fill out the appropriate form, list the event you attended, site, mileage, date, etc. This form can be picked up and turned in to the Activities Office (a sample of this form is located in (Appendix C). Upon approval by the Activities Director, you will receive payment directly from the business office. ~~This will be paid to you on a check separate from your paycheck.~~ Such reimbursements will be made in accordance with School District policy.



**FAN BUSES:** Normally there are not fan buses for games played out of town. If a group wishes to sponsor a fan bus, the following must be done:

1. Check with Activities Secretary to determine an approximate cost.
2. Determine the cost of tickets, number of tickets needing to be sold, and establish a deadline as to when the bus must be ordered.
3. Obtain adult supervision for the bus. Chaperones must be school district staff **teachers** or must be approved by the Activities Director. The recommended number of chaperones should be one chaperone for every 25 students.
4. Sell tickets for the bus on a pre-sale basis. .
5. If enough tickets have been sold to cover the estimated cost of the bus by the deadline established, the bus will be ordered. If not enough tickets have been sold, the bus will not be ordered and money collected must be refunded.
6. Under no circumstances are students allowed to order buses.
7. Costs for fan buses may be fully or partially underwritten by the Northfield Booster Club.

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### **DISTRICT #659 ACTIVITIES FEE INFORMATION 2017-18**

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
  - a. Students who qualify for the **Reduced** Meal Program are required to pay **40%** of the total cost of the activity.
  - b. Students who qualify for the **Free** Meal Program are required to pay **20%** of the total cost of the activity for which they are enrolling.
  - c. Students who do **not** qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least **20%** toward the activity fee. A waiver form must be submitted for each activity, each season.  
**Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.**
2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees are as follows. Fees help cover costs of equipment, apparel, transportation, and officials.

#### **Athletics - High School**

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%
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\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening Speech-Drama-One-Act Play-Science Olympiad
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#### Athletics - Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$95	\$38	\$19	7 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6 <sup>th</sup> Grade Middle School Athletics

#### Academic and Fine Arts Activities – Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

#### Family Limit

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

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\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)

ALL 6<sup>TH</sup> – 12<sup>TH</sup> GRADE STUDENTS ARE ABLE TO PURCHASE AN ATHLETIC PASS FOR \$5. THE PASS ALLOWS ADMITTANCE TO ALL HOME REGULAR SEASON ATHLETIC EVENTS. A SPECIAL STICKER DISPERSED BY THE ACTIVITIES OFFICE THAT IS PLACED ON THE STUDENTS' ID BADGE SERVES AS THIS PASS. There will be a charge of \$5 to replace a lost pass. Please be aware that misuse of the pass will result in confiscation of the student's pass. Student athletic passes may be picked up or purchased in the High School Activities Office.

**WAIVER:** School District Policy allows athletic fees to be partially waived in the case of low income or undue hardship. Any student who receives free or reduced lunches also qualifies for the athletic waiver. ~~In order to receive the waiver, a copy of this letter needs to be turned in to the Activities Office.~~ A waiver can be in effect for an entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office.

**REFUND:** A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach). After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- Full refund up until the first contest/public appearance.
- One-half refund after the first contest/public appearance through the first one-quarter of the season.
- One-fourth refund through the first half of the season. (Length of season is first practice date through the first scheduled game of post-season competition).
- Refund must be requested during the academic year of the activity.

**FOOD IN LOCKER ROOMS:** All coaches are expected to inform their team members that no type of food product is to be kept in the locker room. Coaches are also expected to enforce this rule. This rule is necessary in order to keep the locker rooms clean and free of roaches, etc.



**FUNDRAISING – HANDLING OF FUNDS:** The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money:

1. Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. ~~See the Faculty Handbook for school policy.~~ “Fund Raiser Request” forms are available in the Activities Office. (A sample form is located in Appendix C).
2. All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (within 24 hours) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
3. Re-Sale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
5. Gift Cards may NOT be purchased from Activity Account funds. In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
6. Under no circumstances should money be collected or spent without it being “run through” the activity account and the appropriate procedures.

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**GIFTS AND DONATIONS:** There is School Board Policy which governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$1,000, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Director should be consulted early in the process so that proper procedures are followed.

**HEAT AND COLD RECOMMENDATIONS:** We will follow the heat and cold recommendations from the MSHSL. There are guidelines for both practice and competition. These specific guidelines can be found in Appendix A.

**INITIATIONS/TEAM GATHERINGS (POLICY):** No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation events must not be held.**

Team gatherings can be held and are encouraged but only under the supervision of a coach. All activities at these gatherings must be supervised by a coach. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. Students who violate this rule – both those who conduct the initiation and those who take part will be suspended from competition for a minimum of two events/contests. This suspension will be enforced during the next two (or more) consecutive contests.

**INVENTORY:** At the end of the season, each head coach is expected to turn in a detailed, itemized inventory of all uniforms, supplies and equipment for that sport or activity. Forms are provided. While taking the inventory, coaches are to add any new items purchased and to delete any items disposed of. Missing items should be accounted for. Coaches are also asked to indicate the condition of items as they are inventoried. This enables us to keep a year by year record of all uniforms, equipment and supplies and is also very helpful during the budgeting process. This inventory is expected to be completed within two weeks after the completion of the season. ~~The Activities Office Secretary will type a final inventory and a copy will be returned to the head coach.~~ (A sample form is located in the Appendix C). All uniforms, equipment and supplies are to be stored in a neat and orderly fashion. All uniforms must be clean. Anything needing repair should be brought to the attention of the Activities Director.



**KEYS AND BUILDING ACCESS:** There are various keys needed by coaches. All key requests are made by coaches to the Activities Director. The Activities Director reviews the request(s) and if approved asks the Head of Buildings and Grounds for the key(s) to be cut. The coach will then check the key out from the Head of Buildings and Grounds (his/her secretary). ~~Unless there is a specific need, keys should be returned at the end of the season.~~ Keys may be kept from year to year, however, coaches and advisors are asked to keep close track of their keys. Any lost or missing keys should be reported. All coaches and advisors must be aware that the High School doors are locked when custodians are not on duty. The building will be open from 6:30 a.m. to 11:00 p.m. on days school is in session and on Saturdays typically from 3:00-11:00 p.m. during the school year. On days when school is not in session check to see if the building will be open. If it is necessary for you to get into the building at a time when it will not be open, you may use your school issued badge. Your badge will open the Lower Cafeteria entrance (Door #10). Some coaches may need their badges to work at other school district buildings as well; coaches must inform the Activities Director of this possibility and access will be requested. Students and coaches can then access locker rooms and coach's offices. In order to access the building when it is not "open", you must have a security code and know how to use the security system. Whenever using the building, **it is imperative that the building is secured when you leave.** Be sure all lights have been turned off and all doors are locked. Students are not to be left unattended in the building! ~~If necessary, provide a ride or have the student go to someone's home to wait for a ride.~~

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**LOCKS AND LOCKERS:** Any athlete may get a lock from the Activities Office by paying a \$10 refundable deposit. Only school-issued locks are allowed in the locker rooms. Both lockers and locks must be recorded by number and serial number respectively. Each particular sport or activity will be given a specific area of the locker room to which the athletes are to be assigned. Head Coaches/Advisors will have access to combinations of the locks and will also have access to a master key to allow them to enter any locker as may be necessary. **It is absolutely imperative that these combination lists and keys are kept safely and out of the hands of students or other individuals not on the staff. Under no circumstances should a student use a key or look at lists of combinations.** Keys and combinations can be obtained in the Activities Office. At any time athletes may turn in their lock and receive their \$10 deposit. It is the coach/advisors' responsibility to be sure that lockers are emptied and all equipment is returned. Locks left on lockers at the end of the school year will be confiscated.

**LAUNDERING OF UNIFORMS:** Team members are responsible for cleaning school-issued uniforms. All uniforms should be clean when turned in. Uniforms may be sent out to be cleaned. Contact the Activities Director when this service is necessary.

**MAROON AND GOLD RECEPTION:** The Maroon and Gold Reception is the annual athletic awards event sponsored by the Northfield Booster Club. The reception is held near the end of May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. All MVP medallions will be presented and the Outstanding Male and Female Athletes will be announced. All head coaches will be involved in the presentation of these awards.

**MEALS, LODGING AND OVERNIGHT TRIPS:** Any meals and lodging expenses must be paid by the coaches/advisor and/or athletes. The only exceptions to this are for those participating in state tournaments; coaches using budgeted money when attending clinics and/or meetings; or use of Activity Account money. When involved in a state tournament, head coaches/advisors should obtain a cash advance from the Activities Office. The standard amounts allowed for breakfast, lunch and dinner are \$5.00, \$7.50 and \$14.00 respectively. ~~In most cases, because of our proximity to the Twin Cities (where most tournaments take place) lodging expenses are not covered.~~



Coaches/Advisors who schedule events located a long distance from Northfield or desire to take “overnight” trips **must make arrangements in advance** with the Activities Office. Financial arrangements must be made, parents’ permission obtained and other details arranged well in advance in order for such a trip to occur. In most cases all costs must be paid for by the students – either personally or through fundraising efforts. NOTE: There is a special form to use when making trip arrangements and seeking approval for such a trip. There is a second form to use to obtain parental permission for any overnight or “extended” trip. This form must be signed by student and parent and be on file in the Activities Office prior to departure. (Copies of both forms are contained in the Appendix C).

**OFFICIALS:** Officials for all contests are scheduled through the Activities Office; typically the officials are scheduled for the entire season prior to the first game on the season. ~~All coaches will receive a list and/or verification for payment card for all officials assigned for home contests, along with their phone numbers.~~ The Activities Office confirms with the officials the day before or the day of the scheduled event. ~~Be sure to have this information at the site of the contest and readily accessible in the event that an official does not show up.~~ If an official does not show up ~~first attempt to contact the official.~~ contact the Activities Office or the Administrator supervising at that contest (if there is one). The next step is to contact the Activities Director via cell phone. If none of these steps results in a solution, coaches will have to use their best judgment. Possibilities include going with less than a full set of officials (for a varsity game there is a minimum number of officials required, per the MSHSL) ~~finding someone else locally or “in the crowd” to fill in or, if absolutely necessary,~~ the game would have to be delayed and eventually postponed. These decisions should be made in consultation with the opponent and with NHS administration if at all possible. Games should be postponed only as a last resort and after consultation with the Activities Director if at all possible. If one of these situations occurs, be in contact with the Activities Office after the contest so that proper people are paid and follow-up on the incident can take place.

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(Verification for payment cards “vouchers” must be filled out and turned in to the Activities Office as soon as possible after the contest so officials can be paid). The vouchers are usually handled by a site manager, administrator, but not in all cases. Sometimes the head coach will need to take care of getting the vouchers to the officials and then returning them to the Activities Office.

**OPEN GYMS:** Coaches are allowed to hold open gyms both in and out of season. However, they must meet the definition of open gyms as stated in the MSHSL Policy Manual. Basically these events must be **open for a variety of activities** and must be **open to all students**. There cannot be any specific coaching being done. There MUST be a supervisor in attendance at all times. Any open gyms must be scheduled through the Activities Office and in most cases a facilities use permit must be obtained.

**PARENT MEETINGS:** All head coaches are required to hold a parent meeting early in the season. These meetings may be held individually for each sport or they may be held in combination with one or more other sports. The main purpose of these meetings is to improve communication between coaches, players and parents. This is a great opportunity for coaches to outline their philosophy, coaching purpose, and their expectations for players and parents. You can also use this as an opportunity to explain and promote your program. Coaches should plan in advance so that these meetings can be held in a timely fashion. Many times this meeting will be scheduled along with the meetings for all of the other sports for that particular season. The Activities Office will be in contact with all head coaches when this occurs.

Topics which should be discussed with parents include the following:

1. \* MSHSL Rules regarding eligibility (General Rules).
2. \* MSHSL Rules regarding use of chemicals and coach’s expectations.
3. \* Rules regarding Academic Eligibility and Code of Responsibility. Include: that you will be monitoring their academics and perhaps obtaining GPA’s and other academic information for team and individual awards.
4. Practice and game schedules.
5. Commitment expected from players and parents.



6. \* Behavior policies and expectations - including NHS initiation policy.
  7. Team rules.
  8. ~~Basic~~ Coaching philosophy (Coaching Purpose).
  9. Team goals and objectives.
  10. \* Philosophy in regard to playing time.
  11. \* Requirements for lettering.
  12. \* Expectations of parents and how they can help. Remind parents that their major role, and ours should be to make a student athlete's involvement in athletics a fun and positive experience. Speak with parents of how they can support their children and not get overzealous.
  13. Upcoming events during the season.
  14. Information on care of uniforms and equipment.
  15. Policy on returning equipment.
  16. Sportsmanship.
  17. \* Warning of risk and possibility of injury (waiver of participation form).
  18. Introduction of coaching staff.
  19. \* Answer parent questions (be sure to allow adequate time for this to occur).
  20. Encourage parents to communicate with their child first regarding questions, issues, etc. and then directly with you.
  21. Other areas you feel are pertinent to your sport/activity.
  22. Educate everyone regarding scholarships, professional athletic careers, publicity and awards versus participation for sociological betterment, self-esteem, competitive maturity and fitness.
  23. \* Student/Athletes' number one goal in participating in athletics is to have FUN!!!
- \* Items to be emphasized**

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**PARTICIPATION IN MORE THAN ONE SPORT:** In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered. The first step is for the student and parents to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the schedule to determine the expectations of the student/athlete in each sport. This plan must be acceptable to the Activities Director, coaches, parents and students before dual participation will be allowed. Detailed process and procedures for this policy are available in the High School Activities Office.

**PEP BAND:** The pep band is primarily comprised of volunteers from our regular band program. They will play at a limited number of events during the fall and winter sports seasons. The schedule as to when they will play will be established by the Activities Director in conjunction with the Pep Band ~~student~~ Director. Specific guidelines for this group have been established, including lettering and guidelines as to when and how often the band will play and when the band will play at tournament events.

**PICTURES:** All head coaches are responsible for ~~scheduling~~ following through with an established photo session (arranged by the Activities Office) with the designated photographer. Team and individual pictures will be taken of all levels, grades 9-12. Envelopes (available in the Activities Office) should be passed out to each team member at least one day in advance. ~~All coaches/advisors are encouraged to offer the "Memory-Mates" package to their participants.~~ All money and picture orders are to be handled by the photographer. Individual pictures in a variety of sizes may be purchased from the photographer.



**EVENTS/PRACTICES - SUNDAYS/WEDNESDAYS:** No practices and/or games are to take place on Sunday per MSHSL rules. Other school activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all ~~6th, 7th, 8th and 9th grade~~ practices must end by 6:30 p.m. ~~and all 10th, 11th and 12th grade practices are to end by 6:30 p.m.~~ There are no exceptions to this rule. Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

**PRACTICES - HOLIDAY/VACATION PERIODS:** ~~Practices are not to be held on Thanksgiving Day, Christmas Day, or New Year's Day. According to MSHSL Rules, practices may not be held on Sundays.~~ Middle School teams will not hold practice or have events on any day school is not in session, with a rare exception of a Saturday and perhaps a few days prior to the start of school. ~~9<sup>th</sup>, sophomore and JV coaches, teams are not to hold a practice on any holiday.~~ Varsity 9-12 grade coaches will not conduct practices or have any event(s) scheduled on Thanksgiving Day and/or Christmas Day. Additionally, coaches are encouraged to avoid practices on New Year's Day, when possible. ~~If practices are held, practice times and expectations are to be clearly communicated at least one week in advance.~~ Any participants who are involved in family activities are to be fully excused from practices. ~~with no consequences.~~ Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents.

**PRACTICES – WORKSHOP/INSERVICE DAYS:** Practices on workshop/in service days are not to be held prior to 4:00 p.m. unless the coach/advisor has received prior approval from ~~his/her building principal~~ the Activities Director. This rule does not apply to coaches/advisors who are not employed as teachers in the District.

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**PRACTICES – PARENT CONFERENCE DAYS:** Practices on days of parent conferences must not take place during times conferences are scheduled unless the coach/advisor is not employed as a teacher in the District. Practices are also not to be held prior to 4:00 p.m. on these days unless the coach/advisor has received prior approval from his/her building principal. Once again, this does not apply to those coaches/advisors not employed as teachers in the District.

**PRIVATE LESSONS DURING THE HIGH SCHOOL SEASON:** Students may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

**PUBLIC RELATIONS/USE OF MEDIA:** We owe it to our programs and our participants to cooperate in any way possible to ensure that we receive as much publicity as possible. Head Coaches/Advisors are to be sure to report results to the following:

- a. Northfield News
- b. KYMN Radio (Northfield)
- c. KDHL Radio (Faribault)
- d. Minnesota.Scores.net – if appropriate
- e. Minneapolis and St. Paul Papers – if appropriate

All Coaches/Advisors should be sure to report results and recognize outstanding accomplishments over the morning announcements at the High School. This ~~information can be called in to the Activities Office~~ should be emailed to the high school principal's secretary prior to 8:05 AM or can be sent in with a student. ~~These results will also be displayed on the message board.~~ Coaches/Advisors should be alert for other possibilities to promote their programs and participants. Contacts to the local media can lead to publicity for specific purposes or events, but it will take the initiative of the coach for this to occur. Coaches/Advisors are expected to



cooperate with both local and area media in honoring their requests for information regarding their teams, groups or programs. It is important that you provide this information in a timely manner.

**PURCHASING:** NO purchases are to be made without prior approval from the Activities Office. If special needs arise it is the responsibility of the Head Coach/Advisor to present these needs to the Activities Director. All requests should be made during the budgeting process. However, occasionally special needs do arise. ~~We attempt to meet these needs whenever possible.~~ Coaches/Advisors at times are given permission to purchase some items themselves. ~~This usually happens with items purchased locally.~~ These items must be charged or a purchase order used. ~~Coaches cannot be reimbursed for expenditures unless it is less than \$20. All other items will be purchased by issuing a purchase order through the District Business Office.~~ For all purchases it's best to use school issued purchase orders, when possible. For ~~our own~~ everyone's protection, it is essential that we all follow ~~these~~ school district procedures when making purchases.

**RETIRED COACHES (honoring of):** Recognizing the service given and the dedication shown by coaches to the athletic program of the Northfield School District, the Coaches Advisory Council will recognize and honor retiring/resigning coaches. Those who qualify for the honor will receive a plaque recognizing the sports and years of service which they have provided. This plaque will be presented to the coaches at the Maroon and Gold Awards Reception. Any coaches retiring/resigning during or after the 1986-87 school year will be eligible to receive the award. In order to qualify a coach must meet the following criteria:

1. Coach in any athletic program, grades 6-12, sponsored by the Northfield School District as either a head or an assistant coach.
  - a. Coach for twenty (20) ~~years~~ seasons in one sport or fifteen (15) ~~years~~ seasons in more than one sport.

~~Coaching girls and/or boys in the same sport will both count toward that sport, but only one year will be counted for each calendar year of coaching. For example, if a coach, coaches girls' swimming for four years and then coaches boys' swimming for three years, they would qualify as having coached swimming for seven years. However, if that coach worked in both girls' and boys' swimming in the same year for four years, they would not qualify since they would only have four years of service. This same procedure would be used in determining those who qualify for fifteen years in more than one sport. In other words, they would have had to serve the district as a coach for ten calendar years but their service could be spread between more than one sport.~~

- b. Years coached do not have to be consecutive in order to qualify for the award.
  - c. If a retiring/resigning coach receives an award and then returns to coaching, they would not receive an additional award unless they again qualified for the award. The other option, at the coach's discretion, would be to have the engraving on the plaque changed to reflect the change in the total number of years of service. The plaque awarded will include the coach's name and the number of years of service to the athletic program.

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**SAFETY GUIDELINES:** (These are responsibilities of all coaches)

1. **Team Supervision:** One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre/post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should be the first "member of the team" to arrive at the locker room/designated meeting site and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. **Facilities Inspection:** Check all facilities you will be using for safety. This should include but is not limited to fields, gyms, activity areas, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. **Equipment Inspection:** Check all equipment issued to players or used by players for safety. Particular



care should be given when inspecting protective equipment. Report all problems to the Activities Director.

4. Fitting Equipment: The coach has the principle responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets must be fit according to manufacturer's instructions.
5. Training Kit and Ice: The coach should see that the training kit is properly stocked with first aid supplies. The kit must be readily available during practices, scrimmages, and games as does an Igloo cooler with ice.

**SCHEDULING:** The scheduling of all contests should be done in cooperation with the Activities Director. This applies to all contests scheduled, grades 7-12. Head Coaches/Advisors are asked for their input on establishing schedules. Feel free to discuss this topic with the Activities Director at any time. If you are contacted directly by another school, be sure to check with the Activities Office and have us finalize the arrangements. This is essential to insure that we comply with MSHSL regulations and avoid conflicts with other events and the use of our facilities.

**SCHEDULING AND USE OF FACILITIES:** Any time you will be using any of the school facilities you should check in the Activities Office to be sure that the facility is available. Any use of school facilities after 4:00 2:45 PM (on a school day) requires us to obtain a building use permit from Community ~~Education and Recreation Office~~ Services. This can easily be done and our programs have the first priority for use of facilities. The Activities Office will assist in obtaining these permits. Preferably, facilities are used when custodians are on duty. However, there are occasions when it is necessary for coaches/advisors and their teams/groups to use buildings at other times. This can be done but you ~~must check out special keys from the Activities Office and~~ must be sure to take the proper steps to ensure building security. Whenever using facilities when custodians are not on duty ~~of the normal school day~~, be sure to receive clearance from the Activities Office.

**USING FACILITIES WITHOUT CUSTODIANS ON DUTY:**

1. You, the coach/advisor and employee of the School District, must be the person in charge. You must be the first to arrive and the last to leave.
2. Below is a list of duties to follow - without exception - when you are in charge of a building. The basic rule is to leave the building in better condition than you found it!
  - Schedule during regular custodial hours whenever possible.
  - Large group activities (concerts, dances, athletic contests, etc.) should always have a regular custodian on duty.
  - Activities using kitchens require kitchen employees and must have a regular custodian on duty.
  - Schedule space with Community Services to avoid double booking.
  - Be the first to arrive, last to leave.
  - Know location of ~~emergency phones:~~ AED's.
  - ~~Know District building use policy, accident reporting procedure, facts about facility. (See your principal or custodian.)~~
  - Keep users in the area assigned and avoid "spill over" to other parts of the building.

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- Secure entrance once assigned group has arrived.
- Conduct general clean-up following the activity. Be sure to check locker rooms and bathrooms. Leave area in same condition, or better than you found it.
- Double check that all lights are off, all doors completely shut and locked.
- ~~Return key to administrator (as appropriate):~~
- Report any problems ~~or injuries to the building principal or~~ Community Services and the Activities Director.



- If building is not “open” and staffed you must have an ID Badge and know how to use the Badge and security system.

**SCRIMMAGES/LOWER LEVEL GAMES:** Scrimmages and ~~IV~~ other lower level games other than those scheduled by the Activities Office may be scheduled by the coach/advisor. Any such events scheduled must be cleared through the Activities Office. Facility availability must be cleared for home events and transportation must be arranged for out of town events. Transportation for such events must be paid for through an activity account or by a sport’s booster club, ~~the coach and participants~~ unless budgeted. ~~Buses and drivers may be hired, vans rented, or parents and/or coaches may drive.~~ **UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE OF NORTHFIELD** the school district’s boundaries (exception Clay Target). When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

**STATE TOURNAMENT ATTENDANCE/EXPENSES:** Coaches/Advisors are encouraged to attend the State Tournament of their respective sport even though their team is not participating. Coaches will be allowed to be released from teaching duties in order to attend tournaments but such absences must be cleared through the Activities Director and building principals. Normally the rule is that the coach/advisor may miss one day of classes to attend tournament events. However, this depends on the schedule of tournament games - time, location, etc. Therefore, requests for released time will be handled on an individual basis. Mileage will be paid for transportation to these events. Tickets may not be purchased through activity account money, but general fund monies may be used if budgeted for in advance. Other expenses are to be paid by the coach. Student/Athletes are also encouraged to attend State Tournaments of the activities in which they participate. They must follow school policy in regard to being excused from classes using advanced make-up procedures. Tickets may be purchased through the activity account. All other expenses must be paid for by the students. Coaches may not excuse individuals or an entire team to attend a state tournament if it causes loss of class time.

**STRENGTH-TRAINING PROCEDURES AND POLICIES:** All coaches and athletes are encouraged to use the Strength-training facility at the High School. This is open for general use after school from 3:15-5:15 on school days. The doors to this facility are to be locked at all times when it is not in use. Athletic teams “in-season” have priority in using the strength-training facility. **-There MUST be adult supervision at all times** whether use is by individuals or teams. Particular concern must be paid to safety and to following the rules which are posted and/or conveyed by the weight room coaches/supervisors. Those using the facility must establish and follow a specific program approved by the strength-training supervisor. ~~Individual students, not currently involved in a sport but using the facility, must turn in the same permission form as used for all athletic activities.??????????~~

**SUPERVISION:** Supervision of athletes/participants is the most important duty of coaches/advisors. At **NO TIME** are athletes/participants to be left unsupervised. Any time that there is an official gathering of a team or group the coach/advisor or an assistant must be present. A coach/advisor must also be the **first person to arrive** and the **last person to leave** - this includes practices, games, open gyms, team meetings, social gatherings, etc. Any informal gatherings not supervised by a coach should clearly not be set up or directed by a coach and **must not** be held on school property. We must all be constantly reminded of our liability. If there is any doubt make sure that you or an assistant do supervise.

**SWIMMING POOL USE:** The Middle School swimming pool may be used by athletic/activity teams/groups. In order to use the pool it must be scheduled through Community Services. There **MUST be a CERTIFIED lifeguard on duty** and adult supervision as listed previously. Anyone using the pool must shower before entering the pool.



### **TICKET POLICIES/CONFERENCE AND REGION PASSES:**

ATHLETICS: Ticket prices, as established by the ~~Missota~~ Big Nine Conference, for all regular season home athletic events are \$4.00 for students and \$6.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate.

ALL 6<sup>TH</sup> – 12<sup>TH</sup> GRADE STUDENTS ARE ABLE TO PURCHASE AN ATHLETIC PASS FOR \$5. THE PASS ALLOWS ADMITTANCE TO ALL HOME REGULAR SEASON ATHLETIC EVENTS. A SPECIAL STICKER DISPERSED BY THE ACTIVITIES OFFICE THAT IS PLACED ON THE STUDENTS' ID BADGE SERVES AS THIS PASS. There will be a charge of \$5 to replace a lost pass. Please be aware that misuse of the pass will result in confiscation of the student's pass. Student athletic passes may be picked up or purchased in the High School Activities Office.

Employees of the Northfield Public Schools, who work half-time or more, may purchase a **Employee's Family Pass** for \$80. All teachers and other district staff who work twenty hours or more per week, and all retired employees are granted a free **Staff Pass**. The **Staff Pass** can only be used by the designated staff person, or retiree, and can only be used at home regular season athletic events, and/or all band, choir and orchestra concerts. The public may purchase an individual **All-Sports Pass** for \$65. The public may also purchase a family pass for \$65 for each adult plus \$25 for each student aged child of the immediate family. Additionally, a 10-punch pass may be purchased for \$45 and a student 10-punch pass for \$25. These passes are like cash and if lost, cannot be replaced.

The Student Athletic Pass, Employee Family Pass, and All-Sport Pass are good for all regular season home athletic events.

All coaches, grades 6-12, ~~are given~~ may request an athletic pass which is good for free admittance to all regular season home athletic contests.

**CONFERENCE PASSES:** Issued to ~~all~~ High School Varsity Coaches ~~who desire to have one~~ of those sports where admittance is required. One pass is good for admittance for two to any regular season athletic event at ~~Missota~~ Big Nine Conference schools. Additional conference passes may be available in the Activities Office and may be checked out by coaches for personal use. These passes may also be checked out for the purpose of scouting. All passes checked out ~~must be returned immediately~~ should be returned after use so they are available to others. Those who need passes for scouting have priority over other users.

**REGION/SECTION PASSES:** Also available and can be checked out from the Activities Office. These passes are good for Bearer and Guest. Other rules for the use of these passes are the same as for conference passes. With your cooperation there should be passes available for all legitimate needs. As staff members, you are encouraged to attend as many Northfield athletic and activity events as possible.

**ACTIVITY EVENTS:** Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$8 for adults and \$6 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

**PASSES FOR ACTIVITY EVENTS:** All salaried personnel working on a production will receive two complimentary tickets, to be used by that person or their immediate family (or significant others). In order to manage the tickets and seating, it is necessary that these tickets be requested so that tickets may be set aside.

**PROCEEDS:** All proceeds from admissions to athletic events are deposited in a general fund revenue account. Indirectly all revenue is used to offset the costs of the athletic program. This is also true of all revenue generated from fees. Proceeds from activity events are used to offset the cost of that particular program or event. This money is deposited in an activity account for that particular activity.

**TRAINING ROOM/TRAINER/SUPPLIES:** The Athletic Training Room is for the use of all athletic programs. All training supplies and equipment are stored in this room. Coaches have the responsibility to make



sure they have the proper medical supplies and equipment available at all practices and games. The minimum is a well-stocked medical kit and ice. Stocked kits are available in the training room. If supplies are needed, the kit may be exchanged for one that is stocked. All kits should be checked in and out. Coaches should contact the trainer or the Activities Office if they are in need of any supplies not available in the training room and should budget for specific medical supplies needed for their program. **Students are not to be in the training room unless they are under the supervision of a coach or trainer.** Northfield High School employs the services of an Athletic Trainer(s). The trainer(s) will provide service in the training room after school and at many events. Exact training room schedules will be determined for each sport season. The trainer(s) is available to give free injury evaluations. This can be done during regular training room hours or with an appointment. This is an excellent first step when not sure whether or not the injury is serious enough to see a doctor. The trainer is available to establish both rehabilitation and injury prevention programs. They will also serve as a liaison between the coach, athlete, parent, and medical profession. Coaches are strongly encouraged to take advantage of the services which are available.

**TRANSPORTATION:** ~~Coaches/Advisors are to turn in a transportation request form to the Activities Office as requested by the Activities Director. Upon receipt of this request the Activities Office will make the necessary transportation arrangements, including early dismissal of students from class if necessary. After the departure and dismissal times have been approved, you will receive a copy of those times. (A sample form is in the Appendix.)~~

The Activities Director will make the necessary transportation arrangements, including early dismissal of students from class, if necessary. Coaches will be able to view the transportation schedule on [www.Big9.org](http://www.Big9.org) and must communicate with the Activities Office secretary to make any adjustments. The complete season transportation schedule will be ready to view prior to the start of the season; coaches should view the schedule and request adjustments well in advance. You will also receive a confirmation of the vehicle ordered 2-3 days the week prior to your trip. It is the responsibility of the coach/advisor to check this ~~confirmation slip~~ transportation schedule for accuracy of time, date, and type/size of bus(es). ~~You are to check to be sure that you receive this confirmation. If you do not receive one,~~ It is the coaches' responsibility to contact the Activities Office to verify and confirm any changes to the transportation schedule. ~~that proper arrangements have been made.~~ Be sure to do this several days in advance of your trip. By following these procedures we eliminate problems or mistakes in the scheduling of transportation.

**TRAVEL RELEASES:** Student participants are to ride to and back from all contests and events with the team unless special arrangements have been made in advance with the coach and/or the Activities Director. ~~This will be done on only very rare and special circumstances on trips to games/contests.~~ On return trips students may ride with their own parents or the parent of a friend/teammate, only if the coach/advisor has written permission from the student's parents. This permission slip is to be ~~filed with the Activities Office~~ kept by the coach/advisor for up to one week after the conclusion of the trip. There may be rare exceptions where students are allowed to leave with someone other than parents but only if cleared in advance with the coach/advisor and/or the Activities Director. Forms for this purpose are available in the Activities Office. (A sample form is in the Appendix C).

**UNIFORMS:** All athletic teams and cheerleaders representing Northfield High School shall wear school-owned and issued equipment and uniforms. All uniforms will use school colors unless special approval is granted. Any exceptions must receive approval from the Activities Director. All such-issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are not to be worn for personal use. They are only to be worn for practices, games or other specific school activities, or to promote school spirit.

**VIDEO TAPING - USE OF AV EQUIPMENT:** The Activities Department has the use of ~~camcorder~~, digital video cameras, tri-pods, ~~VCR~~, video projection machines and a movie screen. Other AV equipment is available and can be checked out from the High School Media Center. Coaches/Advisors are all encouraged to use this



equipment for the taping of games and practices (many teams have their own equipment as well). Videotape is an excellent teaching tool. Equipment which belongs to the Activities Department can be checked out through the Activities Office. Since many different ~~people~~ programs are using this equipment, it is imperative that the equipment is properly cared for and is returned to the Activities Office immediately after its use. Blank digital video tapes may also be checked out through the Activities Office.

**VOLUNTEER COACHES/ADVISORS:** Volunteer coaches/advisors may be used at various levels of the District 659 activities programs, upon prior approval of the Activities Director and a District 659 initiated background check. Volunteer coaches have the same MSHSL requirements as paid coaches/advisors. This applies to personnel, including student teachers, who are not under contract for coaching/ advisor services with District 659.

Volunteer coaches **MUST MEET** with the Activities Director prior to coaching. The general responsibilities of volunteer coaches/advisors (including student teachers) should be assigned by the coach/advisor in charge of the particular sport and team that the volunteer will assist. The volunteer should be regarded as an extra aid to the coach.

The volunteer coach/advisor:

1. does not assume the sole responsibility for a student or group of students and always works directly with the contracted coach. This does not prohibit the volunteer coach from working alone with a student or group of students. It emphasizes the ultimate responsibility and accountability of professional personnel for all activity performed by volunteer personnel.
2. does not treat any injuries sustained by students, though appropriate first aid may be applied.
3. does not represent the school district in any respect that is traditionally delegated to contracted coaches.
4. does not make reports to parents, guardians, or school administration.
5. does not prescribe disciplinary action relating to student-athletes.

The volunteer coach is expected to keep all privileged information concerning the team and the school to himself/herself and to exhibit the ultimate degree of loyalty to the school district. Volunteer coaches are covered by school district insurance when performing in a capacity as described above and in performing duties to the extent as directed by a supervising coach. The basic rule is that negligent acts would be covered but deliberate acts are not covered.

**WEIGHT ROOM:** ~~See Strength-Training Procedures and Policies.~~

**WORK-RELATED INJURIES:** Any coaches or advisors who are injured while on the job should immediately report the injury, even if considered minor, to the Activities Director. The Activities Director will collect all appropriate information, complete and sign the "Supervisors Report of Accident" and forward it to the Personnel Office. This procedure is important to ensure coverage of injuries under workers' compensation.



# **APPENDIX**

## **General Changes**

Several forms were updated to their most current version.

Outdated information/forms were eliminated

The Appendix was organized into three parts.

# APPENDIX A

## Authorization and Eligibility Guidelines & Permission Packet

- NHS Athletics
  - NHS Fine Arts Activities
-





# Northfield High School Athletics

## Authorization and Eligibility Guidelines 2018-2019

Instructions for students and their parents or guardians:

1. **Please read** all of the guidelines, rules and forms which are included in this authorization packet.
2. **Sign** where your signature is required.
3. **A physical examination is required every three (3) years and MUST BE SIGNED BY A PHYSICIAN.** A copy of the form can be found on the MSHSL league website [www.mshsl.org](http://www.mshsl.org). This form can also be found at local clinics.
4. **Attach the fee** for the first sport in which the student will participate. Only one copy of these signed forms is necessary for the 2018-19 school year and must be turned in before the first season of participation.
5. **For each additional season/sport**, the appropriate second season or short form must be turned in along with a form indicating the student's name and the sport. This form is available in the Activities Office or available online on the High School Activities Home page.

### GENERAL INFORMATION FOR STUDENT ATHLETE

#### 1. **ACADEMIC POLICY- adopted June, 2008**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director. Ineligibility: When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performance and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

#### Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

#### Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

#### Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

#### Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

#### Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

#### **Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Eligibility Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Band	Choir	Orchestra	Mock Trial
Music Listening	Drama	R.A.L.I.E.	Speech
Academic Challenge	Cheerleading	Science Olympiad	Rock 'n Roll Revival



## 2. CHEMICAL ELIGIBILITY RULES: Northfield High School Policy adopted June, 2008

**Philosophy and Purpose:** We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, Their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.**

**Policy:** During the calendar year:

1. A student shall not at any time, regardless of the quantity:
  - A. use or consume, have in possession a beverage containing alcohol;
  - B. use or consume, have in possession tobacco; or,
  - C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
  - D. use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made , or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
  - E. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs ,gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

### 2. Penalties for Category I Activities

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
  - Fine Arts Activities
    - 1) Debate
    - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. First Violation Penalty**  
The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.
- B. Second Violation Penalty**  
The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.
- C. Third or Subsequent Violation Penalty**
  - 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
  - 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
    - a) The student is assessed as chemically dependent, and
    - b) enters treatment voluntarily, and
    - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- D. Applying the Penalty**
  - 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
  - 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
  - 3) Counting Weeks:
    - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
    - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
    - c) At the beginning of the season, practice and conditioning weeks are counted.
    - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
  - 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
  - 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
  - 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
  - 7) If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

### 3. Penalties for Category II Activities

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts and Academic Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music Activities.
- 3) Visual Arts Activities.
- 4) Chess, Academic Challenge, Math Team, Mock Trial, Music Listening, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play, Science Olympiad



Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

**In addition:**

1. A student who is guilty of an offense after being named or elected as a team captain can no longer be a captain and will not receive any awards associated with being a captain.
2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.

**3. CODE OF RESPONSIBILITIES: Northfield High School Policy adopted June, 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

**MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will show respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.**

**POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

**STEROID AND SUPPLEMENT POSITION**

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

**STUDENT/COACH EJECTION FROM A CONTEST**

**Penalties:**

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.



**Student:** Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

**Appeal:** A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

**4. ATTENDANCE POLICY:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the assistant principal or Activities Coordinator will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

**5. EQUIPMENT POLICY:** All athletes are responsible for school-owned equipment which is used to them. Athletes who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport. Diplomas of graduating seniors will be held if they have unmet obligations.

**6. INITIATIONS/TEAM GATHERINGS:** No teams or activity groups are to hold initiations or other similar events which are designed to become "part of the team". Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons to prevent hazing and/or harassment, initiation events must not be held. Students who violate this rule – both those who conduct the initiation and those who take part – will be suspended from competition for a minimum of the next two events/contests.

**7. INJURIES:** Please be sure that coaches are informed of all injuries. An accident/injury report must be filed for any injury which requires a doctor's attention. This form is filed by school personnel. NHS athletes may see the Athletic Trainer for a free consultation. The trainer is available daily after school in the training room or can be called at the Center for Sports Medicine. Any treatment received at the hospital or Center for Sports Medicine must be paid for by the athlete. After seeing a doctor the athlete must receive a signed permission slip from the doctor before being allowed to return to action.

**8. TRAVEL RELEASE:** All student/athletes are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student/athlete rides with their parents or another parent. This will only be allowed with the written permission of the parents. If possible this should be done in advance.

**9. LAST DATE TO JOIN A TEAM:** To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday after the official start of that sport season. Gymnasts must be on the school's team not later than the third Monday after the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

#### **MINNESOTA STATE HIGH SCHOOL LEAGUE ATHLETIC ELIGIBILITY RULES**

**AGE** A. Students who participate in the Adapted Athletics Program shall be under 22 years of age.. A student under age 22 who has started a Sport season will be permitted to complete that sports season.

B. A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

**AMATEUR** A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose his/her amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

#### **ATHLETIC CAMPS AND CLINICS**

A. School Year – Students may attend athletic camps and clinics which have been approved by their high school principal.

B. Summer Vacation Period: non-school sponsored camps and clinics do not require approval.

1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.

2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes or serves as an instructor or is a staff member during the student's attendance.

C. **Penalty:** First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates. 2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater. 3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater. 4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

**AWARDS BYLAWS** Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**COLLEGE OR UNIVERSITY TEAMS** Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** Students must be officially enrolled in (as defined by the Minn. Dept. of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15<sup>th</sup> calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**FAIR HEARING PROCEDURE:** The league Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A Complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school.

**FOREIGN EXCHANGE STUDENTS** Foreign Exchange Students participating in a private exchange or an approved exchange program are limited to 1 calendar year of high school eligibility beginning with their 1<sup>st</sup> date of enrollment and attendance.



**GRADUATE** A student shall not be a graduate of a four (4) year high school or any secondary school.

**GENERAL ELIGIBILITY** In order to be eligible for regular season and MSHSL tournament competition, a student must be properly enrolled as defined by the Minn. Dept. of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the Principal.

#### **NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS**

A. During the High School Season: During the high school season, a student may not participate as a member of a non-school team, in the same sport. Season defined: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, softball and skiing are exceptions to this rule. Exception: Summer Vacation Period – Students may participate on a non-school team in the same sport as they currently play at the high school level during the summer vacation period. Summer Vacation Defined: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day. Summer Coaching waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension is granted by the school's athletic director.

B. During the School Year, Prior To and Following the High School Sports Season: A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity high school coaching staff.

1. Student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B Squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity high school coaching staff in that sport.
4. A student's fee for non-school coaching or training must be provided by the student or the student's parents or guardians unless approved by the Board of Directors.

C. Summer Vacation Period:

1. A student may compete as an individual or as a member of a non-school team. Summer Defined: The day following the fourth Friday in May through Labor Day.
2. Students may receive coaching from their high school coach.

D. Penalty: See Penalty under Athletic Camps and Clinics.

E. Special Considerations

1. National Teams and Olympic Development Programs – the MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:

- a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
- b. Directly funded by a national governing body on a national level.
- c. Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.

2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or on a U.S. Olympic Development Program provided the student receives an individual invitation from the U.S. Olympic Com. Or the U.S. National Governing Body on the national level for that sport.

3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

#### **SEASONS OF PARTICIPATION**

1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than six seasons in any sport while enrolled in grades 7-12.
2. Participation, no matter how limited, will count as one season of participation.

**SEMESTERS ENROLLED.** Students shall be eligible for participation in League-sponsored activities for twelve consecutive semesters (six years) beginning with their initial entrance into the 7th grade. Counting Semesters: The student has twelve consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not. The twelve consecutive semesters begin with the student's initial entrance into the 7th grade..

**GRADE LEVEL ELIGIBILITY** Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

**Elementary students in grades K-6 are not eligible to participate in any League activities.**

1. A Continuation School is one that is under the same administrative head and governing board.

2. A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school and where no other opportunity for participation on a high school team exists; is eligible to participate for a high school team provided the high school and the non-continuation school have established a joint agreement for participation in all League activities. The participation agreement for each activity or athletic program can be formed with:

A. the public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school in #1 above declines the request for participation agreement the non-continuation school may form a participation agreement with any other public high school; or

B. Any non-public high school.

3. All participation agreements shall be established for a minimum of two years. If either or any of the schools involved in the participation agreement wish to dissolve the agreement, they may do so provided a minimum of one year's notice is given to the other school(S) unless the schools involved mutually agree to discontinue the agreement.

4. A Non-continuation school can form only one participation agreement for each athletic or activity program.

#### **TRANSFER RULE: Domestic Students**

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.

2. A transfer student is eligible for varsity competition if:

A. **9th Grade Option:** the student is enrolling in 9th grade for the first time.

B. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move. If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects



either of the current enrollment options above, the student will be fully eligible upon transfer to the new school. A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

- C. **Court Ordered Residence Change for Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
- D. **Custody of Student:** A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
- E. **Move From Out of State:** If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.
- F. **Enrollment Options Program:** A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:
  - 1) retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled; or
  - 2) be eligible only at the non-varsity level in the school to which the student has open enrolled for one (1) calendar year.
- 3. If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance in the new school.
  - A. Students are immediately eligible for competition at the non-varsity level.
  - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
  - C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Section 2 (above), the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student while serving a one-year transfer suspension transfers to another school and none of the provisions of Section 2 (above) are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.
  - D. A student who transfers from one MSHSL member school to another MSHSL member school is ineligible for varsity competition for fifteen (15) calendar days from the first day the student attends practice in the fall or attends classes in the new school for the first time.  
Upon transfer, the student will be ineligible at the former school and may practice at the new school but may not compete in any varsity activity at the new School.

The student will retain full eligibility at the former school if the student chooses to return to the former school during the fifteen (15) calendar day period.

If the student remains at the new school, following the fifteen (15) calendar day period, the student will become eligible at the varsity level only when the Student has fully met all of the transfer criteria and has been deemed to be eligible both by the new school and the League Office.

If any of the transfer criteria has not been met, the student will be ineligible for varsity competition at the new school and must then choose between varsity Participation eligibility criteria.

- a. The student may elect to decline the 15 day window to become eligible to compete at the varsity level at the Receiving School once the school administration determines the student has met all of the varsity participation eligibility criteria.
- b. A student may utilize this provision one time per 365 calendar day period.

The Minnesota State High School League Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the League have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300 series of bylaws in the most current League Official Handbook.

**FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS** – information available through the Activities Director, or online with the Minnesota State High School League.

**CHEMICAL/TOBACCO USE/ABUSE** See Northfield High School Policy #2 under General Information

## **RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE**

### **A. Definitions**

1. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or c. otherwise adversely affects an individual's employment or academic opportunities.
2. Racial Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to race.
3. Religious harassment consists of physical or verbal conduct relating to an individual's religion when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
4. Religious Violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to religion.
5. Assault is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death; or
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
6. Sexual harassment is a form of sex discrimination which violates Sect. 703 of Title VII of the Civil Right Act of 1964, as amended, 42 U.S.C. 20003, et. Seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  - b. Sexual harassment may include but is not limited to: 1) verbal, written/graphic harassment or abuse; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against the individual's body; 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; 7) any unwelcome touching of a sexual nature.
  - c. Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.241, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.



a. Sexual violence may include, but is not limited to: 1) touching, patting, grabbing or pinching another person's intimate parts, either same sex or opposite sex; 2) coercing or forcing sexual touching on another; 3) coercing or forcing sexual intercourse on another; 4) threatening to force sexual touching or intercourse on another.

3. Hazing: a. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: 1) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student. 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. C. Reporting procedures: 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. 3) Teachers, administrators, officials, volunteers and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or had other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments. d. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assist, or participates in an investigation or against any person who testifies, assist or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. Bylaw: During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the MSHSL. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

C. Penalties for Category I Activities:

1. Racial/Religious/Sexual Harassment Violations

a. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.

b. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist or psychologist.

c. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.

d. Accumulative Policies: penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.



## DISTRICT #659 ACTIVITIES FEE INFORMATION 2018-19

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
  - a. Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.
  - b. Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.
  - c. Students who do not qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 20% toward the activity fee. A waiver form must be submitted for each activity, each season. Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.
2. Fees must be paid BEFORE the student/athlete will be allowed to practice or play.
3. Fees are as follows. Fees help cover costs of equipment, apparel, transportation, and officials.

### Athletics - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball-Basketball-Dance Team-Football-Softball-Swimming-Volleyball-Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

### Academic and Fine Arts Activities - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening-Speech-Drama-One-Act Play-Science Olympiad

### Athletics - Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$95	\$38	\$19	7 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6 <sup>th</sup> Grade Middle School Athletics

### Academic and Fine Arts Activities – Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

### Family Limit

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined.

\*\*\*Middle School students participating in a high school program will pay the high school fee and need to fill out the high school registration forms. This fee will be paid at the high school.

### ATHLETIC PASS

ALL STUDENTS IN GRADES 6-12<sup>TH</sup> NORTHFIELD MIDDLE SCHOOL AND NORTHFIELD HIGH SCHOOL STUDENTS MAY PURCHASE A STUDENT ATHLETICS PASS FOR \$5.00. Student athletic passes may be picked up or purchased in the High School Activities Office.

**REFUND** – A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach.) After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- a. Full refund up until the first contest/public appearance
- b. ½ refund after the first contest/public appearance through first ¼ of the season
- c. ¼ refund through the first half of the season (Length of season is first practice through the first scheduled game of post-season competition.)
- d. Refunds must be requested within the academic year of the activity.

# NORTHFIELD HIGH SCHOOL ATHLETICS — Eligibility/Permission Form 2018-19

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE ACTIVITIES OFFICE ALONG WITH THE ATHLETIC FEE AND PHYSICAL FORM (IF NEEDED) 24 hours before the start of the first practice.



SPORT: \_\_\_\_\_ School Attending: \_\_\_\_\_

(name of sport)

Fee attached \_\_\_\_\_ Family fee pd (please itemize fees paid to date) \_\_\_\_\_

If you would like to help support another athlete with a scholarship donation, please indicate the amount you wish to include in your fee. \_\_\_\_\_ Thanks!

Fee Waiver Requested: (Please check which applies) Fee Waiver Amount \_\_\_\_\_ (Fee waiver form must be attached)

Fee Waiver form is Available on the Northfield Public School website under Activities and Events Home Page.

Reduced lunch (40%) \_\_\_\_\_ Free Lunch (20%) \_\_\_\_\_

\*\*\* Free/ Reduced Letter must be accompanied with this form\*\*\*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

(Student Name)

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Parent Email address (for use only by coaches and Activities Director with your permission) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone of Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_

Names of Mother/Father or Guardians \_\_\_\_\_

If you are new to the Northfield School District in 2018-2019, please indicate name and location of school last attended and date of enrollment in Northfield School District: \_\_\_\_\_

## MSHSL ANNUAL SPORTS HEALTH QUESTIONNAIRE

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check Yes or No boxes for each question or Circle question numbers for which you cannot answer.

**IN THE LAST YEAR, since your last complete Sports Qualifying Physical Exam with your physician or your Year 2 Annual Health Questionnaire, HAVE YOU HAD ANY CHANGES TO THE FOLLOWING QUESTIONS:**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. In the last year, has a doctor restricted your participation in sports for any reason without clearing you to return to sports? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>IMPORTANT HEART HEALTH QUESTIONS ABOUT YOU IN THE LAST YEAR</b>  |                          |                          |
| 2. In the last year, have you passed out or nearly passed out <i>during or after</i> exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In the last year, have you had discomfort, pain, tightness, or pressure in your chest during exercise? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In the last year, does your heart race or skip beats (irregular beats) during exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In the last year, do you get light-headed or feel more short of breath than expected during exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In the last year, have you had an unexplained seizure? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>IMPORTANT HEART HEALTH QUESTIONS ABOUT YOUR FAMILY IN THE LAST YEAR</b>  |                          |                          |
| 7. In the last year, has anyone in your immediate family died suddenly and unexpectedly for no apparent reason? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. In the last year, has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including an unexplained drowning, an unexplained car accident, or Sudden Infant Death Syndrome)? .....                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. In the last year, has anyone in your immediate family had instances of unexplained fainting, seizures, or near drowning? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. In the last year, has anyone in your immediate family developed hypertrophic cardiomyopathy, Marfan Syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT Syndrome, short QT Syndrome, Brugada Syndrome, or catecholaminergic polymorphic ventricular tachycardia? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. In the last year, has anyone in your immediate family been diagnosed with Marfan Syndrome, arrhythmogenic right ventricular cardiomyopathy, long or short QT Syndrome, Brugada Syndrome, or catecholaminergic polymorphic ventricular tachycardia? .....                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. In the last year, has anyone in your immediate family under age 50 had a heart problem, pacemaker, or implanted defibrillator? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>MEDICAL RISK QUESTIONS IN THE LAST YEAR</b>  |                          |                          |
| 13. Have you had infectious mononucleosis (mono) within the last month? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. In the last year, have you had a head injury or concussion that still has symptoms like continuing headaches, concentration problems or memory problems? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. In the last year, have you had numbness, tingling, weakness in, or inability to move your arms or legs after being hit or falling? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

**Parents or Legal Guardians: Please note below any health concerns, medications, or allergies that may be important for the coaches or athletic/activities director to know.**

\_\_\_\_\_

I do not know of any existing physical or additional health reason that would preclude participation in sports. I certify that the answers to the above questions are true and accurate and I approve participation in athletic activities.

Parent or Legal Guardian Signature \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Athletic/Activity Director Notes: (a YES answer to any of the questions above requires a clearance note from a physician prior to participation.)**

\_\_\_\_\_



## 2018-2019 MSHSL Athletic Eligibility Statement

I GIVE MY CONSENT FOR THE STUDENT NAMED ON THE FRONT SIDE OF THIS SHEET TO:

1. Represent his/her school in approved athletic activities except those indicated by an examining medical doctor.
2. Receive through a medical doctor of the school's choice, emergency medical care which may become reasonably necessary in the course of athletic activities or travel.
3. Use the NHS Strength Training Facility, but only when properly supervised by a coach or staff member and only in accordance with all rules and policies as established and posted in the facility.
4. Be photographed and have photos posted in accordance to all rules and bylaws instituted by the MSHSL.

We, the student and parent fully understand that Northfield Public Schools does not provide any accident or health insurance coverage for my son/daughter while participating in interscholastic athletics. I fully understand that it is my responsibility to provide insurance coverage for my son/daughter. I further agree not to hold the school or anyone acting in its behalf responsible for any injury or death occurring to the student named on the back of this page in the proper course of such athletic activities or travel. These statements apply to all athletic programs (including cheerleading and dance team) offered by the Northfield Public Schools in which I give my son/daughter permission to participate.

We, the student and parent have read, understand, and acknowledge receiving the 2018-2019 Northfield High School Athletic Eligibility information/policies and guidelines which contain a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official handbook of the MSHSL is on file with the High School Activities Director and/or principal and that I may review it, in its entirety, if I so choose.

We, the student and parent understand that a member of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor but that local rules may be more stringent than MSHSL rules.

We, the student and parent further understand that the Minnesota State High School League regulations provide that any student intends to participate in high school interscholastic athletics must have on file in this school a record of a satisfactory physical examination performed by a physician within the previous three years. More frequent examinations may be required.

We, the student and parent have reviewed the Concussion Management Recommendations for MSHSL Athletes contained in the Eligibility Brochure and on the following website: [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

AS A STUDENT participating in my school's interscholastic activities, I understand and accept the Code of Responsibilities as outlined on the second page of the registration packet.

**Penalty for Disqualification:** Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and at all other games/meets in the interim at any level of competition. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled events.

**Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and/or death and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries and/or death are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program and inspect their own equipment daily. PARENTS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT/GUARDIAN'S SIGNATURE.

**\*\*\*By signing this sheet we, parents and student, acknowledge that we have read the preceding information and agree to abide by the principles and regulations contained herein.**

As the parent/guardian signing this, I

A) Grant the above-named student permission to participate in all NHS-sponsored activities. B) Grant permission for the school to take the student on supervised trips connected with school-sponsored activities. C) Understand that the student must refrain from practice or play during medical treatment until he/she is given a written permit by the attending physician to resume participation. D) Certify that the answers to the questions are correct and true. E) Certify that the above-named student is physically fit to participate in all high school interscholastic activities. F) and agree to assist in the enforcement of these policies to the best of my ability.

Also: 1. I grant permission for a certified athletic trainer to evaluate, provide initial first aid to, and treat (if necessary) any athletic injury incurred by the student-athlete during school athletic events. 2. I understand that if the student-athlete has seen a physician for any athletic-related injury, in order for the student-athlete to return to activity (practice or competition), a signed note from the physician detailing the extent of the injury & when the student-athlete may return to play, must be filed with the school certified athletic trainer. 3. I grant permission for the school certified athletic trainer to give information regarding any athletic-injury may incur, to only a parent/guardian, coach, and/or school administrator/site supervisor.

I do not know of any existing physical or additional health reason that would preclude participation in sports. I certify that the answers to the above questions are true and accurate and I approve participation in athletic activities.

- The above-named student is given permission to participate in ANY sport and/or activity sponsored by Northfield High School EXCEPT the following: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of PARENT/GUARDIAN: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of STUDENT: \_\_\_\_\_





# NORTHFIELD HIGH SCHOOL FINE ART ACTIVITIES

## Authorization and Eligibility Guidelines

2018-19

- This package contains:
1. Permission and Acknowledgement Form
  2. General Information
  3. MSHSL Rules (speech and Music only)
  4. MSHSL Policy

**INSTRUCTIONS:** - Return this attached sheet, **signed by both student and parent**, to the High School Activities Office. This form must be returned prior to participation of the student in any activity.

1. Permission and Acknowledgement This form is required and must be signed by the parent and student after reading all information on the form and the attached pages.
2. General Information/Policies For information and future reference including MSHSL Rules

### GENERAL INFORMATION FOR STUDENT ATHLETES

#### 1. **ACADEMIC ELIGIBILITY: Northfield High School Policy adopted June, 2008**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

Ineligibility:

When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performance and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Eligibility Standards:**

All Athletic Activities	Chess	Math Team	Student Council
Band	Choir	Orchestra	Mock Trial
Music Listening	Drama	R.A.L.I.E.	Speech
Academic Challenge	Cheerleading	Science Olympiad	Rock 'n Roll Revival



## 2. CHEMICAL ELIGIBILITY RULES: Northfield High School Policy adopted June, 2008

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.

Policy: During the calendar year:

### 1. A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

### 2. Penalties for Category I Activities

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

#### A. First Violation Penalty

The student shall lose eligibility for the next two consecutive interscholastic contests or *two weeks, 14 calendar days*, of a season in which the student is a participant, whichever is greater. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.

#### B. Second Violation Penalty

The student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, in which the student is a participant. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.

#### C. Third or Subsequent Violation Penalty

- 1) The student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, in which the student is a participant.
- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) The student is assessed as chemically dependent, and
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full

#### D. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) If student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

### 3. Penalties for Category II Activities

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Fine Arts and Academic Activities
  - 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
  - 2) Music Activities.
  - 3) Visual Arts Activities.
  - 4) Chess, Academic Challenge, Math Team, Mock Trial, Music Listening, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play

Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

In addition:

1. A student who is guilty of an offense after being named or elected as a team captain can no longer be a captain and will not receive any awards associated with being a captain.

2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.



## **CODE OF RESPONSIBILITIES: Northfield High School Policy adopted June, 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

### **MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will show respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.**

### **POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

-Theft

-Hosting a party where alcohol or other drugs are being used

-Disrespect to a teacher or other staff member

-Vandalism

-Cheating

-Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

-When a student receives a penalty or suspension for a violation of school code of conduct policies or a violation of MSHSL bylaw 206-Good Standing, the student and his or her family shall have the opportunity to have a review of the penalty or suspension by the high school principal or designee.

**STEROID AND SUPPLEMENT POSITION** Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

### **STUDENT/COACH EJECTION FROM A CONTEST**

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season. Student: Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

Coach: Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

Appeal: A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

5. **ATTENDANCE POLICY:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the assistant principal or Activities Coordinator will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

5. **INITIATIONS/TEAM GATHERINGS:** No teams or activity groups are to hold initiations or other similar events which are designed to become "part of the team". Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons to



prevent hazing and/or harassment, initiation events must not be held. Students who violate this rule – both those who conduct the initiation and those who take part – will be suspended from competition for a minimum of the next two events/contests.

6. **TRAVEL RELEASE:** All student/athletes are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student/athlete rides with their parents or another parent. This will only be allowed with the written permission of the parents. If possible this should be done in advance.

### **MINNESOTA STATE HIGH SCHOOL LEAGUE ATHLETIC ELIGIBILITY RULES**

- AGE** A. Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.  
B. A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

**AMATEUR** A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose his/her amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

**AWARDS BYLAWS** Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**COLLEGE OR UNIVERSITY TEAMS** Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** Students must be officially enrolled in (as defined by the Minn. Dept. of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15<sup>th</sup> calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**GRADE LEVEL ELIGIBILITY** Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

**SEMESTERS ENROLLED.** Students shall be eligible for participation in League-sponsored activities for twelve consecutive semesters (six years) beginning with their initial entrance into the 7th grade. Counting Semesters: The student has twelve consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not. The twelve consecutive semesters begin with the student's initial entrance into the 7th grade..

**CHEMICAL/TOBACCO USE/ABUSE** See Northfield High School Policy #3 under General Information

### **RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE**

#### **A. Definitions**

1. **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the conduct a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or c. otherwise adversely affects an individual's employment or academic opportunities.
2. **Racial Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonable related to race.
3. **Religious harassment** consists of physical or verbal conduct relating to an individual's religion when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
4. **Religious Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonable related to religion.
5. **Assault is:**
  - a. an act done with intent to cause fear in another of immediate bodily harm or death; or
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
6. **Sexual harassment** is a form of sex discrimination which violates Sect. 703 of Title VII of the Civil Right Act of 1964, as amended, 42 U.S.C. 20003, et. Seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  - b. Sexual harassment may include but is not limited to: 1) verbal, written/graphic harassment or abuse; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against the individual's body; 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; 7) any unwelcome touching of a sexual nature.
2. **Sexual violence** is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.241, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.
  - a. Sexual violence may include, but is not limited to: 1) touching, patting, grabbing or pinching another person's intimate parts, either same sex or opposite sex; 2) coercing or forcing sexual touching on another; 3) coercing or forcing sexual intercourse on another; 4) threatening to force sexual touching or intercourse on another.
3. **Hazing:** a. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: 1) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or



physical health or safety of the student. 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student. 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. C. Reporting procedures: 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. 3) Teachers, administrators, officials, volunteers and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or had other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments. d. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assist, or participates in an investigation or against any person who testifies, assist or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. Bylaw: During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the MSHSL. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

C. Penalties for Category I Activities:

1. Racial/Religious/Sexual Harassment Violations

- a. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Recommendation: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.
- b. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist or psychologist.
- c. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
- d. Accumulative Policies: penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.



## **DISTRICT #659 ACTIVITIES FEE INFORMATION 2018-19**

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
  - a. Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.
  - b. Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.
  - c. Students who do not qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 20% toward the activity fee. A waiver form must be submitted for each activity, each season. Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.
2. Fees must be paid BEFORE the student/athlete will be allowed to practice or play.
3. Fees are as follows. Fees help cover costs of equipment, apparel, transportation, and officials.

### **Athletics - High School**

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball-Basketball-Dance Team-Football-Softball-Swimming-Volleyball-Wrestling
\$155	\$62	\$31	Golf, LaCrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

### **Academic and Fine Arts Activities - High School**

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening-Speech-Drama-One-Act Play-Science Olympiad

### **Athletics - Middle School**

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$95	\$38	\$19	7 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6 <sup>th</sup> Grade Middle School Athletics

### **Academic and Fine Arts Activities – Middle School**

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

### **Family Limit**

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)

# NHS FINE ART ACTIVITIES



## - Eligibility/Permission Form

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE ACTIVITIES OFFICE ALONG WITH THE ACTIVITY FEE BEFORE THE STUDENT WILL BE PERMITTED TO PRACTICE OR PLAY. ( 24 hour rule-must have forms/ fees in 24 hours before start of 1<sup>st</sup> practice)

Activity: \_\_\_\_\_ School Attending: \_\_\_\_\_  
(name of activity)

Fee attached: \_\_\_\_\_ Family fee pd (please itemize fees paid to date): \_\_\_\_\_

If you would like to help support another athlete with a scholarship donation, please indicate the amount you wish to include in your fee. \_\_\_\_\_. Thanks!

Fee Waiver Requested: (Please check which applies) Fee Waiver Amount \_\_\_\_\_ (Fee waiver form must be attached)

Fee Waiver form is Available on the Northfield Public School website under Activities and Events Home Page.

Reduced lunch (40%) \_\_\_\_\_ Free Lunch (20%) \_\_\_\_\_

\*\*\* Free/ Reduced Letter must be accompanied with this form\*\*\*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_  
(Student Name)

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Parent Email address (for use only by coaches and Activities Director with your permission) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone of Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_

Names of Mother/Father or Guardians \_\_\_\_\_

If you are new to the Northfield School District in 2018-19, please indicate name and location of school last attended and date of enrollment in Northfield School District:  
\_\_\_\_\_

### Use of Chemicals

NORTHFIELD HIGH SCHOOL and MSHSL rules regarding the use of alcohol, tobacco and drugs apply to students participating in any NHS co-curricular activity. The specific rules are found on a separate sheet in this packet. Parents of students who violate the regulations will be notified of the offense and the number of weeks or contests the student will be ineligible for participation. A student who is ineligible is prohibited from participating in any public performance. This includes concerts, plays, contests, etc. Students who are in more than one activity or both activities and athletics may not participate in any activity or sport during the time of the ineligibility.

AS THE UNDERSIGNED, I \_\_\_\_\_ grant that the above-named student is given permission to participate in ANY activity sponsored by Northfield High School EXCEPT the following:  
\_\_\_\_\_

Grant permission for this student to take supervised trips connected with NHS activities.

Fully understand that Northfield Public Schools does not provide any accident or health insurance coverage for my son/daughter while participating in the NHS Activities Program. I full understand that it is my responsibility to provide insurance coverage for my son/daughter. (Insurance coverage is available through Norwest Insurance Agency; information and forms are available in Activities Office.)

Agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the student named at the top of this page in the proper course of such activity participation or travel. These statements apply to all activity programs offered by the Northfield Public Schools in which my son/daughter participates.

I have read, understand, and acknowledge receiving the 2018-19 information in regard to NHS rules, policies and general information pertaining to the Activities Program, including rules and policies in regard to the Use of Chemicals, Attendance and Academic Eligibility and MSHSL General Rules (which apply to all NHS Co-Curricular Activities).

I have read the foregoing and will abide by the principles and regulations contained therein

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_



## APPENDIX B

### Coaching Guidelines

- Guidelines for Concerns regarding Activities Program
- Weather Guidelines (Heat/Cold/Lightning/Threatening)
- Procedures - Infectious Disease
- Coaching MSHSL-sponsored Activities

## **GUIDELINES FOR CONCERNS REGARDING ACTIVITIES PROGRAM**

### **General Information:**

1. As coaches/advisors we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all of your concerns can be resolved to your liking, but we can promise that we will listen to your concerns and respond to the best of our ability.
2. In order for our programs to be successful we must all work together-- parent, coach and participant. We all want to do what is best for each individual student-athlete whenever possible. As teachers and coaches/advisors we care a great deal about your son or daughter and want to contribute to their individual development in a positive way.
3. Complaints and concerns need to be expressed and dealt with, however, positive comments and/or suggestions are also appreciated. Your input is needed and is helpful as we plan and conduct our programs.

### **How to Handle a Problem or Concern:**

1. When a problem or concern exists, parents are strongly encouraged to have the student/participant discuss the problem or concern with the coach or advisor. This is a great opportunity for the student to learn and practice valuable skills. Of course there may be concerns that need to go directly from the parent to the coach/advisor, and parents may always contact the coach if they do not feel that this initial contact has resolved the problem.
2. Parents are urged to contact the coach or advisor directly, before contacting the Activities Director, when the problem or concern deals with a particular activity. If the concern is not resolved, the parent should contact the Activities Director. If still not resolved, the High School Principal would be the next appropriate level to contact.

### **Guidelines for Contacting Coaches:**

1. When participants need to talk to their coach or advisor, after practice is best; or even better, ask the coach before practice if you can set a time at which you can speak with them. Coaches who teach in the building can many times meet with participants during the school day if necessary. This can be much more productive than a rushed meeting before or after practice.
2. Other than to request a meeting or to ask that the coach call you, do not approach the coach in a public setting. This can put both of you in a difficult position.
3. It is best to first call (or write) the coach. If a personal meeting is desired this can be requested. Calling first will allow such a meeting to be scheduled in a private setting and at an appropriate time.
4. If possible call the coach at school during the day. If the coach cannot be reached leave a message for him/her -- through the main office or through the activities office. The coach will then return the call.
5. Please avoid contacting the coach at home in the evenings as our coaches have very little free time with their families -- especially during the season in which they are coaching.
6. Avoid discussing problems with a coach on game days, or during a practice. Before a practice is also a difficult time for the coach to discuss problems.

Continued on back...



### **Playing Time Issues:**

1. A suggested approach when concerned about a playing time issue, is to ask the coach/advisor what your son or daughter needs to work on or in what areas they need to improve in order to receive more playing time. This approach can be used by the participant, as well. (Note that some coaches may address playing time issues with students only).
2. Keep in mind that the coach must work with a particular activity keeping a large picture in mind -- what is best for the entire team or group, not just what is best for an individual athlete. Coaches see participants at each practice and are constantly evaluating to determine who deserves to play/participate, in order for the team to compete at the highest level possible (within our school district philosophy). There may be factors other than ability and individual performance that also come into play.

### **How You Can Assist Us:**

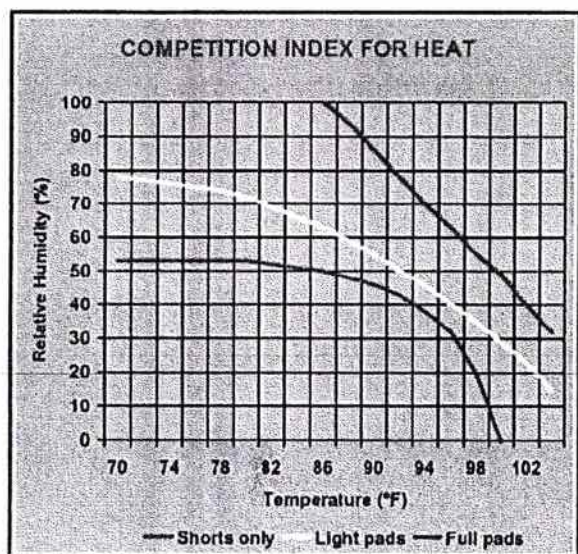
1. Please share unique information or insight in regard to your son or daughter, including effective ways in which to deal with them that you have discovered as a parent. How can we best motivate your child; what styles of teaching/coaching do they react to the best, etc. This type of information can be of great help to a coach.

### **Flow Chart:**

(if unresolved the issue may be taken to the next higher level)

- |    |                                |          |
|----|--------------------------------|----------|
| 1. | Student contacts Coach         | Resolved |
| 2. | Parents contact Coach          | Resolved |
| 3. | Parents contact A. D.          | Resolved |
| 4. | Parents contact Principal      | Resolved |
| 5. | Parents contact Superintendent | Resolved |
| 6. | Parents contact School Board   | Resolved |

# Practicing and Competing in the Heat



Reprinted with permission from Kulka TJ Kenney WI. Heat balance limits in football uniforms: how different uniforms ensembles alter the equation. Phys Sportsmed 2002;30(7):29-39.

- **Green Line:** Regular practices with full practice gear can be conducted for conditions that plot to the left of the green line.

- **Red Line:** Cancel all practices when the temperature and relative humidity plot to the right of the red line. Practices may be moved into air-conditioned spaces.

- **Between Red and Yellow Lines:** Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the red and yellow lines.

- **Between Yellow and Green Lines:** Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the yellow and green lines.

- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.

- Add 5 degrees to temperature between 10 AM and 4 PM from mid May to mid September on bright, sunny days.

- Practices should be modified to reflect the conditions for the safety of the athletes.

## Using the heat guidelines

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity Vs air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

## Additional Resources:

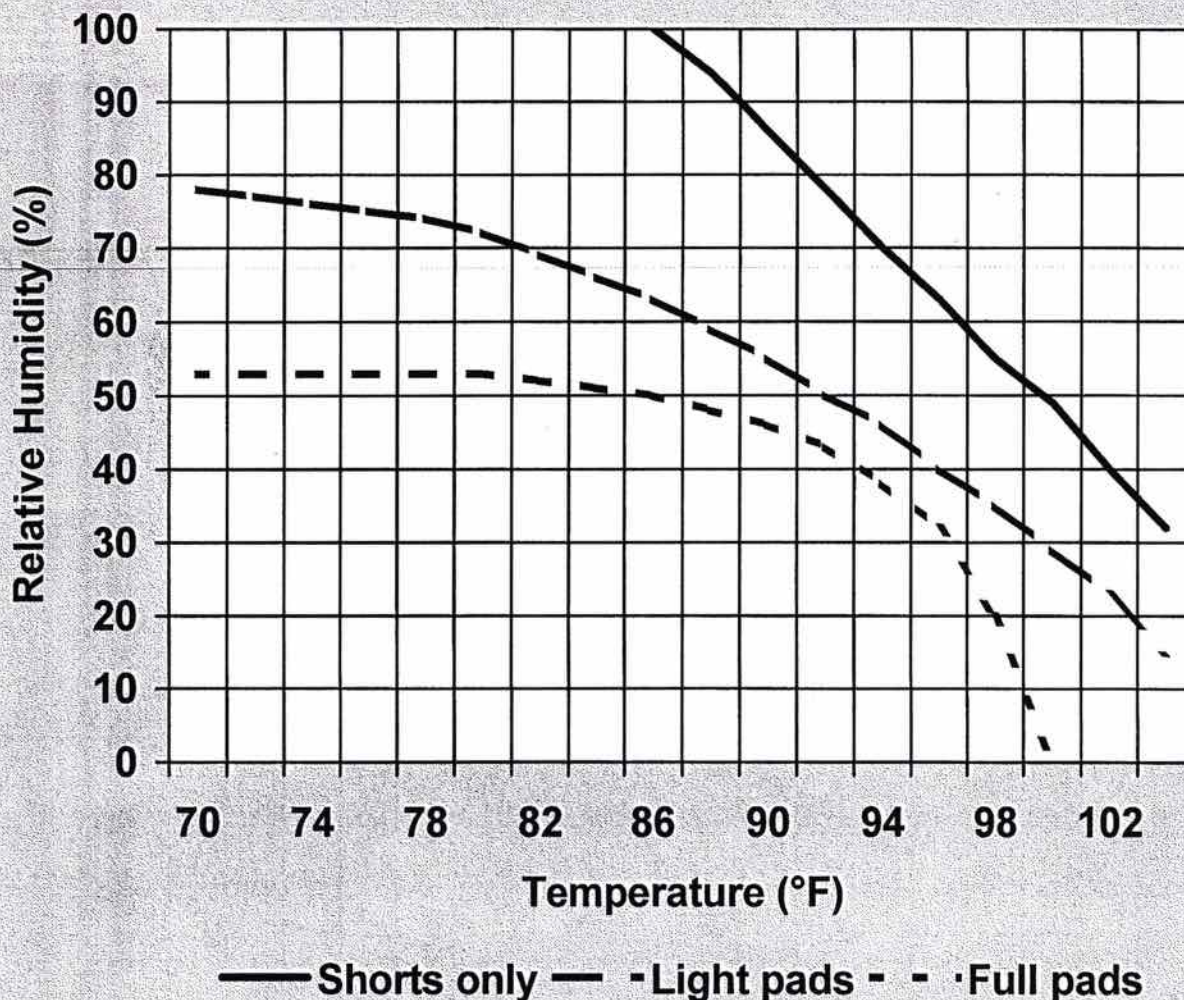
- ACSM renews caution for preseason training: [Death by heat in youth football is preventable](#)
- Heat and Stress in Football: [Role of the Uniform](#) - What does it take to keep your players from overheating?
- Read the article written by Dr. William O. Roberts, a member of the League's Sports Medicine Advisory Committee, [Death in the heat: Can football heat stroke be prevented?](#)
- Read about [Heat Stress & Athletic Participation](#)
- Review [Intravenous versus Oral Rehydration](#): Which is best for your athletes?
- Review how to recognize a [Heat-Related Illness](#)

## Coaches Checklist:

- Follow the Heat Index shown
- Watch kids closely
- Take lots of breaks
- Make sure athletes are hydrated
- Athletes who take antihistamines or beta blockers may be at a greater risk
- Trust Kids . . . They know what their bodies can take.
- Don't let peer pressure force kids to make decisions that may cause harm



## COMPETITION INDEX FOR HEAT



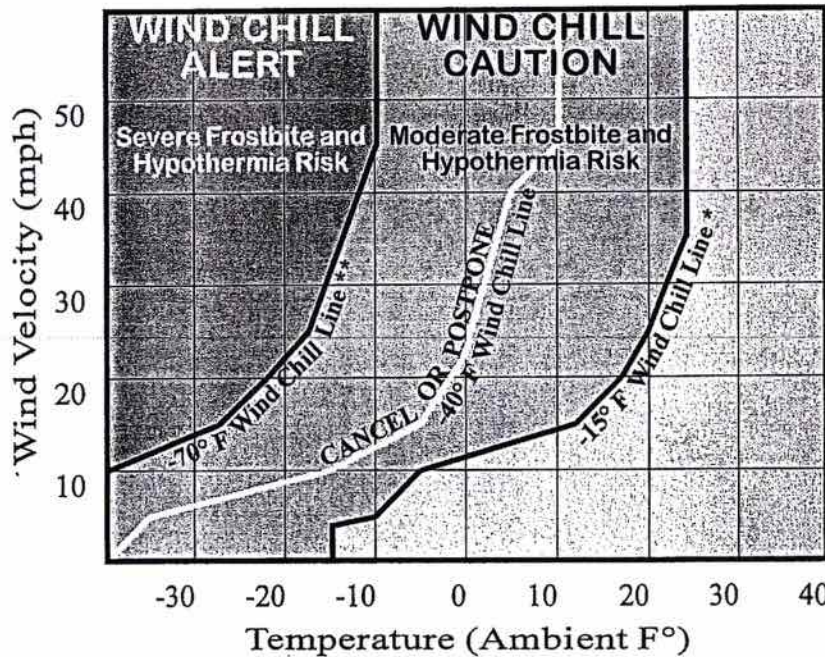
### Heat Stress Risk Temperature and Humidity Graph

Reprinted with permission from Kulka TJ, Kenney WL. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Phys Sportsmed* 2002;30(7):29-39.

- - - - - LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the - - - - line.
- ——— LINE: Cancel all practices when the temperature and relative humidity plot to the right of the ——— line; practices may be moved into air-conditioned spaces.
- BETWEEN ——— AND - - - - LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the ——— and - - - - lines.
- BETWEEN ——— AND - - - - LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the ——— and - - - - lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.
- Practices should be modified to reflect the conditions for the safety of the athletes.



## PART 2 – COMPETITION INDEX FOR COLD



## COMPETITION INDEX FOR COLD

**CANCEL OR POSTPONE:**

- Competition >1 minute duration at -4° F
- All Activity at -20° F or at -40° Wind Chill

### Notes:

\* -15° F or greater Wind Chill — Exposed flesh can freeze in 1 minute  
 \*\* -70° F or greater Wind Chill — Exposed flesh can freeze in less than 30 seconds

### CANCEL OR POSTPONE:

- Competition >1 minute duration at -4°F
- All Activity at -20°F for or at -40° Wind Chill

### NOTES:

- \* -15°F or greater Wind Chill – Exposed flesh can freeze in 1 minute
- \*\* -70°F or greater Wind Chill – Exposed flesh can freeze in less than 30 seconds

### CURRENT STANDARD FOR ALPINE SKIING

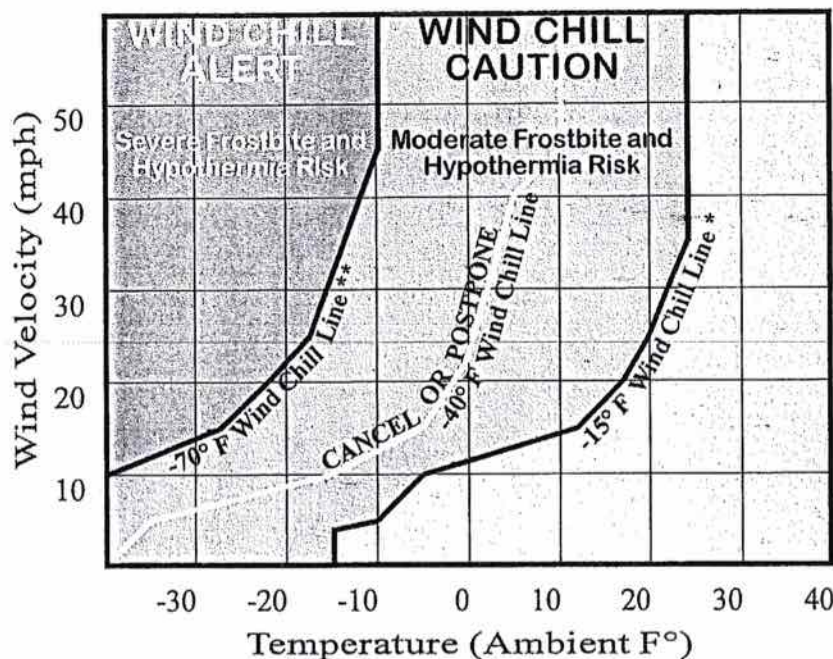
>-4 °F Ambient Temperature	Check for frostbite on exposed skin.
-4 °F to -10 °F Ambient Temperature	Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Modify pre race protocol to limit athletes' cold exposure to <30 minutes in duration total time.
< -10 °F Ambient Temperature or -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Attempt to reschedule event. If competition cannot be rescheduled, a no strip rule will be enforced with all competitors wearing extra layers that include a wind shell for entire body. Modify pre race protocol to limit athletes' cold exposure to <20 minutes in duration total time.
< -40 degrees F wind chill	Postpone/cancel competition

### CURRENT STANDARD FOR NORDIC SKIING

<-4 °F Ambient Temperature	FIS* - No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia.
< -20 °F Ambient Temperature or < -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Wear extra layers. Wind shell for entire body.



## PART 2 – COMPETITION INDEX FOR COLD



## COMPETITION INDEX FOR COLD

**CANCEL OR POSTPONE:**

- Competition >1 minute duration at -4° F
- All Activity at -20° F or at -40° Wind Chill

**Notes:**

\* -15° F or greater Wind Chill — Exposed flesh can freeze in 1 minute  
 \*\* -70° F or greater Wind Chill — Exposed flesh can freeze in less than 30 seconds

**CANCEL OR POSTPONE:**

- Competition >1 minute duration at -4°F
- All Activity at -20°F for or at -40° Wind Chill

**NOTES:**

- \* -15°F or greater Wind Chill – Exposed flesh can freeze in 1 minute
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### CURRENT STANDARD FOR ALPINE SKIING

>-4 °F Ambient Temperature	Check for frostbite on exposed skin.
-4 °F to -10 °F Ambient Temperature	Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Modify pre race protocol to limit athletes' cold exposure to <30 minutes in duration total time.
< -10 °F Ambient Temperature or -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Attempt to reschedule event. If competition cannot be rescheduled, a no strip rule will be enforced with all competitors wearing extra layers that include a wind shell for entire body. Modify pre race protocol to limit athletes' cold exposure to <20 minutes in duration total time.
< -40 degrees F wind chill	Postpone/cancel competition

### CURRENT STANDARD FOR NORDIC SKIING

<-4 °F Ambient Temperature	FIS* - No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia.
< -20 °F Ambient Temperature or < -40 °F wind chill	Lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Wear extra layers. Wind shell for entire body.

## Board Policy: Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators, and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions -- that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest, and cannot be over-ruled by the other party. When in doubt, error on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

**When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lighting or sound of thunder before returning to the field or activity.**

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletic events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning.



## NORTHFIELD HIGH SCHOOL

### Activities Department

#### PROCEDURES TO PROTECT AGAINST THE SPREAD OF INFECTIOUS DISEASES

1. Always deal with the wound first, uniform second and cleaning of the floor and equipment last.
2. Wear gloves when dealing with blood and other body fluids
3. Always wash hands and other exposed skin areas when finished -- even if gloves are worn.
4. When there is bleeding or an open wound a player ***must be removed from practice or competition*** until the wound is properly treated and uniform/equipment is disinfected.
5. Clean, disinfect and cover all wounds. Do not use alcohol to clean wounds. Any cuts or open sores should be covered prior to practice or competition.
6. Coaches/trainers or maintenance staff should clean up all blood spills -- students/athletes/student trainers should never do this.
7. Always have a kit available with appropriate supplies to treat all wounds.
8. Carry extra uniforms to all contests in case a uniform must be changed. The uniform may not be a perfect match, but should be the same color.
9. Disinfect uniforms contaminated with blood or body fluids with alcohol before continuing. A bottle of alcohol is in all kits. Use gauze, with the alcohol to clean the uniform.
10. Disinfect all blood contaminated surfaces before competition resumes. Wear gloves and use disinfectant.
11. If necessary to use CPR, use disposable masks which will be in all kits. AEDs are located in the foyer between the upper & lower high school cafeterias and should be used as necessary.
12. All soiled clothing/towels, etc. must be disinfected or disposed of. Washing with any detergent containing bleach will disinfect. Soiled items can be left in a red plastic bag, on top of the washer in the training room and they will be washed.
13. Any contaminated material must be disposed of properly in a biohazard waste bag (red). This bag must, in turn, be disposed of properly by placing in the labeled container in the training room.
14. Any sharp instruments - needles, scalpels, etc., must be disposed of in a sharps container. (Red box located in the training room) Do not place in a waste basket.
15. All medical kits must be picked up and returned from the training room before and after games/meet/competition. All kits will be continually checked and re-stocked. The specific procedure for signing out and returning kits will be in the training room.





# 2017-2018

# COACHING MSHSL-SPONSORED ACTIVITIES

This document is intended to provide specific information regarding your high school coaching assignment and Minnesota State High School League bylaws pertaining to student eligibility. Review the following League bylaws which may affect your contact with your athletes outside of the high school sports season.

Contact your athletic/activities director or the League if you have any questions about these bylaws.

## Bylaw 203

### Camps/Clinics

#### DURING THE SCHOOL YEAR

During the school year, members of the high school coaching staff (full time, part time, head coach, assistant coach, volunteer coach, salaried or non-salaried) may not own, organize, administer, direct, or coach a camp or clinic, league, or tournament that is attended by players from the coach's school in that sport.

#### SUMMER WAIVER

High school athletes may attend a camp or clinic owned or coached by a member of his school's coaching staff provided the coach has been approved for a summer waiver. Consult with your athletic director for the summer waiver criteria.

**NOTE:** Camp/clinic participation fees must be paid by the student or student's parent or guardian. Coaches and/or booster clubs cannot pay for a student to attend a camp/clinic or participate on a non-school team. Schools may not issue school uniforms for non-school use. Schools may rent or lease equipment, i.e. shoulder pads, football helmets, etc. to students for their personal use in camps, clinics, or leagues during the summer.

#### Penalties:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility IN THAT SPORT for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport.

**NOTE:** This means that a senior who violates the bylaws at the end of a sport season will lose eligibility for two games in the next sport season in which the student participates.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility IN THAT SPORT for the next six consecutive interscholastic contests.
3. **Third Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility IN THAT SPORT for the next twelve consecutive interscholastic contests.
4. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

## Bylaw 208

### Team and Individual Sports

#### 1. During the high school season:

- A. Students may receive coaching, training or lessons in that sport from a source other than the school's coaching staff. Training shall be defined to include receiving instruction in the techniques and skills of a particular sport.
- B. **Non-school training during the high school season for athletes who qualify as individual competitors to the state tournament:** (*Swimming, Cross Country, Tennis, Skiing, Gymnastics, Wrestling, Synchronized Swimming, Golf, and Track and Field*)

**Lessons/Training:** During the MSHSL high school season athletes may take lessons from professionals and other non-school coaches without limit as to where, when or who may provide the training. Athletes may not miss a high school practice, game, or meet to take a lesson or train for a non-school event.

**Competition:** Athletes will be able to compete in non-school events/competitions that do not match the events in which athletes currently compete in high school competition.

- C. Coaches may continue to conduct practice and training for all squad members, including the students who have been eliminated from tournament competition, until completion of the state tournament in that sport.

**Season Definition:** The season begins with the official opening date of practice and ends when the student or student's team is eliminated from further MSHSL tournament competition.

#### 2. During the school year, prior to and following the high school sports season:

- A. Coaches shall not influence or direct a student to participate as a member of a team or as an individual competitor in a non-school league, camp, clinic, or to take private or group instruction or lessons.

- B. A student who has been a member of a high school team (B-squad, junior varsity or varsity) may not receive coaching, training or private lessons from a salaried or non-salaried member of the school's sophomore, B-squad, junior varsity or varsity coaching staff in that sport.

#### 3. During the summer vacation period:

During the summer vacation period, member schools may waive "2-B" above and permit students to receive coaching from a member of the high school staff under the provisions of the summer coaching waiver. Contact your athletic director for additional information.

#### Summer Vacation Definition:

With the exception of Baseball and Girls' Softball, the summer waiver period also includes a one-week no-contact period in July the week of July Fourth.

#### Captains Practice:

Captains practice is primarily for the purpose of physical conditioning and salaried or non-salaried school personnel may not be involved in any capacity. It is the responsibility of school officials to become aware of the pre-season activities in their school district and to verify that the spirit and intent of the League rules are respected.

#### Open Gym:

Open gym refers to the use of the school facilities for recreational activities. The characteristics of an open gym are that:

1. The school facilities are available for students to participate in a number of activities;
2. The recreational activities are open to all students;
3. There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program;

4. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

#### Interpretation:

- Q. Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team.
- A. *No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.*

## Bylaw 307

### Undue Influence on Students

A system of fines shall be imposed for schools whose personnel exert undue influence on students to participate on non-school teams or to attend camps, clinics, open gym, captains practice, weight training or other related activities.

## Bylaw 308

### Undue Solicitation of a Student

Any verbal or written contact initiated by a representative of another school resulting in the transfer of a student will be considered as asserting undue influence, for which the school may be publicly censured, removed from tournament competition, suspended from the League, or fined.

## Bylaw 406

### Physical Development Programs

Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during the same period is also encouraged. National Federation guidelines for conducting programs for physical development will apply. This means that coaching of sport techniques and skills to students who have participated on high school teams is a violation of the bylaw and must not be included in the program which would emphasize physical development rather than skills and techniques of specific sports. Chalk talks or "skull sessions" emphasizing sport skills and techniques is a violation of the bylaw. There shall be no compulsion on athletes to participate in the program as a qualification for being on a high school team.





## COMPLETION OF ONLINE RULES MEETING & CONTINUING EDUCATION REQUIREMENTS

All sport coaches and fine arts coaches and directors in speech, debate and one-act play are required to complete the League's Continuing Education Requirement once every three years and complete the annual Rules Interpretation Meeting.

## CODE OF ETHICS FOR COACHES

A coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:

- A. making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, through any public news media, social media or other electronic media;
- B. detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
- C. being ejected from any contest.

### Actions and Response:

Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

### Penalties:

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the League Board of Directors.

## PRIOR TO AND FOLLOWING THE HIGH SCHOOL SPORTS SEASON, A COACH:

### MAY

- Conduct a pre-season meeting to review team registration, MSHSL rules, tryout information and other administrative items. No coaching or instruction in the skills or strategies of the sport is permissible.
- Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
- Provide coaching during the summer vacation period if approved for summer waiver.  
Ref. Bylaw 208.

### MAY NOT

- Provide coaching, instruction, training, etc. to athletes of their high school B-squad, junior varsity, or varsity teams (unless approved for and during summer waiver period).
- Direct athletes to play in a league or to attend a camp or clinic.
- Place athletes on a roster, develop or organize a team roster, draft players for a team, select, secure, or otherwise influence the placement of athletes on a team for leagues, tournaments, camps, or clinics, other than those athletes approved for a summer coaching waiver.
- Direct or unduly influence an athlete to participate in open gym, captains practice, or on non-school teams, leagues, camps, clinics, or weight training.
- Organize, supervise, direct, or otherwise participate in the organization of captains practice.



@MSHSL\_Coaches

## LAST DATE TO JOIN A TEAM

- A. To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday (the 22nd calendar day) from the official start of that sport season.
- B. Membership Defined: A student must:
  - 1) Be practicing with the high school team;
  - 2) Be on the school's master eligibility list; and
  - 3) Be under the bylaws of the League.
- C. Exceptions: At the member school's discretion, students may be allowed to join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season and be fully eligible for post-season competition if they meet any of the three conditions (1, 2 or 3) below.
  - 1) Transfer students who become eligible in their new school.
  - 2) Students, who are participating in another sport and wish to drop that sport or participate in a second sport during that same sport season, provided they have not delayed their membership in order to gain a competitive advantage.
  - 3) Students who were under the care of a physician and were medically unable to join the team by the specified date. Students must have written documentation from the physician.
  - 4) Students who join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season, but who also meet any of the three conditions (a, b or c) below are eligible ONLY for regular season competition, not post-season competition.
    - a) Participated on a non-school team or as an individual competitor;
    - b) Participated in a camp or clinic; and/or
    - c) Received private instruction in that sport during the high school season.

# APPENDIX C

## Coaching Forms

- NHS Athletic Checklist
- Annual Report
- Inventory of Equipment and Supplies
- Emergency Care Procedures
- Emergency Action Plan
- Accident Report
- Student Eligibility Agreement/Review of Registration
- School Transportation Request
- Activity Trip Request
- Overnight Trip Agreement
- Waiver Request
- Fundraiser Request
- Expense Reimbursement



# Northfield High School Athletic Checklist

**Sport** \_\_\_\_\_

**Coach** \_\_\_\_\_

\_\_\_\_\_ Held pre-season meeting with A.D.

\_\_\_\_\_ Held pre-season meeting with coaching staff.

\_\_\_\_\_ Read and will enforce all eligibility information.

\_\_\_\_\_ Completed MSHSL Continuing Education Requirements (including rules meeting (if necessary)).

\_\_\_\_\_ Reviewed Big 9 Bylaws and MSHSL Bylaws regarding your sport.  
[www.big9.org](http://www.big9.org)  
[www.mshsl.org](http://www.mshsl.org)

\_\_\_\_\_ Verify status of budget with A.D.

\_\_\_\_\_ Understand that purchases may **not** be made without approval and a *Purchase Order Number*. **No reimbursement without prior approval.**

\_\_\_\_\_ Turned in typical practice schedule with times and locations to A.D.

\_\_\_\_\_ Verify competition schedule with A.D.

\_\_\_\_\_ **All** special dates must be reviewed with the A.D. (parents night, alumni night, youth night, etc.)

\_\_\_\_\_ Verify transportation schedule.

\_\_\_\_\_ Gave A.D. any special requests.

\_\_\_\_\_ Understand Officials "voucher system," (if necessary).

\_\_\_\_\_ Shared NHS rules with team about academics, attendance, Code of Conduct etc. (handbook).

\_\_\_\_\_ Shared the Lettering Policy with the team.

\_\_\_\_\_ Distributed schedules to parents/athletes. Use [www.Big9.org](http://www.Big9.org)

\_\_\_\_\_ Received eligibility list from A.D. and allowed only those cleared to practice/compete.

\_\_\_\_\_ Met with Trainer regarding kits for all squads.

\_\_\_\_\_ Check out video-camera/tripod (if needed).

\_\_\_\_\_ Complete Anyone Can Save a Life Forms.

\_\_\_\_\_ Turned in team roster to Activities Office for all levels.

\_\_\_\_\_ "Equipment Check-Out Sheet" completed.

\_\_\_\_\_ Assigned the responsibility for calling in scores to the media.

\_\_\_\_\_ Pictures scheduled/taken with \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ Communicated with Activities Secretary regarding awards and certificates for athletes. (allow at least a week for the certificates to be printed)

\_\_\_\_\_ Communicated the date of your banquet with the Activities Office.

\_\_\_\_\_ Attended Big 9 coaches meeting to wrap up season and nominate All Conference/HM Athletes. Give info to Activities Secretary.

\_\_\_\_\_ Communicated with the Activities Office regarding post-season play.

\_\_\_\_\_ Explained off season eligibility to the team.

2/13/2018

- \_\_\_\_\_ Explained summer rules regarding camps and all star info from MSHSL.
- \_\_\_\_\_ Did the follow-up to **collect all missing equipment.**
- \_\_\_\_\_ Gave a detailed list of students with missing equipment to the AD. The list should contain an approximate cost for replacement.
- \_\_\_\_\_ Returned medicine kits to Trainer.
- \_\_\_\_\_ Returned any video cameras/tripods, etc.
- \_\_\_\_\_ Inventory completed and recorded.
- \_\_\_\_\_ Post season meeting with A.D.  
Will turn in:
  - ♣ Post Season Report
  - ♣ Self (program) Evaluation—every (3) years
  - ♣ Inventory Sheet



## ANNUAL REPORT

Coach

Opponent	Score	Site	Date
	NHS Opp.		

MSHSL Sub-Section, Section and State Results

Opponent

Score  
NHS Opp.

Site

Date


MSHSL PLAY DOWN RESULTS (e.g., 3rd in Section, etc.):

CAPTAINS:

MOST VALUABLE PLAYER:

ALL-CONFERENCE:

HONORABLE MENTION ALL-CONFERENCE:

OTHER HONORS (Individual or Team):

Trophies won this season and added to trophy inventory of this sport:



## INVENTORY OF EQUIPMENT AND SUPPLIES

Signature of Head Coach \_\_\_\_\_ Date \_\_\_\_\_

Item	Quantity Stored	Condition	Quantity Purchased this Year	Last Year's Inventory	Disposed	Comments
------	--------------------	-----------	------------------------------------	-----------------------------	----------	----------

[illegible]

1. Evaluate "Condition" by Good, Fair, or Poor.
2. All equipment must be counted in order to submit the inventory.
3. Any item where the previous inventory plus purchase for this year do not tally, the coach must give an explanation in the "Comments" column.

# NORTHFIELD HIGH SCHOOL

Activities Office

## EMERGENCY CARE PROCEDURES

### EMERGENCY CARE PROCEDURES:

- I. Administer immediate first aid
  - a. control bleeding
  - b. cardio-pulmonary resuscitation
  - c. treat for shock
  - d. fractured bones
  - e. automated defibrillator
- II. Notify Parents
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
  - a. Activities Director - call at home if necessary.
  - b. If the Activities Director cannot be reached, contact the building principal.
  - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.

**AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**



# Emergency Action Plan Worksheet – Student Response Team

Coach/Advisor Name:

Activity:

Level:

1

## 911 TEAM



### CALL 911

CALL 911. Explain emergency. Provide location.

	PRACTICE	EVENTS
Closest Phone		
EMS Access Point		
Street Intersection		
Student 1		
Student 2		

MEET AMBULANCE at EMS Access Point. Take to victim.

	PRACTICE	EVENTS
Entry Door/Gate		
Student 1		
Student 2		

CALL CONTACTS. Provide location and victim's name.

	NAME	CELL
Athletic Trainer		
Athletic AD		
Student 1		
Student 2		

2

## CPR/AED TEAM



### START CPR

1. Position person on back.
2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.
3. Take turns with other responders as needed

Coach	
Student 1	
Student 2	
Student 3	

### WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS

1. Remove clothing from chest.
2. Attach electrode pads as directed by voice prompts.
3. Stand clear while AED analyzes heart rhythm.
4. Keep area clear if AED advises a shock.
5. Follow device prompts for further action.
6. After EMS takes over, give AED to Athletic Administrator for data download.

4

## HEAT STROKE TEAM



	PRACTICE	EVENTS
Tub Location		
Water Source Location		
Ice Source Location		
Ice Towel Location		
Student 1		
Student 2		

3

## AED TEAM



### GET THE AED

	PRACTICE	EVENTS
Closest AED		
Student 1		
Student 2		
GET THE ATHLETIC TRAINER		
Typical location		
Student 1		
Student 2		

**CALL 911 for all medical emergencies.**  
**If unresponsive and not breathing normally, begin CPR and get the AED.**

### PREPARE TUB DAILY

	PRACTICE	EVENTS
Student 1		
Student 2		
<ol style="list-style-type: none"> <li>1. Remove equipment/excess clothing. Move to shade.</li> <li>2. Immerse athlete into cold ice water tub, stir water. *If no tub: cold shower or rotating cold, wet towels over the entire body</li> <li>3. Monitor vital signs.</li> <li>4. Cool First, Transport Second.               <ol style="list-style-type: none"> <li>a. Cool until rectal temperature reaches 102°F if ATC or MD is available.</li> <li>b. If no medical staff, cool until EMS arrives.</li> </ol> </li> </ol>		

**ACCIDENT REPORT**  
**NORTHFIELD PUBLIC SCHOOLS- DISTRICT #659**

Building/location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Students name: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parents: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Physicians name: \_\_\_\_\_ Date first consulted: \_\_\_\_\_  
Under whose supervision: \_\_\_\_\_ Was he/she a witness? \_\_\_\_\_  
Other witnesses: \_\_\_\_\_

The accident happened while the student was participating in:

_____ practice-type sports	_____ travel to/from school
_____ game	_____ classroom
_____ travel	_____ physical education
_____ other _____	_____ on school grounds

What happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe conditions where the accident occurred:

\_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Raining \_\_\_\_\_ Snowing \_\_\_\_\_ Clear \_\_\_\_\_ Slippery  
\_\_\_\_\_ Other \_\_\_\_\_ School Equipment Involvement – Custodian notified

First Aid given: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Signature of person giving first aid: \_\_\_\_\_

\*Signature of staff in charge when accident occurred: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Were parents/guardian notified? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, why? \_\_\_\_\_

Name of parent notified: \_\_\_\_\_ Time: \_\_\_\_\_

Treatment/Outcome: \_\_\_\_\_  
\_\_\_\_\_

\*Principal /Athletic Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Faxed to Insurance Agent (507-645-8863) Date: \_\_\_\_\_

\_\_\_\_\_ Mailed original to District Nurse Date: \_\_\_\_\_





## Student Eligibility Agreement – Review of Registration

We are excited that you are participating in an activity/sport at Northfield High School.

Upon registration for your first activity/sport at Northfield High School, your electronic signature of agreement was provided. Please review these three expectation areas that could affect your eligibility to participate:

**Academics** – I agreed to stay on track in meeting graduation requirements. A failing quarter or semester course grade will affect eligibility.

**Chemicals** – I agreed to stay chemically-free, both in and out of season. The use or possession of alcohol, tobacco, vape, or any controlled substances and/or paraphernalia will affect eligibility.

**Behavior** – I agreed to represent Northfield High School in a positive manner. Behavior that does not support this mission may affect your eligibility.

Basic infractions to the above rules will incur the following MSHSL penalties:

Infraction	Penalty
1st	2 weeks or 2 competitions, whichever is greater
2nd	3 weeks or 6 competitions, whichever is greater
3rd	4 weeks or 12 competitions, whichever is greater

*Penalties are cumulative throughout your high school career.*

Details around these expectations and penalties are outlined more specifically in the full agreement provided at the time of registration and in the co-curricular handbook. Please refer to that information as needed.

**I understand the expectations for participation and the requirements for staying fully eligible.**

\_\_\_\_\_  
*Student Name- Printed*

\_\_\_\_\_  
*Activity/Sport*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*



## SCHOOL TRANSPORTATION REQUEST

**INSTRUCTIONS:** Fill out this request and turn it in to the Principal to obtain approval. Once approved, the Principal's secretary will fax it to Benjamin Bus, Inc. at 645-5635. When bus transportation is confirmed, a copy will be placed in your mailbox. Benjamin Bus, Inc. phone number is 645-5720. Email is: [dispatch@northfieldlines.com](mailto:dispatch@northfieldlines.com)

Today's Date: _____		Person Making Request: _____	
Phone: _____	Email: _____	Fax: _____	
School: _____	Approval: _____	Confirmed: _____	

**DATE OF TRAVEL:** \_\_\_\_\_ **GROUP TRAVELING:** \_\_\_\_\_

Load Bus Time: \_\_\_\_\_ AM PM (Standard Load time is 10 minutes. Please note if more time is needed)

Departure Time: \_\_\_\_\_ AM PM # of Passengers: \_\_\_\_\_ # of buses requested: \_\_\_\_\_

**PICK UP GROUP AT:**

\_\_\_\_\_ HS (Main Entrance East Side) *preferred location* \_\_\_\_\_ HS (Auditorium Entrance West Side)

\_\_\_\_\_ Middle School

\_\_\_\_\_ Bridgewater (Bus Lot)

\_\_\_\_\_ Greenvale Park (Bus Lot)

\_\_\_\_\_ Longfellow (Orchard Street)

\_\_\_\_\_ Sibley (Main North) \_\_\_\_\_ Sibley (Gym South)

\_\_\_\_\_ Other: \_\_\_\_\_

**DESTINATION (Specific):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

**RETURN:** Load Bus Time: \_\_\_\_\_ AM PM Departure Time: \_\_\_\_\_ AM PM

Estimated Return to Origination: \_\_\_\_\_ AM PM

**SPECIAL INSTRUCTIONS** (additional stops, wheelchair, etc.): \_\_\_\_\_

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**Northfield High School Activities Department**

**ACTIVITY TRIP REQUEST**

\_\_\_\_\_  
Sport/Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Destination

\_\_\_\_\_  
Date & Estimated Time of Departure

\_\_\_\_\_  
Date & Estimated Time of Return

Purpose of Trip: \_\_\_\_\_  
\_\_\_\_\_

Transportation Arrangements: \_\_\_\_\_  
\_\_\_\_\_

Est. Cost \_\_\_\_\_

Lodging Arrangements (Include Name, Address and Phone of Accommodations): \_\_\_\_\_  
\_\_\_\_\_

Est. Cost \_\_\_\_\_

Meal Arrangements: \_\_\_\_\_  
\_\_\_\_\_

Est. Cost \_\_\_\_\_

Dates & Time of Contests or Appearances: \_\_\_\_\_

Explanation of how the above expenses will be paid (include the estimated cost per participant):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Coaches/Advisors/Faculty or other Adult Supervision: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Approved**

\_\_\_\_\_  
**Not approved**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Activities Director

## Northfield High School Activities Department

### OVERNIGHT TRIP AGREEMENT

\_\_\_\_\_ has our permission to participate  
Name of Student

in the overnight trip to \_\_\_\_\_  
Destination

\_\_\_\_\_ Date(s) of trip  
Sport/Activity

We understand that there will be adult supervision provided for the trip, and that precautions will be taken in the interest of student safety and well-being. We further understand that the school and supervisors will not be held liable for any accident or injuries which may occur in connection with this trip. We also authorize any necessary medical treatment required by our student while participating in this trip. Please list below medicines being taken and medicines allergic to in case of an emergency.

We understand, support and agree to abide by the following rules and procedures regarding student conduct:

1. Students are expected to dress appropriately and neatly.
2. Students shall not consume, possess or transmit alcoholic beverages, tobacco, or other chemical substances at any time regardless of age. VIOLATION OF THIS RULE WILL RESULT IN:
  - a. Immediate notification of parents and school officials.
  - b. The student being sent home immediately at parent expense.
  - c. The student being suspended from future activity trip participation and/or competition.
3. Students must abide by established curfews and other rules as established for each specific trip.
4. Students must recognize and cooperate with the authority of coaches/advisors and other supervisors.
5. Students must be respectful of others in terms of language and conduct.
6. Students must be respectful of property.
7. In general, behavior on this trip should be the same as that expected when at school.

**Infractions of any rules could result in the student being sent home at parent expense. Further disciplinary action may be taken upon returning to school. This could include detention, suspension from school, suspension from the activity, and/or suspension from participation in school-sponsored activity trips.**

\_\_\_\_\_ Student Signature  
Parent/Guardian Signature

\_\_\_\_\_ Date  
Address

\_\_\_\_\_ Work Phone  
Home Phone

This form must be completed, signed by parent and student, returned to the coach/advisor and filed in the Activities Office prior to departure.



# Northfield

Public Schools 1 S.D. 659 MINNESOTA  
NHS Activities Office

## Waiver Request Form

Parent of Guardian: To apply for waiver on the athletic/activity fee, please complete and return to NHS Activities Office for high school student or NMS Activities Office for MS student.

### 1. STUDENT(S) FOR WHOM APPLICATION IS BEING MADE:

Name	Gr	School Attending	Sport/Activity

2. NAME OF PARENT/GUARDIAN \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### 3. TOTAL NUMBER IN FAMILY (HOUSEHOLD):

Do not include those members who no longer are family dependents \_\_\_\_\_.

4. TOTAL FAMILY INCOME BEFORE DEDUCTIONS: Include wages of all working members, welfare payments, pensions, social security, and all other income of the total number in the family noted above. Enter only one total amount below:

Yearly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

### FOR SPECIAL HARDSHIP CONDITIONS, COMPLETE THE FOLLOWING:

#### 5. Cost of special hardship:

Per Year \$ \_\_\_\_\_

Per Month \$ \_\_\_\_\_

#### 6. Special hardship condition: Describe the nature of the hardship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 6. Payment options:

\_\_\_\_\_ I can pay the entire fee, but would like to do this in two payments. (one payment at beginning of season and one payment at season midpoint)

\_\_\_\_\_ I can pay 40% of the fee. Payment to be made at the beginning of the season.

\_\_\_\_\_ I can pay 20% of the fee. Payment to be made at the beginning of the season.

\_\_\_\_\_ I am able to pay the following amount \$ \_\_\_\_\_. Payment to be made at the beginning of the season.

I HEREBY CERTIFY that all of the information furnished above is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

The above information you provide is confidential and will be used only for the purpose of determining eligibility for fee waivers.

(For school use only)

ACTION \_\_\_\_\_ APPROVED \_\_\_\_\_

Denied for following reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Activity Director

\_\_\_\_\_  
Date

# Northfield

Public Schools I.S.D. 659 MINNESOTA

Northfield High School  
Activities Office

## Fund Raiser Request Form

Date of Request \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Group Represented \_\_\_\_\_

Type of Fundraiser (Product to be sold) \_\_\_\_\_

Inclusive Dates for Raising the Funds \_\_\_\_\_

Purpose of Fundraiser (How will the funds be used – please be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Teacher/Coach/Advisor: \_\_\_\_\_

RETURN REQUEST TO ACTIVITIES OFFICE along with copy of Fund Raiser  
Reconciliation Form.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied for the following reason: \_\_\_\_\_

\_\_\_\_\_

Signature of Activities Director \_\_\_\_\_

Signature of Building Principal \_\_\_\_\_



# FUND RAISER RECONCILIATION FORM

The "Expected" column on this form should be filled out when application form is turned in. The "Actual" column is filled in at the conclusion of the fundraiser.

Product to be sold:

		<u>Expected</u>		<u>Actual</u>
<b><u>Revenue:</u></b>				
Number of Units Sold		_____		_____
Selling Price	X \$	_____	X	_____
Total Revenue		_____		_____
Total Amount Deposited		_____		_____
(* Explain the reason for any discrepancies below.)				
<b><u>Expenses</u></b>				
Number of Units Sold		_____		_____
Cost per Unit	X \$	_____	X	_____
Total Cost of Goods Sold		_____		_____
<b>Other Expenses:</b>				
1. Prizes/Incentives	\$	_____		_____
2. Advertising		_____		_____
3.		_____		_____
4.		_____		_____
Total Expenses	\$	_____		_____
<b>NET PROFIT</b> (subtract total expenses from total amount deposited)	\$	_____		_____

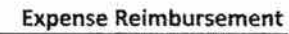
\* Explanation:

**RETURN THIS FORM WITH FUND RAISER REQUEST**

White Copy: Activities Office

Yellow Copy: Turned in at conclusion of fundraiser

Pink Copy: Advisor



			ATTACH RECEIPTS (Itemized Receipts are Required)				
Date	Destination, Purpose, Description (If claiming mileage you must include your TO and FROM location)	Miles	Lodging	Meals	Parking	Other	Total
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Mileage		-	@ \$0.545 cents per mile (eff 1/1/2018)				-
GRAND TOTAL							-

Date: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
ACCOUNT CODE	AMOUNT



**I. PURPOSE**

The purpose of this policy is to provide guidance for the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in state and federal law.

**II. DEFINITIONS**

- A. "Authorized Representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.
- B. "Biometric Record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).
- C. "Dates of attendance" as referred to in "Directory Information" means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. It does not include specific daily records of a student's attendance at a school or schools in the school district.
- D. "Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It is limited to: the student's name, address, telephone listing, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, Middle and High School Student Athletic Physical Examination Expiration Date, degrees, honors and awards received, the most recent educational agency or institution attended, photographs, videotapes and other visual representations for school-approved publications, yearbooks, newspapers, public presentations, ~~and~~ web pages, including district, school and department social media sites. It also includes the name, address and telephone number of the student's parent(s).

Directory information does not include:

- 1. a student's social security number
  - 2. a student's identification number ("ID"), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
  - 3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
  - 4. personally identifiable data which references religion, race, color, social position or nationality, or
  - 5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.
- E. "Military information" means name, address and home phone number for all students

in grades 11 and 12.

- F. "Education records" means those records which are directly related to a student and are maintained by the school district.
1. The term "Education Records" does not include:
    - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which:
      1. Are in the sole possession of the maker of the records;
      2. Are destroyed at the end of the school year, and
      3. Are not accessible or revealed to any other individual except a temporary substitute.
    - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are: (1) maintained separately from education records; (2) maintained solely for law enforcement purposes; (3) disclosed only to law enforcement officials of the same jurisdiction.
    - c. Records relating to an individual, including a student, employed by the district which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose.
    - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity; created, maintained or used only in connection with the provision of treatment to the student, and not disclosed to anyone other than individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. (For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction within the school district.)
    - e. Records which contain only information about an individual after he/she is no longer a student in the school district and that are not directly related to the individual's attendance as a student. .
- G. "Eligible student" means a student in the district who is 18 years of age or is attending an institution of post-secondary education.
- H. "Juvenile Justice System" including criminal justice agencies and the judiciary when involved in juvenile justice activities.
- I. "Legitimate educational interest" includes interests directly related to classroom instruction, teaching, student achievement and progress, student discipline, and student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to: (1) Perform an administrative task required in the school or employee's contract or position description approved by the school board; (2) Perform a supervisory or instructional task directly related to the student's education, or; (3) Perform a service of benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid. (4) Perform a task directly related to responding to a request for data.
- J. "Parent" means a parent or a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights inherent in the applicable law and set out in this policy unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or custody, or a legally binding instrument which provides to the contrary.



- K. "Personally identifiable" means the data or information includes: (a) the name of a student, the student's parents or other family members, (b) the address of the student or student's family, (c) a personal identifier, such as the student's social security number or student number or biometric record, (d) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identify of the student to whom the education record relates.
- L. "Record" means any information or data recorded in any medium, including, but not limited to handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.
- M. "Responsible authority" means the superintendent of schools or designee.
- N. "Student" includes any individual on whom the school district maintains educational records.
- O. "School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.
- P. "Summary data" means statistical records and reports derived from data on individuals, but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.
- Q. All other terms and phrases shall be defined in accordance with applicable law or ordinary custom and usage.

### III. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

### IV. STATEMENT OF RIGHTS

#### A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of

students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§300.610-300.617 with regard to the confidentiality of information related to students with disability.

V. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and



- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section IV. of this policy.

B. Prior Consent for Disclosure Not Required – The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein and if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section Annual Notification of Rights), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section Request to Amend Records; Procedures to Challenge Data of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the



juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the



information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.  
The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline



the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1996 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer



immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VI. RELEASE OF DIRECTORY INFORMATION**

### **A. Classification**

Directory information is public except as provided herein.

### **B. Former Students**

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

### **C. Present Students and Parents**

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

### **D. Procedure for Obtaining Nondisclosure of Directory Information**

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the



parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

**VII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

1. In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all. Pursuant to Minnesota law, child welfare reports pertaining to abused and battered children shall be accessible to appropriate welfare and law enforcement agencies and the subject individual alone. The district shall not make such reports available to the parent.

2. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**VIII. DISCLOSURE OF CONFIDENTIAL RECORDS**

Confidential records are those records (and data within those records) which are made not public by state or federal law and which are inaccessible to the student and his or her parent or to an eligible student.

A. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and



law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

**B. Investigative Data**

1. Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.
2. The school district may make any data classified as protected non-public or confidential data pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
3. A complainant has access to a statement he or she provided to the school district.
4. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. 13.393.
5. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
6. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

**C. Chemical Abuse Records**

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**IX. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, et seq.



**X. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority in writing each year. (See Appendices C and D.)
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

**XI. LIMITS ON REDISCLOSURE**

- A. Redisclosure  
Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Redisclosure Not Prohibited
1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section Disclosure of Education Records of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
    - a. The disclosures meet the requirements of Section Disclosure of Education Records of this policy; and
    - b. The school district has complied with the record-keeping requirements of Section Disclosure of Private Records of this policy.
  2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section Release of Directory Information of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.
- C. Classification of Disclosed Data  
The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.



- D. Notification  
The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Release of Directory Information of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

## **XII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING**

- A. The responsible authority shall be responsible for the maintenance and security of student records and shall be the superintendent of schools or his or her designee.
- B. Record Security – The principal of each school and the Director of Student Services, subject to the supervision and control of the superintendent, shall be the records manager of his or her school or program and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records. The Office of the Superintendent shall be the records manager for student records maintained in the district storage.
- C. Record-keeping – The school district shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student which indicates:
1. The parties who have requested or obtained personally identifiable information from the education records of the student;
  2. The legitimate interests these parties had in requesting or obtaining the information;
  3. The date of the request, and
  4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
- D. Section C above does not apply to disclosures to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, disclosures to school officials under Disclosure of Education Records or disclosures of directory information under Release of Directory Information.
- E. The record of disclosures may be inspected by the parent of the student or the eligible student, and by the authority responsible for the custody of the records.

## **XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. The district shall permit the parents of a student or an eligible student who is or has been in attendance in the district to inspect and review all education records of the student (except those records which are made confidential by state or federal law). A written request must be submitted in accordance with district procedure. All education records includes education records kept by teachers, counselors and other school staff members, and education records kept in school offices and district-level records storage. The district shall comply with a request immediately, if possible, or within 10 working days of the date of that request.
- B. The right to inspect and review education records under Section XII. A. (Right to Inspect and Review Education Records) includes:
1. The right to a response from the district to reasonable requests for explanations and interpretations of the records, and
  2. The right to obtain copies of the records from the district where failure of the district to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.
- C. The district may presume that either parent of the student has authority to inspect and



review the education records of the student unless the district has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

- D. The school district shall charge a reasonable fee for providing copies of records. The cost of providing copies shall be borne by the parent or eligible student, except when to do so would impair the ability of the parent or the eligible student to exercise their right to inspect and review those records. Copying costs shall be waived for families eligible for free or reduced school lunch. Parents or eligible students shall request a fee waiver in writing.

#### **XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

- A. Request to Amend Education Records – The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy of the student may request in writing that the district amend the records.

1. The superintendent or designee shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.

2. If the superintendent or designee decides to refuse to amend the education records of the student in accordance with the request, he or she shall so inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under Section B below.

- B. Request for Hearing – The district shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted in accordance with Section C below.

1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reason for disagreeing with the decision of the agency or institution.

3. Any statement placed in the education records of the student based on the results of a hearing to amend that student's records shall:

a. Be maintained by the district as part of the education records of the student as long as the record or contested portion thereof is maintained by the district, and

b. If the education records of the student or the contested portion thereof is disclosed by the district to any party, the statement shall also be disclosed to that party.

- C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.

2. The hearing may be conducted by the superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the district's position and to advise the superintendent or designated representative on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the issues raised under sections A. and B. above and may be assisted by individuals of his or her choice at his or her own



expense, including an attorney.

4. The decision shall be made in writing in a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

5. The decision of the superintendent or designated representative shall be the final decision of the district.

**D. Appeal**

The decision of the superintendent (responsible authority) or designated representative may be appealed in accordance with the applicable provisions of the State Administrative Procedures Act, Minnesota Statute, Chapter 14, relating to contested cases.

**XV. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW., Washington, D.C. 20202. A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVI. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XVII. ANNUAL NOTIFICATION OF RIGHTS**

The district shall give parents of students in attendance or eligible students in attendance annual notice by such means as are reasonably likely to inform them of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XVIII. DESTRUCTION AND RETENTION OF RECORDS**

The destruction and retention of records by the district shall be controlled by state and federal law.

Policy 515 - Protection and Privacy of Pupil Records

Adopted: 8/25/08 (updated 4/2011) (updated 5.14.12) (updated 5.14.13) (updated 12/2013)

School Board INDEPENDENT SCHOOL DISTRICT 659 Northfield, Minnesota

**Appendices:**

- Appendix A – Statement of Rights
- Appendix B – Notice of Designation of Directory Information
- Appendix C – Denial of Release of Directory Information
- Appendix D – Notice to Parents/Guardians and Students Regarding the Release of Information to Military Recruiters
- Appendix E – Authorization for Release of School Records
- Appendix F – Consent for the Release of Confidential Information Regarding Alcohol & Drug Abuse Student Records
- Appendix G – Request for Access to Records
- Appendix H – Request for Correction to be Made in the Education Record
- Appendix I – Retention of Test Protocols
- Appendix J – Photograph and Student Work Consent Form
- Appendix K – Juvenile Justice System Request for Information

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)
- Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
- 18 U.S.C. § 2331 (Definitions)
- 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
- 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
- 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
- 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
- 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
- Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

**Cross References:**

- Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- Policy 417 (Chemical Use and Abuse)
- Policy 506 (Student Discipline)
- Policy 515.2 (Access to Students and Student Records by Custodial and Non-Custodial Parents)
- Policy 519 (Interviews of Students by Outside Agencies)
- Policy 520 (Student Surveys)
- Policy 906 (Community Notification of Predatory Offenders)
- MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



## 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 representations for school approved publications, yearbooks, newspapers, public presentations and web pages.~~
- 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

07/2018



# **Schedule for School Board Meetings**

## **July 2018 – June 2019**

**School Board meetings begin at 7:00 PM**  
**Location: Northfield High School, Media Center**

Monday, July 9

Monday, August 13

Monday, August 27

Monday, September 10

Monday, September 24

Monday, October 8

Monday, October 22

Tuesday, November 13

Monday, November 26

Monday, December 10

Monday, January 14

Monday, January 28

Monday, February 11

Monday, February 25

Monday, March 11

Monday, April 8

Monday, April 22

Monday, May 13

Tuesday, May 28

Monday, June 10