

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING
Monday, June 14, 2021 ~ 7:00 p.m.
Northfield District Office Boardroom

Zoom Live Meeting Link: <https://northfieldschools-org.zoom.us/j/87889241028?pwd=SXNFbVJYeFVGRk14MFVSaElqd0RTdz09>

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Building Construction Fund
 - b. Student Citizenship Handbook
 - c. Policy Committee Recommendations
 - d. Legislative Update
 - e. COVID-19 Response and Operations Update
 - f. ESSER III Plan
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
7. Items for Individual Action
 - a. Policy 950 Land Acknowledgement
 - b. Handbooks 2021-22
 - c. Revised 2021-22 School Year Calendar and Proposed 2022-23 School Year Calendar
 - d. Pay Equity
8. Items for Information
 - a. End of Year Enrollment Report
9. Future Meetings
 - a. Monday, July 12, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, August 9, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, June 14, 2021 ~ 7:00 p.m.
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/87889241028?pwd=SXNFbVJYeFVGRk14MFVSaElqd0RTdz09>

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, June 14, 2021, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File

3. Public Comment

Public comment for this school board meeting may be made in person at the beginning of the board meeting or submitted by 5:00 p.m. on Monday, June 14, 2021 to info@northfieldschools.org, and will be read by the board chairperson if submitted in compliance with the district's public comment guidelines. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines. The board may limit the number of people permitted to participate in the public comment portion of the meeting.

4. Announcements and Recognitions

5. Items for Discussion and Reports

- a. Building Construction Fund. Jeff Seeley, Senior Municipal Advisor at Ehlers, and Director of Finance Val Mertesdorf will update the board on the building construction fund.
- b. Student Citizenship Handbook. Michael O'Keefe, Northfield Middle School Assistant Principal, and Nancy Veverka, Northfield High School Assistant Principal, will share how they use the student citizenship handbook in their disciplinary practices.
- c. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on policies 102, 441 and 713.
- d. Legislative Update. Dr. Hillmann and members of the legislative action committee will share an update about the status of a potential special session and its impact on PreK-12 education.
- e. COVID-19 Response and Operations Update. Dr. Hillmann will provide information about the district's work to address COVID-19 and an operations update.
- f. ESSER III Plan. Dr. Hillmann and Director Mertesdorf will provide an update about the district's ESSER III funds from the federal government and a plan for how to use the funds will be included in the table file.

6. Consent Agenda

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

- a. Minutes
Minutes of the Special Closed School Board meeting held on May 24, 2021
Minutes of the Regular School Board meeting held on May 24, 2021
- b. Gift Agreements
\$1,000.00 from Northfield Area Chamber of Commerce for Chamber scholarship
\$1,000.00 from Land O'Lakes Foundation for ALC backpack program
\$1,000.00 from CFS Foundation for ALC backpack program

c. Personnel Items

i. Appointments

1. Theresa Bauman, .5 FTE Internal Reading Coach with the District, beginning 8/30/2021. MA, Step 10
2. Marissa Bernau, Summer KidVentures Site Assistant for up to 40 hours/week at Sibley, beginning 6/7/2021-9/3/2021; Step 2-\$14.01/hr.
3. Amy Boecker, Summer KidVentures Site Assistant for up to 40 hours/week at Sibley, beginning 6/7/2021-9/3/2021; Step 4-\$14.98/hr.
4. Rosemary Fink, Test Proctor at the High School, beginning 4/29/2021-6/10/2021.
5. Mariah Grisim, Summer KidVentures Site Assistant for up to 40 hours/week at Sibley, beginning 6/7/2021-9/3/2021; Step 4-\$14.98/hr.
6. Magdalena Higgins, Summer KidVentures Site Assistant for up to 40 hours/week at Sibley, beginning 6/7/2021-9/3/2021; Step 1-\$13.65/hr.
7. Mary Hotz Zenk, Targeted Services Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at Northfield Middle School, beginning 7/1/2021-8/20/2021; BA, Step 5
8. Martell Johnson, Summer Recreation Position with Community Education, beginning 6/11/2021-8/31/2021; \$14.50/hr.
9. Bronte Karvel-Fuller, Summer Recreation Positions with Community Education, beginning 6/11/2021-8/31/2021; Assistant/Aide \$11.75/hr., Class Lead \$11.89/hr.
10. Madeline Kohlbeck, 1.0 FTE Elementary Teacher at Greenvale Park, beginning 8/30/2021-6/8/2022; BA, Step 3
11. Sydney Larson, 1.0 FTE Family and Consumer Science Teacher at the High School, beginning 8/30/2021; BA, Step 2
12. Kayla LaVoy, 1.0 FTE Second Grade Teacher at Bridgewater, beginning 8/25/2021-6/8/2022.; MA, Step 6
13. Alissa Lien, Summer KidVentures Site Assistant for up to 40 hours/week at Sibley, beginning 6/7/2021-9/3/2021; Step 3-\$14.37/hr.
14. Amira Mallet, Summer Recreation Supervisor with Community Education, beginning 6/11/2021-8/31/2021; Assistant \$10.64/hr.
15. Spencer Mellgren, Summer Recreation Position with Community Education, beginning 6/11/2021-8/31/2021; Assistant \$10.08/hr.
16. Bob Pagel, Varsity Football Offensive or Defensive Coordinator for 2 hours/day 5 days/week at the High School, beginning 8/16/2021; Level C, Step 1
17. Correction: Matti Prayfrock, Targeted Services Summer BLAST Site Leader for up to 6.5 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 1-\$17.41/hr.
18. Bailey Sauve, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; Assistant \$10.08/hr.
19. Isaiah Stiner, Summer Recreation Position with Community Education, beginning 6/11/2021-8/31/2021; Assistant \$10.08/hr.
20. Teagan Timperley, Summer Recreation Position with Community Education, beginning 6/14/2021-8/31/2021; Supervisor \$10.64/hr.
21. Ariana Vermilyea, Summer Recreation Position with Community Education, beginning 6/11/2021-8/31/2021; Assistant \$10.08/hr., Supervisor \$10.64/hr.

ii. Increase/Decrease/Change in Assignment

1. Kari Adelmann, Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2021.
2. Kari Adelmann, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
3. Chrissy Alexander, LOA for 2020-21 school year, change to Kindergarten for 2.0 hours/day and Lunchroom/ other supervision for 3.5 hours/day at Greenvale Park, effective 8/30/2021.
4. Janet Amundson, Special Ed EA-PCA for 6.75 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
5. Janet Amundson, Special Ed EA at the Middle School, add Targeted Services BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the Middle School, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
6. Zane Anway, Teacher (Tier 2) with Portage, change to General Ed EA WILL Program for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
7. Rachael Basinger, 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 8/30/2021.

8. Kathy Beck, Special Ed EA with Portage, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/30/2021.
9. Allyson Bernstorff, Special Ed EA-PCA Health Aide for 4 hours/day and General Ed EA for 3.0 hours/day at Sibley, change to General Ed EA Health Aide for 2 hours/day and General Ed Supervisory/instructional for 5.0 hours/day at Sibley, effective 8/30/2021.
10. Jill Bohlen, Special Ed EA-PCA for 6.75 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/30/2021.
11. Russell Boyington, Lunchroom Supervision for 2.5 hours/day for the 2020-21 school year at Greenvale Park, change to Lunchroom Supervision for 2.5 hours/day for the 2021-22 school year at Greenvale Park, effective 8/30/2021-6/8/2022.
12. Ana Bravo Gatton, General Ed EL EA for 6.75 hours/day for the 2020-21 school year at the Middle School, change to General Ed EL EA for 6.75 hours/day ongoing and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
13. Elizabeth Brewer, Special Ed EA at the Middle School, add Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
14. Elizabeth Brewer, Special Ed EA PCA for 6.75 hours/day at the Middle School, change to Special Ed EA PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
15. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
16. Shari Bridley, Special Ed EA/PCA for 6.30 hours/day at the Northfield Community Education Center, add Special Ed EA/PCA for ESY for up to 68 hours, effective 6/22/2021 - 8/19/2021.
17. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges to Kindergarten for 27 hours total at Bridgewater, effective 8/12/2021-8/27/2021.
18. Lynnsey Carlson, Special Ed EA-PCA for 4 hours/day and Supervisory for 2 hours/day at Bridgewater, change to Special Ed EA-PCA for 3.375 hours/day and Supervisory for 2 hours/day at Bridgewater, effective 8/31/2021.
19. Christina Chappuis, Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/30/2021.
20. Kayla Christmas, Special Ed EA/PCA at Greenvale Park for the 2020-2021 school year only, change to Special Ed EA/PCA for 6.75 hours/day and .50 hours/day Supervisory ongoing, effective 6/9/2021.
21. Kayla Christmas, Special Ed EA PCA at Greenvale Park, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
22. Brea Cruce, Special Ed EA-PCA for 4.90 hours/day at the NCEC, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/30/2021.
23. Brea Cruce, Special Ed EA PCA at the NCEC, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
24. Caitlin David, Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/7/2021-8/20/2021; Lane/Step
25. Kelle Edwards, Title EA for 6.0 hours/day and Supervisory EA for 1.25 hours/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/30/2021.
26. Nancy Fox, Building Supervisor-RTB with Community Education Recreation, extended the end date to 8/31/2021.
27. Janet Gannon, General Ed EA-WILL for 6.75 hours/day at the Middle School, change to General Ed EA-WILL for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
28. Mackenzie Glassing, EarlyVentures Assistant Teacher at the NCEC, extended the end date to 8/27/2021..
29. Kay Goodrich, Special Ed EA PCA at the Middle School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
30. Leah Grisim, Special Ed EA-PCA at Sibley, add Special Ed Teacher ESY-subject to obtaining licensure for up to 4 hours/day at Sibley, effective 6/22/2021-8/5/2021;
31. Jackie Groth, Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/30/2021.
32. Stephanie Hagberg, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten for 27 hours total at Greenvale Park, effective 8/12/2021-8/27/2021.
33. Gretchen Heil, Kindergarten Teacher at Sibley, add Bridges to Kindergarten for 27 hours total at Sibley, effective 8/12/2021-8/27/2021.
34. 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 8/30/2021.

35. Mara Hessian, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
36. Ellie Ims, Early Ventures Teacher at the NCEC, extended the end date to 8/27/2021.
37. Julene Johnson, General Ed EA for 6.0 hours/day for 2020-21 school year at Bridgewater, change to General Ed EA-Media for 5.50 hours/day and Kindergarten for 2.0 hours/day at Bridgewater, effective 8/30/2021.
38. Bronte Karvel-Fuller, Summer Recreation Position with Community Education, add Lifeguard with Community Education Recreation, effective 6/11/2021-8/31/2021; \$11.89/hr.
39. Katherine Kreft, Special Ed EA PCA for 2.80 hours/day for 2020-21 school year at the NCEC, change to Special Ed EA PCA for 3.50 hours/day ongoing at the NCEC, effective 8/30/2021.
40. Richelle Kruger, Special Ed EA PCA at the High School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
41. Kathy Lansing, Early Childhood Screener at Northfield Community Education Center, add Bridges to K teacher at Bridgewater, effective 8/12/2021 - 8/27/2021.
42. Dolly Larsen, Special Ed EA for 6.75 hours/day with Portage, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/30/2021.
43. Jenny Link, Teacher at the Middle School, add Targeted Services PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/7/2021-8/20/2021; Lane/Step
44. Angela Lynch, Special Ed Teacher at the High School/ALC, add Special Ed Teacher ESY for up to 132 hours total with the District, effective 6/14/2021-8/19/2021; Lane/Step
45. Kathleen Malecha, Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/30/2021.
46. Beth McClune, Special Ed EA PCA at the Middle School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
47. Joanna McLees, Special Ed EA-PCA for 6.30 hours/day for 2020-21 at the NCEC, change to Special Ed EA-PCA for 6.30 hours/day ongoing at the NCEC, effective 8/30/2021.
48. Kathy Mellstrom, Special Ed EA-PCA for 2.70 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/30/2021.
49. Becky Meyer, Special Ed EA PCA at the High School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
50. Nancy Meyers, Child Nutrition at the Middle School, add Special Ed EA PCA ESY Bus as needed with the District, effective 6/14/2021-8/20/2021.
51. Pamela Moening, 1.0 FTE Occupational Therapist at Northfield Community Education Center, change to .50 FTE Occupational Therapist District wide, beginning 8/30/2021.
52. Amanda Morelan, Special Ed EA for 6.75 hours/day with Portage, change to Special Ed EA-PCA for 3.375 hours/day and Supervisory for 1.63 hours/day at Bridgewater, effective 8/30/2021.
53. Kimberly Norton, Special Ed EA PCA at the NCEC, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
54. Mallory Nystuen, Special Ed EA PCA at Sibley, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
55. Karissa Olsen, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .41 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/30/2021.
56. Amy Pantze, Special Ed EA for 6.75 hours/day with Portage, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/30/2021.
57. Amy Pantze, Special Ed EA PCA with Portage, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
58. Natalie Ponciano Bartolo, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/30/2021.
59. Sam Pratt, Special Ed EA at the NCEC, add KidVentures Site Assistant for 3 hours/day at Sibley, effective 6/11/2021-9/3/2021; Step 2-\$14.01/hr.
60. Coral Ramos, Community School Club Leader for 2 days/week for up to 6 hours/week, change to Community School Club Leader for up to 4 days/week for up to 10 hours/week, effective 6/7/2021-7/30/2021.
61. Katie Remmey, Special Ed EA for 6.75 hours/day with Portage, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
62. Karen Rodriguez Rojas, General Ed EL EA for 6.50 hours/day for 2020-21 school year at the High School, change to General Ed EL EA for 6.50 hours/day ongoing at the High School, effective 8/30/2021.
63. Karen Rodriguez Rojas, General Ed EA at the High School, add Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/7/2021-8/20/2021; Step 3-\$14.85/hr.
64. Patricia Rogne, ECFE Teacher, Screener at the NCEC, add Bridges to Kindergarten Teacher for 27 hours total at Sibley, effective 8/12/2021-8/27/2021; Lane/step

65. Kyle Roth, ECFE Teacher at the NCEC, add Bridges to Kindergarten Teacher for 27 hours total at Greenvale Park, effective 8/12/2021-8/27/2021; Lane/step
66. Jessica Rushton, Special Ed EA for 6.75 hours/day with Portage, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/30/2021.
67. Deborah Russell, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 27 hours total at Greenvale Park, effective 8/12/2021-8/27/2021; Lane/step
68. Darrell Sawyer, Private Lesson Instructor-Winter/Spring with Community Ed, extended the end date to 8/31/2021.
69. Mackenzie Schewe, EarlyVentures Assistant Teacher and EA for 3 hours/day at the NCEC, add EarlyVentures Assistant Teacher for 8 hours/day at the NCEC, effective 6/1/2021-9/3/2021.
70. Kerry Sexton, Custodian Part Time for 4 hours/day Mon.-Fri. at the High School, change to 1.0 FTE Custodian Tues.-Sat. at the High School, effective 6/1/2021.
71. Bailey Shimota, Special Ed EA PCA for 6.75 hours/day for 2020-21 school year at the Middle School, change to Special Ed EA PCA for 6.75 hours/day ongoing and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
72. Krista Sorenson, General Ed Media EA for 3.5 hours/day at Sibley, change to General Ed Media EA for 5.5 hours/day at Sibley, effective 8/30/2021.
73. Melissa Spitzack, Building Supervisor-RTB with Community Education, extended the end date to 8/31/2021.
74. Paul Stanton, School Counselor at the ALC start date 8/19/2021, change start date to 8/18/2021-6/8/2022.
75. Allison Sweeney, Teacher at Sibley, add Targeted Services Springboard Program Leader for up to 80 hours at Greenvale Park, effective 5/25/2021-8/19/2021; Lane/step
76. Brianna Theis, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/30/2021.
77. Cindy Thomas, Special Ed EA-PCA Health Aide/HS for 3.50 hours/day and Special Ed EA-PCA Health Aide/MS for 3.50 hours/day for 2020-21 school year, change to Special Ed EA-PCA Health Aide/HS for 3.50 hours/day and Special Ed EA-PCA Health Aide/MS for 3.0 hours/day for 2021-22 school year, effective 8/30/2021-6/8/2022.
78. Correction: Cynthia Thomas, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
79. Dee Tomczik, Special Ed EA-PCA Health Aide for 4 hours/day, Kindergarten for 2 hours/day and Supervisory for 1.0 hours/day at Bridgewater, change to Special Ed EA-PCA Health Aide for 2 hours/day, Kindergarten for 2 hours/day and Supervisory for 3.0 hours/day at Bridgewater, effective 8/30/2021.
80. Donna Torgeson, Special Ed EA PCA for 6.75 hours/day at the Middle School, change to Special Ed EA PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 8/30/2021.
81. Donna Torgeson, Special Ed EA PCA at the Middle School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
82. Karrie VanZuilen, Special Ed EA-PCA for 2.10 hours/day at the NCEC, change to Special Ed EA-PCA for 3.50 hours/day at the NCEC, effective 8/30/2021.
83. Andrea Waldock, Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/30/2021.
84. Andrea Waldock, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
85. Michelle Warden, Copy/Lunch for 3 hours/day and Special Ed EA PCA for 3.5 hours/day at Bridgewater, change to Copy/Lunch for 3 hours/day and Special Ed EA PCA for 3.38 hours/day at Bridgewater, effective 8/30/2021.
86. Katrina Warner, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/30/2021.
87. Peggy Weaver, Special Ed EA-PCA for 6.75 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/30/2021.
88. Peggy Weaver, Special Ed EA PCA at the Middle School, add Special Ed EA PCA ESY for up to 68 hours with the District, effective 6/22/2021-8/19/2021.
89. TJ Wiebe, .95 RALIE Advisor with the High School, change to 1.0 RALIE Advisor at the High School, effective 9/1/2021.
90. Carina Zick, Special Ed EA PCA at Sibley, add Special Ed EA PCA ESY for up to 110 hours with the District, effective 6/22/2021-8/19/2021.

iii. Leave of Absence

1. Andria Cornell, Preschool Teacher at the NCEC, Family/Medical Leave of Absence, beginning on or about 9/27/2021-11/26/2021.
2. Cheryl Hall, Director of Special Services, Family/Medical Leave of Absence, beginning 5/24/2021-6/2/2021.

3. Emily Shroyer, Teacher at Greenvale Park, Leave of Absence, beginning 8/30/2021-10/29/2021.
- iv. Retirements/Resignations/Terminations
 1. Stephanie Balma, Preschool Teacher at the NCEC, resignation effective 6/10/2021
 2. Rachael Basinger, Summer PLUS Site assistant, declined position effective 6/3/2021.
 3. Trey Benhart, EA at the Middle School, resignation effective at the end of the 2020-2021 school year.
 4. Magdalena Higgins, Summer PLUS Site assistant, declined position effective 6/2/2021.
 5. Melissa Kaderlik, EA at Sibley, resignation effective at the end of the 2020-2021 school year.
 6. Mackenzie Mathews, Special Ed Teacher Summer ESY, declined position effective 6/4/2021.
 7. Pamela Moening, 1.0 FTE Occupational Therapist with the district, resigned to accept a .50 FTE Occupational Therapist position with the district. Resignation effective at the end of the 2020-2021 school year.
 8. Ashley Opatrny, EA at Greenvale Park, resignation effective at the end of the 2020-2021 school year.
 9. Alicia Olsen, EA at Bridgewater, resignation effective at the end of the 2020-2021 school year.
 10. Allison Otte, Internal Coach at Sibley, resignation effective at the end of the 2020-2021 school year.
 11. Heidi Peterson, EA at Greenvale Park, resignation effective at the end of the 2020-2021 school year.
 12. Brent Rauk, Assistant Football Coach at the High School, resignation effective 6/8/2021.

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

7. Items for Individual Action

- a. Policy 950 Land Acknowledgement. The board is requested to approve Policy 950 Land Acknowledgement as presented at the May 10, 2021 school board meeting.

Superintendent's Recommendation: Motion to approve Policy 950 Land Acknowledgement as presented.

- b. Handbooks 2021-22. The board is requested to approve the ALC, Elementary, Middle School, High School, Co-Curricular, EarlyVentures, KidVentures handbooks, the child nutrition appendix, and the Student Citizenship Handbook for school year 2021-22.

Superintendent's Recommendation: Motion to approve the ALC, Elementary, Middle School, High School, Co-Curricular, EarlyVentures, KidVentures, the child nutrition appendix, and the Student Citizenship Handbook for school year 2021-22.

- c. Revised 2021-2022 School Year Calendar and Proposed 2022-23 School Year Calendar. The board is requested to approve a revision to the 2021-22 school year calendar as well as the proposed 2022-23 school year calendar as recommended by the Meet and Confer committee and presented at the May 10, 2021 board meeting.

Superintendent's Recommendation: Motion to approve the revised 2021-22 school year calendar as presented.

Superintendent's Recommendation: Motion to approve the 2022-23 school year calendar as presented.

- d. Pay Equity. Dr. Hillmann presented the results of the required pay equity report and planned action steps for correcting the "years to max" test. He also presented recommended salary increases for the Directors of Finance, Human Resources, Instructional Services, and Special Services based on an analysis of their current salaries compared to their pay equity points.

Superintendent's Recommendation: Motion to approve the action plan and proposed salary increases as presented.

8. Items for Information

- a. End of Year Enrollment Report. Dr. Hillmann will review the end of year enrollment report. This will be provided in the table file.

9. Future Meetings

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

- b. Monday, August 9, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment



Construction Fund Wrap-Up
Val Mertesdorf, Director of Finance
Presented to the Board on 6.14.21

Executive Summary:

All five construction projects are complete! We are grateful to the community for the opportunities this has provided our district. The district delivered on its promise to the community. We completed five projects, including strategic project enhancements and the impact to the taxpayers was less than we had projected. Our excellent bond rating allowed us to maximize tax payer resources, we invested the proceeds efficiently earning more interest revenue than projected. We can't wait to share all the new spaces with the community this fall!

History:

When we issued the bonds, we had authority from the voters for \$40,975,000. Our excellent bond rating and financial stability provided an extremely competitive bid day for our bonds. The bids came back with great interest rates and a large premium offering. This meant the district could have had an additional \$2 million of project funds. The Board discussed this and we choose to bond only what we had originally told the voters the projects should cost. We did this with the understanding that there was additional funding that we could bond for at the end should it truly be needed.

Northfield Public Schools - I.S.D. # 659		ATS&R Planners/Architects/Engineers	
PATHWAY 2 - Summary of Estimated Probable Project Costs		7/1/2018	
Location	Description	Construction Cost	Project Cost
Bridgewater Elem.	Secure entry / main office adtn., alterations for spec. ed./student support spaces	\$ 1,603,000.00	\$ 2,113,000.00
Sibley Elem.	Café./Kitchen/Rcvg. and Music/Spec. Ed. adtns.; alterations to expand media ctr.	\$ 5,603,000.00	\$ 7,382,000.00
New Greenvale Park Elem.	New 600 student capacity, grades K-5 elementary school	\$ 22,014,000.00	\$ 27,619,000.00
Greenvale Park E.C. / Comm. Ctr.	Alterations to repurpose exist. facility for early childhood and adult basic ed.	\$ 646,000.00	\$ 859,000.00
Longfellow D.O. / A.L.C.	Alterations to repurpose portion of exist. facility for district office / staff devel.	\$ 625,000.00	\$ 837,000.00
Total Probable Costs		\$ 30,491,000.00	\$ 38,810,000.00

The Project Oversight Committee met monthly throughout planning and construction to manage the projects, budget and major decisions. The committee made some intentional value added decisions knowing we had some additional bonding authority. We invested \$1,835,000 of our LTFM funds to enhance the Sibley, Northfield Community Education Center and Longfellow remodels. The window replacement at Longfellow (now District Office/ALC) was \$350,000, but this investment extended the life of the building by at least 30 years or more.

We reached out to discuss bonding for our remaining authority and were informed that our bond attorney had retired in December 2020. The calculation our bond attorney provided us was very different from the calculation used by the current bond attorneys. The primary difference being the way in which the premium we received affected the calculation. I was discouraged to find out that the other bond attorneys' calculated our remaining authority at approximately \$600,000. This would not be an efficient bond, so we are proposing an alternative.

Project Detail:

	PROJECTED	CONSTRUCTION	LTFM	TOTAL ACTUAL	BUDGET VS ACTUAL
Par Amount of Bonds	\$ 40,975,000	\$ 39,255,000			\$ 1,720,000
Bond Proceeds					
Construction Fund	\$ 38,717,609.00	\$ 38,459,621.48	\$ -	\$ 38,459,621.48	\$ 257,987.52
Capitalized Interest (Debt Service)	\$ 2,600,000.00	\$ 2,609,000.00	\$ -	\$ 2,609,000.00	\$ (9,000.00)
Bond Expenses	\$ 135,386.00	\$ 240,616.77	\$ -	\$ 240,616.77	\$ (105,230.77)
Interest	\$ 477,995.00	\$ 1,088,162.60	\$ -	\$ 1,088,162.60	\$ (610,167.60)
LTFM	\$ -	\$ -	\$ 1,835,000.00	\$ 1,835,000.00	\$ (1,835,000.00)
XCEL Energy Rebate	\$ -	\$ 85,960.00	\$ -	\$ 85,960.00	\$ (85,960.00)
Total Available Funds	\$ 41,930,990.00	\$ 42,483,360.85	\$ 1,835,000.00	\$ 44,318,360.85	\$ (2,387,370.85)
Bridgewater Elementary	\$ (2,113,000.00)	\$ (2,351,818.04)		\$ (2,351,818.04)	\$ 238,818.04
Greenvale Park Elementary	\$ (27,619,000.00)	\$ (26,884,395.14)		\$ (26,884,395.14)	\$ (734,604.86)
Sibley Elementary	\$ (7,382,000.00)	\$ (6,759,986.43)	\$ (407,293.50)	\$ (7,167,279.93)	\$ (214,720.07)
Northfield Community Education Center	\$ (859,000.00)	\$ (2,540,839.47)	\$ (950,804.00)	\$ (3,491,643.47)	\$ 2,632,643.47
District Office	\$ (837,000.00)	\$ (1,605,269.30)	\$ (461,175.00)	\$ (2,066,444.30)	\$ 1,229,444.30
District Wide (AV Package)	\$ -	\$ (686,872.04)		\$ (686,872.04)	\$ 686,872.04
Capitalized Interest/Bond Exp	\$ (2,735,386.00)	\$ (2,849,616.77)		\$ (2,849,616.77)	\$ 114,230.77
	\$ (41,545,386.00)	\$ (43,678,797.19)	\$ (1,819,272.50)	\$ (45,498,069.69)	\$ 3,952,683.69
Variance	\$ 385,604.00	\$ (1,195,436.34)	\$ 15,727.50	\$ (1,179,708.84)	

Reasons for variance:

Significant Change Orders

Unforeseen Conditions		\$ 82,458.00
Longfellow Windows		\$ 351,530.00
Playground Container	GVP	\$ 99,947.00
Added Civil Work	GVP, BW, SB	\$ 206,445.86
Add'l CMA Covid Cleaning		\$ 75,580.00
Wood Panels in Cafeteria	SB	\$ 48,445.00
Access Controls/Building Security	BW	\$ 48,394.00
Manual Operable Wall	LF	\$ 47,950.00
HVAC Modifications	GVP	\$ 47,946.00
Sliding Glass Doors in Media Center	SB	\$ 39,904.00
Parking Lot Corrections	LF	\$ 36,704.25
Modified Plumbing Routes	GVP	\$ 28,753.00
Lower Level Bathroom Updates	LF	\$ 27,678.00
		\$ 1,141,735.11

Proposed Solution:

The amount needed to cover the additional project enhancements is \$1,195,436.34. Nearly all the work at the Northfield Community Education Center qualifies for LTFM purposes. Our fund balance would allow us to allocate approximately \$900,000 this year. In addition, the \$75,580 we incurred for addition Covid-19 protocol cleaning will be funded using some of the ESSER allocation. The remaining \$219,856.34 will be absorbed by the general fund.

While this will bring our LTFM balance nearly to zero, the FY22 budget projects adding approximately \$450,000 to the fund balance. I'm confident we can rebuild a strong fund balance in the next two years.

The project enhancements have set our buildings up for long term success. We are able to use existing fund balances and options without impacting tax payers.

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in conjunction with the state general election in and for Independent School District No. 659 (Northfield Public Schools), State of Minnesota, on Tuesday, November 6, 2018, for the purpose of voting on the following question:

**School District Question 1
Approval of School District Bond Issue**

☐

Yes

☐

No

Shall the board of Independent School District No. 659 (Northfield Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$40,975,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

Northfield School District, MN (I.S.D #659)

\$39,255,000 General Obligation School Building Bonds, Series 2019A

Dated: January 31, 2019

Sources & Uses

Dated 01/31/2019 | Delivered 01/31/2019

Sources Of Funds

Par Amount	\$39,255,000.00
Original Issue Premium	2,054,238.25
Total Sources	\$41,309,238.25

Uses Of Funds

Total Underwriter's Discount (0.298%)	116,994.77
Costs of Issuance	123,622.00
Deposit to Capitalized Interest (CIF) Fund	2,609,000.00
Deposit to Project Construction Fund	38,459,621.48
Total Uses	\$41,309,238.25

Bond Authority

Authorized/Ballot Amount 40,975,000

Bond Attorney	KF&D
Deposit to Construction Fund	38,459,621
Costs of Issuance	123,622
Subtotal CF & COI	38,583,243
Remaining Authority	2,391,757
<u>Attorney's Rule</u> <i>deposit to CF + COI < authorized amount</i>	

Bond Attorney	D&W
Issuance Price	41,192,243
Remaining Authority at 100%	-217,243
Authorized + 2%	41,794,500
Remaining Authority	602,257
<u>Attorney's Rule</u> <i>purchase price < 102% of authorized amount</i> <i>or/=</i> <i>par + premium - discount < 102% of authorized amount</i>	

Bond Attorney	K&G
Par	39,255,000
Premium	2,054,238
Discount	116,995
Subtotal Par + Premium	41,192,243
Remaining Authority at 100%	-217,243
Authorized + 2%	41,794,500
Remaining Authority	602,257
<u>Attorney's Rule</u> <i>par + premium - discount < 102% of authorized amount</i> <i>or/=</i> <i>purchase price < 102% of authorized amount</i>	

Policy 102 EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully ~~In compliance with current state and federal statutes and regulations, in providing educational and employment opportunity, the District will not~~ discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, sexual orientation, including gender identity and expression, age, disability, marital ~~status~~, ~~or~~ parental status, or status with regard to public assistance.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to [Policy 413 Harassment and Violence](#).
- C. This policy applies to all areas of education including academics coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~II. — In all their educational practices and activities, District staff will strive to provide whatever learning materials, facilities, activities, and experiences are needed to overcome the limitations imposed by the traditionally stereotyped roles of minorities and women.~~
- ~~III. — A District Human Rights Officer will be designated to coordinate compliance efforts, maintain a file of all complaints, and act, upon request, as a consultant in grievance matters. All students, parents, and employees will be notified of the name, office location, and phone number of this designee.~~
- ~~IV. —~~ D. The District will adopt and publish a grievance procedure providing for resolution of student, parent, and employee complaints of discrimination covered under this Ppolicy. ~~102 - Equal Educational and Employment Opportunity.~~
- ~~V. —~~ E. ~~The Superintendent and all other~~ Every school dDistrict employee administrators are shall be responsible for complying with this policy conscientiously. the implementation of this Policy 102 - Equal Educational and Employment Opportunity.
- ~~_____~~ F. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy or the superintendent's designee.

~~VI. This Policy 102 - Equal Educational and Employment Opportunity will be distributed to all employees of the District, students, parents, and all unions or professional organizations holding collective bargaining or professional agreements with the District. A statement affirming the District's policy of non-discrimination will be contained on each and all materials used for recruitment of employees and on all application forms.~~

Policy 102 Equal Educational and Employment Opportunity

Adopted: 12.13.2004; UPDATED

School Board

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment 102-2 and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Federal Laws:

~~Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972. Executive Order No. 11246.~~

~~The Equal Pay Act of 1963 as amended by the Education Amendments, 1972. Title IX of the Education Amendments of 1972.~~

State Laws:

~~Minnesota Human Rights Act, as amended.~~

~~Chapter 121A.04~~

Other Laws/Regulations:

~~Other laws, rules and regulations, which place requirements on school districts to pursue non-discriminatory practices.~~

Notification Statement

Policy 441 USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY EMPLOYEES

I. PURPOSE

The Northfield School District provides technology and telecommunications resources for district employees to support the educational and operational mission of the school district. Access to and use of technology resources for students and employees is a fundamental part of the school day. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. GENERAL STATEMENT OF POLICY

The ~~school~~ district provides technology to ~~district~~ employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. ~~ACCEPTABLE/UNACCEPTABLE USES~~ EMPLOYEE EXPECTATIONS FOR TECHNOLOGY USE

1. Each employee shall act responsibly when utilizing technology resources.
 - a. The use of the school district network/internet/email system is a privilege, not a right. Employees may occasionally access district networks/internet/email/devices for personal use as long as it does not interfere with the employee's job duties and performance. Employees will use electronic information resources in compliance with all existing school board policies.
 - b. Employees will not:
 - Use district technology resources to access student, guardian, or staff data that is not needed to carry out their role for the district.
 - Use the school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
 - Use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
 - Send abusive, intimidating, harassing, or unwanted material, such as advertising, causing the work of others to be disrupted.
 - Use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/internet/email system in any way so as to disrupt the use of the system by other users.
 - Use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.

- Use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
 - Send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
 - Use school district technology resources for commercial purposes, political lobbying or solicitation of any kind.
 - ~~No non-district owned equipment (computers, printers, peripherals, etc.) can be used to access school or district file/data servers without specific district permission.~~ Use non-district equipment to access the school district wired, password-protected wireless networks, or district accounts without explicit permission of the director of technology services, network manager, or their designee. This does not apply to systems that the district provides users with their own username and password to access.
 - Use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
 - Use the name “Northfield Public Schools” in any form or use any symbol or logo or graphic used by Northfield Schools District without the district’s prior consent.
2. Each employee shall respect private passwords, copyright and other intellectual property rights.
- a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district or personal computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. Each employee shall abide by security restrictions on all systems and information.
- a. Distributing or making your password or another person’s password or access code available to others or otherwise attempting to evade, disable or “crack” passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to “bypass” virus protection software on workstations or servers are violations of district security procedures.
 - c. Software or applications are generally authorized for installation by district technology services staff. ~~Software or applications may only be installed by employees with specific permission from the district.~~ In most cases, users are able to install their own software via school district software installation portals.
4. Each employee shall recognize limitations to privacy and use of electronic communications. Employees and staff do not own school district technology and telecommunications equipment or software. The school district reserves the right to

access user files at any time to protect the integrity of the systems and property of the school district.

- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
- b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
- e. ~~Employees do not have the "right" to remove computers from their classrooms or offices for home use. Any use of district technology equipment off district grounds is an exception, allowable only via supervisor approval.~~ District-owned laptops and mobile devices may be used outside of school except when employees are directed by technology or administrative staff to leave equipment on site.

5. Each employee shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.

- a. The school district can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the internet, but the chances have been minimized.
- b. It is mandatory that staff ~~closely~~ monitor and supervise student use of the internet and all other technology resources at school to ensure appropriate, educational use.

6. Each employee shall be aware of ~~H~~imitation of ~~s~~School ~~d~~District ~~H~~iability. Use of the school district system is at the user's own risk. While the school district will take precautions with the installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.

- a. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives, ~~or servers,~~ vendor-provided systems, cloud-based services, and/or for delays or changes in or interruptions of service.
- b. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district network/internet/email system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

7. Each employee shall refrain from text messaging or using electronic mail while driving. In compliance with ~~Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving,"~~ Minnesota Statute 169.475 Use of Wireless Communications Device, it is ~~the policy of the Northfield School District's policy~~ the policy of the Northfield School District's policy to:

- a. ~~Ban any and~~ Prohibit all text messaging, including electronic mail, by all ~~Northfield School District~~ employees and encourage contractors to adopt policies that ~~ban~~ prohibit text messaging while driving. This prohibition includes the time waiting for a traffic signal to change.
 - (1) ~~When~~ While driving ~~dNorthfield School District~~ owned, leased or rented vehicles,
 - (2) ~~When~~ While driving a personally owned vehicle ~~while~~ when on official ~~dNorthfield School District~~ business; and
 - (3) While driving any vehicle, even during off-duty hours, and uUsing electronic equipment supplied by the district~~Northfield School District when driving any vehicle (even during off-duty hours);~~
- b. Take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from employment; and
- c. Encourage ~~dNorthfield School District~~ employees and contractors and their families to refrain from texting, or from engaging in any behavior that distracts attention from driving safely, at any time.

Policy 441 Use of Technology and Telecommunication Systems By Employees

Adopted: 04.13.1998; Revised: 07.19.2001, 05.10.2004, 06.10.2013, 11.24.2014; UPDATED:
Renumbered: 03.28.2005

School Board
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Policy 713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

~~The school board~~ Northfield Public Schools recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, ~~the school board~~ Board of Education will assume control over and/or oversee funds for student activities as required by Minnesota Statutes and set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and co-curricular activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-student activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (noncurricular/supplementary) activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public purpose expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and co-curricular activities

1. All money received on account of co-curricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in January and July ~~May and November~~. The report will list the activity, type of fundraisers, timing, purpose, and results.

Policy 713 Student Activity Accounting

Adopted: 08.26.2019; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

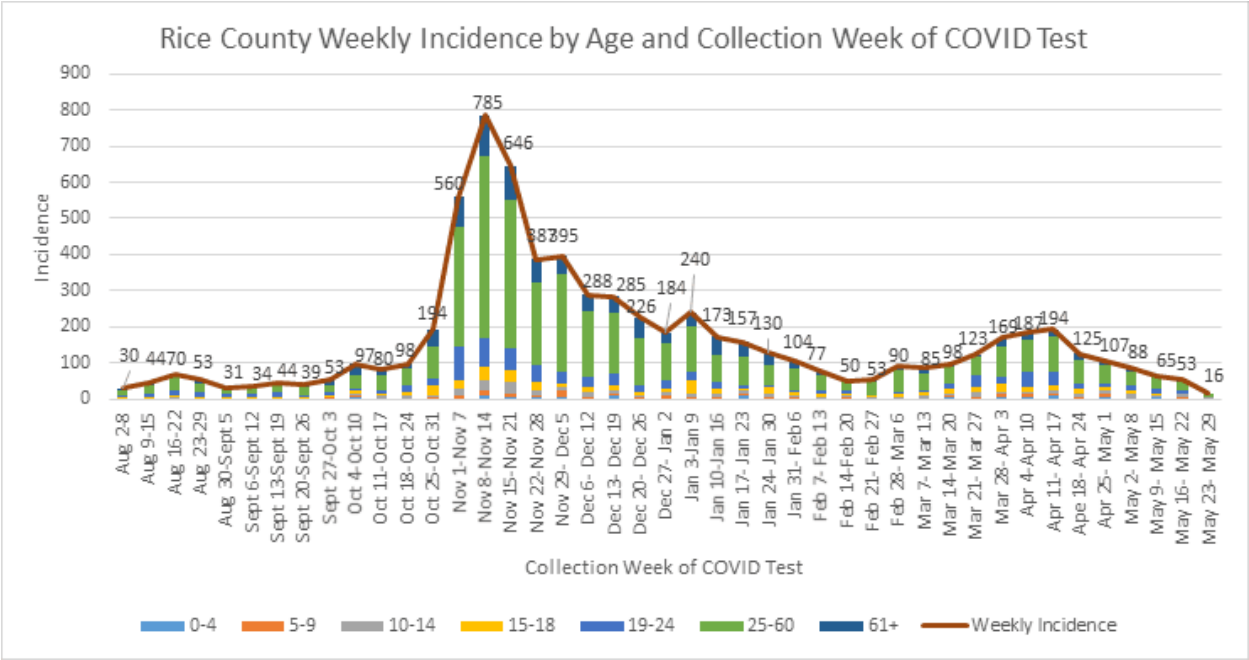
Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Executive Summary: This report provides information about the district’s work to address the COVID-19 global health pandemic’s significant challenges. This report is intended to serve as a summary of the school year.

COVID-19 Situation Update

Rice County continues to have dramatic improvement in the weekly COVID-19 rates per 10,000 residents. The latest data was 10.49 and this week’s data is likely to be under 10 cases per 10,000 residents.



District Data Review

The district followed state health protocols and limited transmission of the virus on campus. As of June 10,2021, there were 263 total COVID-19 cases among district students and staff.

School	Total Cases
Bridgewater Elementary	21
Greenvale Park Elementary	18
Sibley Elementary	25
Northfield Middle School	50
Northfield High School	128
Northfield Area Learning Center	2
Northfield Community Education Center	16
Northfield Public Schools District Offices	3

Students were learning **on campus** for the vast majority of the school year:

- Pre-kindergarten–2nd grade students were in-person for 137 of 170 school days (81%).
- 3rd–5th grade students were in-person for 131 of 170 school days (77%).
- Northfield Area Learning Center students were on campus for either the hybrid or in-person learning models for 128 of 170 school days (75%),
- Northfield High School students were on campus for either the hybrid or in-person learning models for 127 of 170 school days (75%).
- Northfield Middle School Students were on campus for either the hybrid or in-person learning models for 128 of 170 school days (75%).

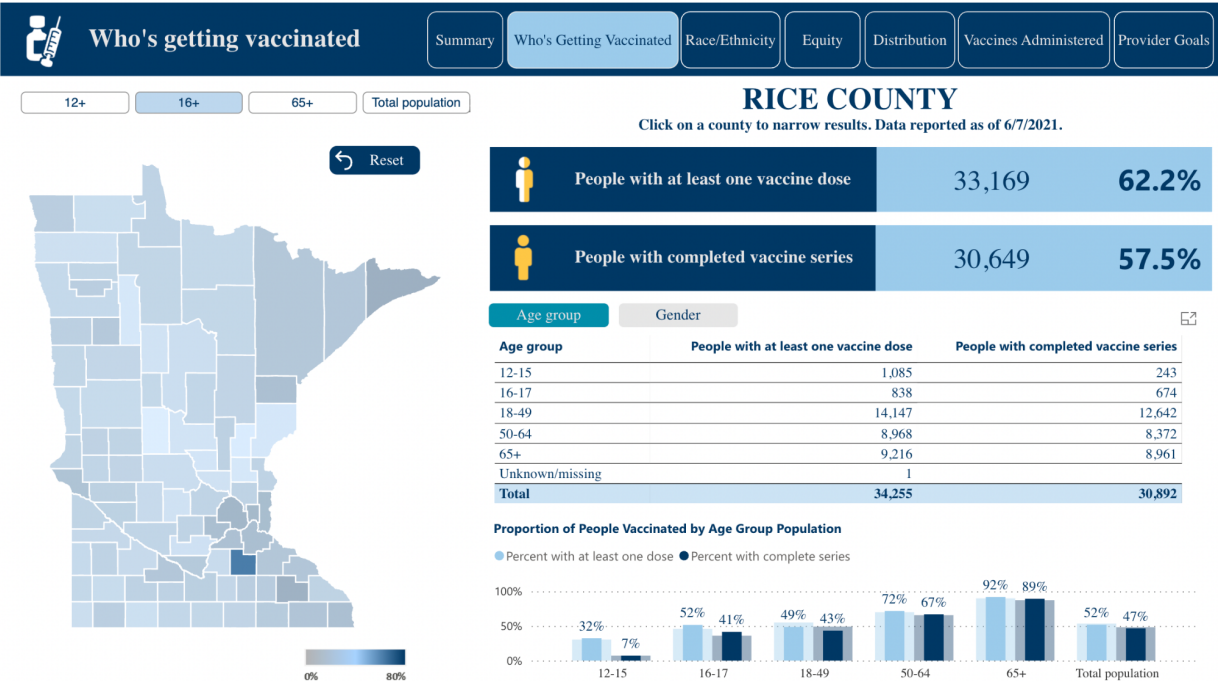
The data above is school-wide data and does not include segments of the year when an individual student or elementary classroom was quarantined. Wednesdays are included as ‘on campus’ for the hybrid learning model.

While the district used all three learning models, it was able to limit the number of transitions to maintain as much consistency as possible:

- Pre-kindergarten–5th grade students transitioned to one district-wide segment of distance learning between Nov. 23, 2020, and Jan. 19, 2021 (PreK–2) or Feb. 1, 2021 (3-5). This data does not include classrooms that had segments of distance learning due to quarantine.
- Students at the Area Learning Center, Northfield High School, and Northfield Middle School made two district-wide transitions. It included one district-wide segment of distance learning between Nov. 19, 2020 (NHS) or Nov. 23, 2020 (ALC and NMS) and Feb. 2, 2021. All ALC, NHS, and NMS students shifted to five-day per week in-person learning on March 31.

Vaccination Update

We continue to see more Rice County residents getting vaccinated. While vaccination is a personal choice, we know that is the most effective way to contain COVID-19. Allina Clinic held an event on June 5, 2021, that was focused on families and vaccinated 90 people. Benjamin Bus provided free transportation from Greenvale Park, Northfield Estates, and Viking Terrace.



Sunsetting the Safe Learning Plan

As of the last day of school (June 10), the safe learning plan is no longer in effect. The district has adjusted its protocols for masking, social distancing, and quarantining to align the new state guidance. The adjusted protocols are included in this packet.

Northfield School District Summer School and Program COVID-19 Protocols

last updated June 10, 2021

The following guidelines are rooted in the Minnesota Department of Education [COVID-19 prevention guidance for summer school](#) and [COVID-19 prevention guidance for certified child care, youth programs, and camps](#). These protocols are subject to change without advance notice if the public health situation necessitates it. Other statewide protocols may supersede the information below for specific programs. **Based on Executive Order 21-23, Early Ventures staff and Kid Ventures participants and staff will be required to wear face coverings inside school buildings and [follow the decision tree guidance](#) until at least June 30, 2021.**

Component	Protocols
Face coverings	<ul style="list-style-type: none"> It is strongly recommended that all people present inside school buildings wear a face covering if they are not vaccinated. However, face coverings are not required inside school buildings. (Early Ventures and Kid Ventures participants must wear face coverings until June 30, 2021) All people are required to wear face coverings on all public transportation, including school buses. It is required that students and staff wear a face covering when entering a school nurse's office. Students who display a less common symptom may be asked to wear a face covering for the remainder of the programming day. Symptomatic people will be required to wear a face covering and isolated while waiting to go home or visiting the nurse.
Physical distancing	<ul style="list-style-type: none"> For programs held indoors, staff will take reasonable steps to provide safe spacing between participants as practicable.
Cleaning and hygiene	<ul style="list-style-type: none"> There will be routine environmental cleaning and disinfection in classrooms and common spaces. Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.
Handling a suspected or confirmed case of COVID-19	<ul style="list-style-type: none"> The district COVID-19 coordinator will report cases of COVID-19 to MDH. Symptomatic people will be required to wear a face covering and isolated while waiting to go home or visiting the nurse. It is recommended staff and families self-report to the school if they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had a close contact to someone with COVID-19.
Quarantine	<ul style="list-style-type: none"> Continue to be vigilant in monitoring for symptoms of illness and protect others by staying home when you are feeling ill. A student, participant, or staff who tests positive for COVID-19 will be not be allowed to participate until all three of the following things are true: People who test positive for COVID-19 should stay at home until all three of these things are true: <ul style="list-style-type: none"> They feel better. Their cough, shortness of breath, or other symptoms are better; and, It has been 10 days since they first felt sick or tested positive; and, They have had no fever for at least 24 hours, without using medicine that lowers fever. A student, participant, or staff member with a member of their household who has tested positive for COVID-19 must follow the Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs to determine if the individual needs quarantine. A general notification will be shared with families when their student is part of a program/classroom that includes someone who has tested positive for COVID-19. Staff will share the Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs for families to determine if their child will quarantine. No contact tracing will be conducted.
Visitors and volunteers	<ul style="list-style-type: none"> Visitors and volunteers are allowed in the buildings. All sites and programs are required to keep a roster of visitors and volunteers (name, contact information, date, time, program, site, etc.)
COVID waivers	<ul style="list-style-type: none"> COVID waivers are required from all program participants and outside renters.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

May 24, 2021

Northfield District Office Conference Room 105

1. Call to Order

Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 6:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. Also present at this meeting was Dr. Matt Hillmann, Superintendent and Val Mertesdorf, Director of Finance. Present via video conference was Director of Human Resources Molly Viesselman.

2. Items for Discussion and Reports

- a. The Board discussed labor negotiations strategy per Minnesota Statute 13D.03.

3. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 6:49 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

May 24, 2021

District Office Boardroom

1. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. Present at this meeting was Dr. Matt Hillmann, Superintendent; Val Mertesdorf, Director of Finance and Anita Aase, Executive Administrative Assistant. Present via video conference was Erin Bailey, Director of Community Education; Sara Pratt, Assistant Director of Special Services; Simon Tyler, Director of Prairie Creek Community School; Joel Leer, Northfield High School Principal and Joel Olson, Director of Student Activities. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

To accommodate the public comment portion of our meeting members of the public were invited to submit comments either in person or via the school district website email by 5:00 p.m. on May 24, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There were no public comments.

4. Announcements and Recognitions

- Nancy Antoine, principal at Bridgewater Elementary, was selected as the 2021 National Association of Elementary School Principals' National Distinguished Principal in Minnesota.
- The Minnesota Department of Education granted final approval of our Portage application on Friday, May 21, making Northfield Public School a state-approved online provider serving grades K-12 beginning with the 2021-22 school year.
- The Campaign for Grade-Level Reading has named Northfield a 2021 Bright Spot community for its responses to the COVID crisis last year. Northfield was one of 54 communities across the country, and the only one in Minnesota, to receive this recognition.

5. Items for Discussion and Reports

- a. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendation to the board to adopt new Policy 950 Land Acknowledgement, a land acknowledgement statement that was presented to the policy committee by the District Youth Council. He also presented the policy committee's recommendations and edits to the ALC, Elementary, Middle School, High School, Co-Curricular, Early Ventures, Kid Ventures handbooks and the child nutrition appendix for school year 2021-22. These will be items for individual action at the next board meeting.
- b. Revised 2021-2022 School Year Calendar and Proposed 2022-23 School Year Calendar. Superintendent Hillmann presented a revision to the 2021-22 school year calendar as well as the proposed 2022-23 school year calendar as recommended by the Meet and Confer committee. Both calendars include two family conference days to be held at the beginning of the school year. This will be an item for individual action at the next Board meeting.
- c. Semi-Annual Fundraising Report. In compliance with Policy 713 Student Activity Accounting, Director Mertesdorf presented the semiannual fundraising report to be reviewed by the school board.
- d. Pay Equity Report. In January the board approved the submission of the pay equity report. Superintendent Hillmann updated the board on the results of the report and an action plan. The superintendent will request

approval of the action plan and proposed salary increases as an item for individual action at the next board meeting.

- e. COVID-19 Response and Operations Update. Superintendent Hillmann shared that Rice County has experienced a decrease in the number of COVID-19 cases over the past month and vaccination rates in Rice County continue to improve. In collaboration with two local physicians, the district hosted an informational webinar for parents on COVID-19 vaccinations for 12-17-year olds. COVID-19 protocols for graduation have been updated and we are reviewing that guidance. The Class of 2020 graduation/reunion is scheduled Friday, June 11 and approximately 50 people are planning to attend.
- f. Request to Hire Additional Licensed Special Education Occupational Therapist. In early February the school board approved the temporary addition of a 1.0 FTE Occupational Therapist (OT) to meet the special education services at the Northfield Community Education Center during the pandemic. Assistant Director Pratt requested to continue with the additional OT position at a .5 FTE for the 2021-22 school year. The total projected cost of salary is \$35,544 and benefits is \$15,544 for a total of \$66,636 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$31,538. On a motion by Goerwitz, seconded by Butler, this item was moved to an item for individual action at this meeting.

6. Committee Reports

Board member Butler shared a Legislative Action Committee report.

7. Consent Agenda

On a motion by Barniak, seconded Butler, the board approved the consent agenda.

a. Minutes

- Minutes of the Regular School Board meeting held on May 10, 2021

b. Gift Agreements

- \$1,000.00 from Charles Pillsbury for Nancy Pillsbury Memorial TORCH Scholarship
- \$1,500.00 from Cardinal CG Company for Cardinal CG Scholarships
- \$1,000.00 from Northfield Area Family YMCA for Northfield Area YMCA Scholarships
- \$1,000.00 from Northfield Raider Touchdown Club for Northfield Touchdown Club Scholarship

c. District Youth Council Members 2021-22. The following students were recommended to serve on the District Youth Council during the 2021-2022 school year:

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

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

Rising Sophomores: Sebastian Brunelle, Madeline Bussmann, McKenna Carlson, Mari Hanson, Connor Percy

*Denotes current District Youth Council Member

d. Personnel

i. Appointments

1. Nahal AfsharJavan, 1.0 FTE Band Teacher at the High School, beginning 8/30/2021; BA, Step 2
2. Delia Benson, Summer Recreation Position with Community Education, beginning 5/26/2021-8/31/2021; General Rec \$10.25/hr. Program Supervisor \$10.64/hr.
3. Nicholas Connor, 1.0 FTE Mathematics Teacher at the High School, beginning 8/30/2021; MA, Step 9
4. Julene Johnson, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
5. Michelle Martinez, Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, beginning 6/1/2021-8/20/2021; BA, Step 2
6. Danielle Olson, .5 FTE Licensed Social Worker at the NCEC, beginning 8/30/2021; BA+20, Step 7
7. Matti Prayfrock, Targeted Services Summer BLAST Site Leader for up to 6.5 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 1-\$16.85/hr.
8. Brynn Puppe, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 3-\$14.85/hr.

9. Hannah Ringlien, Summer Aquatics Position with Community Education, beginning 5/26/2021-8/31/2021; Lifeguard \$10.64/hr.
 10. Kristin Schlim, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 8/30/2021; BA, Step 5
 11. Ryan Schnaith, 1.0 FTE Mathematics Teacher at the High School, beginning 8/30/2021; BA, Step 4
 12. Kari Selchow, 1.0 FTE Long Term Substitute First Grade Companeros Spanish Immersion Teacher at Greenvale Park, beginning 6/1/2021-6/10/2021; BA, Step 5
 13. Sarah Snider, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
 14. Winston Vermilyea, Summer Aquatics Position with Community Education, beginning 5/26/2021-8/31/2021; Lifeguard \$13.39/hr.
 15. Claire Anderson, 1.0 FTE MTSS Reading Teacher at the Middle School, beginning 8/30/2021; MA, Step 7
 16. Danielle Collins, 1.0 FTE Elementary Teacher at Greenvale Park, beginning 8/30/2021-6/8/2022; MA, Step 6
 17. Marissa Gallardo, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
 18. Magdalena Higgins, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
 19. Shari McCabe, 1.0 FTE Physical Education Teacher at Bridgewater, beginning 8/25/2021; BA, Step 3
 20. Martha Meyer, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
 21. Betsy Schuerman, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
 22. Isaiah Schwab, Summer Seasonal Grounds/Custodial Worker with the District, beginning 6/1/2021-approximately 10/31/2021; Year 1-\$15.00/hr.
 23. Paul Stanton, 1.0 FTE Licensed School Counselor at the ALC, beginning 8/19/2021-6/8/2022; MA, Step 1
- ii. Increase/Decrease/Change in Assignment
1. Zane Anway, Teacher with Portage, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 7/12/2021-8/20/2021.
 2. Nives Bakic, EA at the Middle School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 3-\$14.85/hr.
 3. Ana Bravo Gatton, EA at the Middle School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 4. Peggy Christensen, CNA I at Bridgewater, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
 5. Lindsey Dietiker, CNA III at Sibley, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
 6. Jan Ensrud, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
 7. Debbie Foley, EV Assistant Teacher at the NCEC, add CNA I for up to 1 hour/day M-F at the NCEC, effective 5/14/2021-Ongoing.
 8. Inger Hanson, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
 9. Kelly Hebzynski, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
 10. Mara Hessian, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA ESY for up to 4 hours/day with the District, effective 6/22/2021-8/5/2021.
 11. Heather Keuhl, MS Youth Center Teacher, extending end date to 5/27/2021, effective 5/14/2021.
 12. Kristi Kortuem, Math Teacher at the High School, change to Grade 6 Math Teacher at the Middle School, effective 8/30/2021.
 13. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed EA PCA/BUS EA ESY for up to 4 hours/day with the District, effective 6/22/2021-8/5/2021.
 14. Marie Kylo, CNA II at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
 15. Jennifer Link, MS Youth Center Teacher, extending end date to 5/27/2021, effective 5/14/2021.
 16. Laura Little, CNA I at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
 17. Rebecca Meyer, EA at the High School, add Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th at the Middle School, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 18. McKenzie Mikulski, Special Ed Teacher at Greenvale Park, will continue position for the 2021-2022 school year, effective 5/18/2021-6/10/2022.

19. Ellen Mucha, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
 20. Natalie Ponciano Bartolo, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 21. Hannah Ringlien, Lifeguard with Community Education Recreation, add General Rec Assistant and Program Supervisor with Community Education Recreation, effective 5/26/2021-8/31/2021; Asst.-\$10.50/hr. Supervisor-\$11.14/hr.
 22. Rachel Rolling, Teacher at the ALC, add ALC Summer School Teacher for up to 5.5 hours/day M-Th. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
 23. Ann Schmidt, CNA II and CNA III at the High School, add Summer Child Nutrition Associate for up to 5 hours/day M-Th. with the District, effective 6/14/2021-8/27/2021; 20-21 \$18.81/hr., 21-22 \$19.28/hr.
 24. Deborah Seitz, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 6/1/2021-8/20/2021. Lane/step
 25. Karleen Sherman, Teacher at Sibley, add Targeted Services BLAST Teacher for up to 6 hours/day M-Th. at the Middle School, effective 7/12/2021-8/20/2021. Lane/step
 26. Janet Smith, Teacher at the High School, add ALC Summer School Teacher for up to 5.5 hours/day M-Th. at the ALC, effective 6/11/2021-7/29/2021. Lane/step
 27. Cynthia Thomas, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th at Greenvale Park, effective 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 28. Winston Vermilyea, Lifeguard with Community Education Recreation, add General Rec Assistant and Program Supervisor with Community Education Recreation, effective 5/26/2021-8/31/2021; Asst.-\$13.25/hr. Supervisor-\$13.89/hr.
 29. Natalie Amy, WILL Program Teacher at the Middle School, change to School Counselor at the Middle School, effective 8/30/2021-6/8/2022.
 30. Sebastian Burset, Long Term Substitute Cultural Liaison with the District, change to Cultural Liaison-on going with the District, effective 5/20/2021.
 31. Matthew Crase, Long Term Substitute Special Education Teacher at the High School, change to 1.0 FTE Special Education EBD Teacher at the High School, effective 8/30/2021.
 32. Leah Grisim, Special Ed EA PCA at Sibley, change to 1.0 FTE Special Education ASD Teacher at Sibley, effective 8/30/2021.
 33. Denise Halvorson, Teacher at the High School, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
 34. Gretchen Heil, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
 35. Jake Kromschroeder, Custodian at the High School, change to Night Lead Engineer W/O License at the High School, effective 5/24/2021; Step 4 Custodian Engineer w/o license
 36. Eustacio Lazaro Chavez, Custodian Tues-Sat. at the High School, change to Custodian M-F at the High School, effective 5/24/2021.
 37. Peter Maus, .6 FTE Math Teacher at the Middle School, change to .4 FTE Math Teacher at the Middle School, effective 8/30/2021.
 38. Ulrika Peterson, Special Ed EA PCA at Sibley, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
 39. Nicole Rasmussen, Special Ed EA PCA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 40. Angel Rivera, Full Time Teacher Substitute for the 2020-2021 school year with the District, change to Full Time Teacher Substitute-ongoing with the District, effective 5/21/2021.
 41. Jodie Rud, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
 42. Michelle Sickler, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step.
- iii. Leave of Absence
1. Linda Kovach, Teacher at the Middle School, Family/Medical Leave of Absence, beginning 5/24/2021 through the end of the 2020-2021 school year.
- iv. Retirements/Resignations/Terminations
1. Collette Carras, EA at the Middle School, retirement effective at the end of the 2020-2021 school year.
 2. Jennifer Hildahl, Early Ventures Teacher, resignation effective 5/25/2021.
 3. Joan Lizaola, Cultural Liaison with the District, resignation effective at the end of the 2020-2021 school year.
 4. Rafael Silva, 1.0 FTE Band Teacher at the High School, withdrew application for position, effective 5/12/2021.
 5. Leah Grisim, Special Ed EA PCA at Sibley, resignation to accept a different position with the District, effective at the end of the 2020-2021 school year.

6. Lori Gunderson, CNA I at the High School, resignation effective 6/10/2021.
7. Mary Huberg, Administrative Assistant at the ALC, retirement effective 6/10/2021.
8. Rebecca Stoufis, Full Time Teacher Substitute with the District, resignation effective 5/21/2021.

8. Items for Individual Action

- a. Contract Between Northfield Public Schools and Prairie Creek Community School. On a motion by Butler, seconded by Goerwitz, the board approved the new five year contract between Northfield Public Schools and Prairie Creek Community School for the time frame July 1, 2021 - June 30, 2026.
- b. High School Raider Mascot. Chair Pritchard provided a recap and her reflections of the Raider mascot refresh process. This included the events which initiated the process to retire the current Raider mascot and approve a new mascot design, the parameters set forth by the board for the new mascot design, the history of the Raider and the Raider name, and the consensus that the new mascot depicts an outlaw and not a townspeople. The Raider name has transcended its historical context and there is a sense of pride, energy and strong school connectivity to the Raider name. Prior to 1956, Northfield Public Schools did not have a mascot and the ubiquitous Northfield "N" is a strong identifiable logo for our school. The work of the committee, the community, and ensuing board discussions, provided information we could not have acquired without going through this process. We began this process with the goal of achieving a change. If we retire the current mascot and do not replace it at this time, we are achieving both a change and potentially an even more positive outcome. The board discussed Chair Pritchard's comments.

On a motion by Gonzalez-George, seconded by Goerwitz, the board approved retiring the existing Raider mascot and prohibiting it from further school district use. Existing athletic team uniforms and other district displays of the retired mascot will be phased out as soon as practicable.

Chair Pritchard recommended a modified motion: Motion to not approve the refreshed Raider mascot as presented. Direct administration to not proceed with any further action to develop a new mascot design at this time, and to continue to use the standard Northfield "N" as the school logo. On a motion by Butler, seconded by Baraniak, this motion passed.

- c. Handbook Approvals. On a motion by Goerwitz, seconded by Butler, the board approved the MSYC/BLAST, PLUS, and Hand in Hand handbooks for school year 2021-22.
- d. Proposed 2021-22 Budgets - All Funds. On a motion by Goerwitz, seconded by Baraniak, the board approved the proposed 2021-22 budgets as presented for all funds as listed below.

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

- e. Request to Hire Additional Licensed Special Education Occupational Therapist. On a motion by Butler, seconded by Goerwitz, the board approved the addition of a .5 FTE special education occupational therapist position at the Northfield Community Education Center for the 2021-22 school year. The total projected cost of salary is \$35,544 and benefits is \$15,544 for a total of \$66,636 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$31,538.

9. Items for Information

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

10. Future Meetings

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

11. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the board adjourned at 9:11p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 3rd day of June, 2021, by and between Northfield Area Chamber of Commerce, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 for the Chamber Scholarship, check # 4147.

Northfield Area Chamber of Commerce
Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 1st day of June, 2021 by and between Land O' Lakes Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 Donation to ALC Backpack program
Check # 26567

Land O' Lakes Foundation

Donor

By: Received at ALC

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 1st day of June 2021, by and between CFS Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 Donation to ALC Backpack program
Check # 1486

CFS Foundation

Donor

By: Received at ALC

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

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

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

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

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

Donor	Item	Designated Purpose (if any)
Northfield Area Chamber of Commerce	\$1,000.00	Chamber scholarship
Land O'Lakes Foundation	\$1,000.00	ALC backpack program
CFS Foundation	\$1,000.00	ALC backpack program

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

Policy 950 LAND ACKNOWLEDGEMENT

I. PURPOSE

The purpose of this policy is to formalize a statement from the Northfield School District that recognizes and respects Indigenous peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous peoples and their traditional territories.

II. GENERAL STATEMENT OF POLICY

A “land acknowledgement” is a formal statement from a city, province, state, institution of higher education, or other cultural institution that affirms and recognizes the Indigenous peoples of a particular place and their historic, ongoing, and future relationships with those lands and waters.

III. HISTORY

- A. The Wahpekute Tribe were the earliest known people to occupy the region around Northfield, Minnesota and lived here for thousands of years.
- B. The 2020–21 District Youth Council’s Equity and Inclusion subcommittee, on behalf of the District Youth Council, proposed a land acknowledgement be formally adopted by the Board of Education.

IV. LAND ACKNOWLEDGEMENT STATEMENT

The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.

V. DISSEMINATION OF THE LAND ACKNOWLEDGEMENT STATEMENT

- A. Sharing the land acknowledgement statement
 - 1. The land acknowledgement statement will be read at the school board organizational meeting in January, at the school board meeting nearest Indigenous Peoples Day and at Northfield High School and Area Learning Center senior graduations.
 - 2. The land acknowledgement statement will be published on the district’s website, in the district’s nature areas located at its elementary schools, on meeting agendas and at a prominent location in each school building office.
 - 3. The land acknowledgement statement may be read in other circumstances as determined by an administrator.

Policy 950 Land Acknowledgement

Adopted: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota



Area Learning Center

Student Handbook 2021-2022

201 Orchard Street South

Northfield, MN 55057

Main Office: 507.645.1201 (ALC Office)

Attendance Line: 612.695.2139 (call or text)

Fax: 507.645.1250

Director: Daryl Kehler dkehler@northfieldschools.org

www.northfieldschools.org

Northfield Public Schools: Our Vision

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

Northfield Public Schools: Our Mission

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

Beliefs

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

Strategies

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

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

WELCOME TO THE AREA LEARNING CENTER

This handbook has been designed to be helpful in answering questions about The Area Learning Center's programs, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

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

Our best wishes are for a productive positive school year.

2021-2022 AREA LEARNING CENTER STAFF/ADMINISTRATION

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





Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020

July 2021							July							January 2022							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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School Cancellation Procedures:

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

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

Student Days:

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

Summary:

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

NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

New Teacher Inservice

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

Teachers Back-to-School Workshop Week

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

September 6 **No School.** Labor Day
September 7 First Day of School. Beginning of 1st Quarter

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

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

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

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

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

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

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

May 30 **No School.** Memorial Day

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

School Cancellation Procedures for 2021-2022

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

ALC CALENDAR 2021-2022

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

- There is no school Feb. 3 and Feb. 4, 2022
- Conferences will be held Oct. 18, Oct. 19, Feb. 17 and April 14.

2020-2021 DAILY SCHEDULE

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

GRADUATION REQUIREMENTS

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

IMPORTANT SCHOOL NUMBERS

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

Director’s office to contact teachers 645-1201

Nurse’s Office 645-1205

HONOR ROLL

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

A Honor Roll = 3.6 - 4.00 GPA

B Honor Roll = 2.6 - 3.59 GPA

HONOR STUDENT DESIGNATION

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

ELIGIBILITY

GRADUATION INCENTIVES PROGRAM (Minnesota Statute 124D.68)

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

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

REGISTRATION

Once a student meets the eligibility requirements, s/he must meet with the director for registration. The following will be completed: transcript or credit report, a Continual Learning Plan, and a discussion of the Center's philosophy and policies. Parent/Guardian 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/guardians and student. Parents/Guardians 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/Guardians may review the CLP at Parent/Teacher Conferences.

PROGRAMS AVAILABLE

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

Program	Overview	Days	Time
Seat Based Program	Provides a positive, safe and structured learning environment with modified block-scheduling	Monday - Friday	8:10am - 2:40pm Or 9:40am-4:15pm
Credit Recovery Program	For students who are in need of credit recovery and can complete coursework with minimal teacher direction. Completed through an online program.	Flexible schedule	Flexible schedule
Independent Study	For students who are unable to attend regularly and are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents.	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time.	Varies	Varies

INDEPENDENT STUDY EXPECTATIONS

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

INDEPENDENT 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. 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? Attendance involves checking in with a teacher. This may occur in person or virtually.

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

ATTENDANCE INFORMATION

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

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

ABSENCE PROCEDURE

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

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

ABSENCES/EXCESSIVE TARDIES

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

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

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

GRADING PERIODS

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

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

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

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

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

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

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

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

ABSENCE APPEAL

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Director. The student/parents/guardians 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.

ABSENCES THAT DON'T COUNT TOWARDS NCs

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

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

WITHDRAWAL FROM SCHOOL

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

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCESSIBILITY

The main doors located on the west side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. The ALC is located on the second level. Students are not allowed on the first level, unless approved by the Director.

BULLYING PROHIBITION

Bullying is defined as behavior that is:

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

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form is encouraged to assist in a prompt investigation.](#)

CELL PHONES

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

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

E-LEARNING DAYS

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

ELECTRONICS

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

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

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

Such reports should be made to:

Molly Viesselman

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

201 Orchard Street South., Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

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

PERSONAL POSSESSIONS

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

CLOSING OF SCHOOL

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 radio, FOX 9, KARE 11, KSTP, WCCO, Northfield News and Sklylert.

CONTACTING STUDENTS DURING THE DAY

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

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

COURSE INCOMPLETES

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

COURSE STRUCTURE

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

DAY CARE

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

REMOVAL FROM PROGRAM

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

EIGHTEEN-YEAR OLDS

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

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s)/guardian(s) of an adult student, provided that the parent(s)/guardian(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/guardians, the student may submit a written request for the district to end all communications with the parent(s)/guardian(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)/guardian(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/guardians.

FAMILY ACCESS

Parents/Guardians are encouraged to apply for a family access number. This will allow parents/guardians to view attendance, food service accounts, schedules and grades. ***Go to the website at www.northfieldschools.org click on family access to request a pin number.***

GRADUATION/COMMENCEMENT

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

Students who are two credits short of the total credits required may also participate in ALC commencement but will not receive a diploma until all graduation requirements are completed.

Students that have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Students need to meet the additional requirements in order to walk with the Northfield High School. 1) The student has attended at least one year at the Northfield High School. **OR** 2) The student has attended any part of their senior year at the Northfield High School. Any student who is more than 1/2 credit short of the graduation requirement is not allowed to participate in the Northfield High School commencement.

LAW ENFORCEMENT AGENCIES

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

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

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

OPEN CAMPUS LUNCH

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

NURSE

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

PARKING LOT / VEHICLE POLICY

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

POST-SECONDARY OPTIONS

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

PROM

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

REPORT CARDS

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

STUDENT DRESS POLICY

~~Any student who feels offended by any individual's apparel may report their concern to the administration. Students have the right to choose their manner of dress and personal grooming on school property unless it:~~
~~1. presents a danger to the students' health and safety~~
~~2. is sexually suggestive~~

- ~~3. exhibits profanity, lewd or vulgar expressions~~
- ~~4. can be construed as gang related~~
- ~~5. is found to be offensive~~
- ~~6. interferes with the educational environment of the school or classroom.~~
- ~~7. advertises products that are illegal for minors~~

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

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

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by [district policy 524-2](#). See the [Student iPad Loan Agreement](#) for additional details about iPad implementation.

VISITOR POLICY

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

VOLUNTEERS

Parents/Guardians 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/Guardians and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

WEBSITE

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

WELLNESS

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

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

Offer vs. Serve

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

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on

the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

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

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices
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Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Payments

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

Payments using a credit or debit card can be made online through Family Access located on the bottom of the screen. Steps for making online payments through Family Access are as follows:

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

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

- Go to <https://northfieldschools.revtrak.net>
- Click Food Service Payments then follow prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

Refunds

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

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

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

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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

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

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website. All students will have their own individual meal accounts with a separate 4-digit PIN (Personal Identification Number) ~~for each student/user in the family~~ to record individual meal and individual food purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. ~~The~~ Parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in their lunch account a meal will be provided, however, the student will be charged for this meal and the parents/guardians will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The school district recognizes that it has an obligation to notify the parents/guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by using Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents/Guardians should update their contact information in Family Access annually. For information on our negative meal account balance process read this procedure document.

Payments

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

Cash and check payments may be made daily and sent to any school the student attends. All schools have payment envelopes and collection boxes placed in the child nutrition area for receipt of payments and each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

- Cash payments will be accepted in a sealed envelope with the student and parent's/guardian's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, ~~1400 Division~~ 201 Orchard Street South, Northfield, MN 55057.
- Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, ~~1400 Division~~ 201 Orchard Street South, Northfield, MN 55057.

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

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

- Go to Family Access and click on the button that says "Family Access" ~~located on the bottom of the screen. You can either~~ Log into Family Access (<https://bit.ly/2PW7BUh>) to continue. ~~or apply for a Family Access account if you do not have one. If you do not have or do not know your Family~~ Access login and password click here.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

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

- Go to [RevTrak](#)
- Click Meal Payments and follow the prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or Stephanie DeAdder, Child Nutrition Admin Assistant, by email: sdeadder@northfieldschools.org ~~at the district office.~~ We encourage the use of the ~~Northfield Public Schools District website~~ Skyward Family Access to view meal account balances, view payments and purchases, or to print statements. ~~To complete an on-line payment, visit~~ northfieldschools.org ~~and click on Family Access, under the Parent Resources tab.~~ Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Positive senior meal balances will be transferred to a younger siblings account or Angel funds account if no other siblings attend Northfield schools and a refund is not requested. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. by completing the [refund request form](#). A check will be issued in the amount of the refund. No cash refunds will be made. Before submitting a refund request make sure that you have auto replenish turned off. These are the [instructions](#) on how to turn off auto-replenish payments in RevTrak.

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and reduced meal benefits. ~~Individual milk purchases do not fall under the free and reduced meal benefits, unless purchased with a meal.~~ Breakfast is available at all schools. ~~All alternative meals are priced as a regular lunch meal.~~ Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year.

Offer vs. Serve

The “offer vs. serve” federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a

complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

Food Allergies and Special Dietary Needs

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

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardians. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020- 18, 2021. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020- 18, 2021 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

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

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70 \$1.75	\$2.65 \$2.70	\$4.35 \$4.45	\$34.00 \$35.00	\$53.00 \$54.00	\$87.00 \$89.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices

Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70 \$1.75	\$2.80 \$2.85	\$4.50 \$4.60	\$34.00 \$35.00	\$56.00 \$57.00	\$90.00 \$92.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20 \$2.25	\$4.00 \$4.25	\$6.20 \$6.75	\$44.00 \$45.00	\$80.00 \$85.00	\$124.00 \$130.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents/Guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is ~~\$2.20~~ \$2.25 for breakfast and ~~\$4.00~~ \$4.25 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Questions/Comments		
Spring Creek 645-3490	Bridgewater 664-3324	Greenvale/NCEC 645-3509
Middle School 663-0668	District Office 663-0618	High School/ALC 663-0604

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

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Reviewed and updated 4.5.21

CHILD CARE PROGRAM PLAN

Philosophy

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

Goals

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

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

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

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

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

Enrollment Policy

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

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

Days and Hours of Operation

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

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	July 4th
Christmas Eve	At least 2 days before the start of the summer

Christmas Day

~~session~~ programming

New Year's Eve

One week before the start of the ~~fall session~~ school year

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

Program Options

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

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

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

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

RATIOS

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

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

FINANCIAL POLICIES AND PROCEDURES

Fees

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

Registration Fee

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

Payment

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one

time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on child care assistance are due bi-monthly on the 1st and 15th of each month. Parents/Guardians on child care assistance will be responsible for any and all costs not covered by county assistance.

ABSENCE

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

CHANGE OF SCHEDULES

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

ARRIVAL & DEPARTURE

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

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

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

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

Late Pick-Up

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

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

EMERGENCY CLOSING PROCEDURES

Emergency Closing or Early School Dismissal

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

WITHDRAWAL FROM PROGRAM

Once registration forms are received, EarlyVentures requires a one month notice for all withdrawals as your

spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one-month charge will automatically be assessed. These costs will appear on the final bill.

PARENT/GUARDIAN INFORMATION

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

RELEASE OF CHILDREN

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

CUSTODY ISSUES

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

ENROLLMENT FORMS

EarlyVentures must have the following forms on file for each child:

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

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

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

CONFERENCES AND TOURS

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

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

OUTSIDE CHILD CARE SERVICES

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

BIRTHDAYS

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts, etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

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

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

INSURANCE

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

CHILDREN'S ATTIRE

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

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

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

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

HEALTH AND IMMUNIZATION

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

ALLERGY PREVENTION AND RESPONSE

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

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

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

MEDICATION POLICY

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

CHILD CARE CENTER HEALTH POLICY

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

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

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

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

Handling and Disposal of Bodily Fluids: Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart

11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container will be stored in the Longfellow NCEC nurse’s office, out of reach of children.

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

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

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

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

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

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

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

MEALS AND SNACKS

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Children 12-24 months are served unflavored whole milk and children 2 and up are served unflavored 1% milk. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent/guardian of \$0.75 per item.

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

SICK CHILD/ABSENCE

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

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

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

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

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

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

EMERGENCY AND ACCIDENT PROCEDURE POLICY

1. Administering First Aid: All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents/Guardians will be informed of any such incidents upon pick up. Accident reports will be filed any time it is necessary to call parents/guardians or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

2. Accident Prevention Procedures:

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

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

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

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

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

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

3. Fire Prevention and Procedure:

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

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

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

proper training in how to carry out fire procedures.

4. Natural Disasters:

A. Tornadoes: In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

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

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

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

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

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

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

9. Source of Emergency Medical Care: Northfield Hospital

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

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

EMERGENCY PREPAREDNESS

Early Ventures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition;

procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; ~~and~~ procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities; and accommodations for infants and toddlers. The Emergency Preparedness Plan is available on site and upon request.

PERMISSION SLIPS

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

PROGRAM QUALIFICATIONS

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

SERVICES TO CHILDREN WITH SPECIAL NEEDS

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

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

Pre-enrollment Conference and Release of Information: Parents/Guardians of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support

services which are needed. At this conference, parents/guardians will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents/guardians will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

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

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

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

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

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

BEHAVIOR GUIDANCE POLICIES

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

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

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

Biting: Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it

provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control, attempting to get attention, lack of verbal skills, or even hunger.

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

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

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

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

BEHAVIOR POLICIES

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

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

Behavior Incident Reports: A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for

behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

1st Behavior Incident Report: Parents/Guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/Guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

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

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

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

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

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

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

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

EarlyVentures also prohibits:

- Punishment for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to

- protect a child or others from harm
- The use of mechanical restraints, such as tying
- No child may be separated from the group unless the following has occurred:
 - Less intrusive methods of guiding the child's behavior have been tried and were ineffective
 - The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

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

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

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

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

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

PETS

Early Ventures will inform parents/guardians and obtain signed permission before any pets are housed at the center or any pets visit the center.

PARENT/GUARDIAN VISITS

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

TELEPHONE NUMBER FOR DIVISION OF LICENSING

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

TOYS

Early Ventures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other

toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems. Early Ventures cannot be held responsible for lost, broken, or missing items.

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

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

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

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

INTERNAL REVIEW

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

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

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

Based on the results of the internal review, Early Ventures will develop, document, and implement a

corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or EarlyVentures, if any.

NORTHFIELD SCHOOL BOARD DISTRICT POLICY REGARDING HARASSMENT AND VIOLENCE

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

DISMISSAL FROM PROGRAM

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

PARENT/GUARDIAN RELATED PROBABLE CAUSE FOR DISMISSAL FROM PROGRAM:

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

STAFF POLICIES

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

11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.

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

RISK REDUCTION PLAN

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

Appendix A: Daily Schedules and Curriculum

Caterpillar Room (Infants)

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

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

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

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

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

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

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

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

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

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

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

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

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



Bridgewater Elementary Greenvale Park Elementary Spring Creek Elementary

Student Handbook 2021-2022

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

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

www.northfieldschools.org

Northfield Public Schools: Our Vision

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

Northfield Public Schools: Our Mission

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

Beliefs

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

Strategies

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

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

WELCOME TO NORTHFIELD PUBLIC SCHOOLS

This handbook has been designed to be helpful in answering questions about Northfield ~~e~~Elementary ~~S~~Schools' programs, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

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

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





Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020

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

School Cancellation Procedures:

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

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

Student Days:

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

Summary:

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

NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

New Teacher Inservice

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

Teachers Back-to-School Workshop Week

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

September 6 **No School.** Labor Day
September 7 First Day of School. Beginning of 1st Quarter

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

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

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

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

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

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

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

May 30 **No School.** Memorial Day

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

School Cancellation Procedures for 2021-2022

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

Daily Elementary School Schedules

Bridgewater Elementary School (Grades K-5)

8:20 a.m.	First Bell Rings (9:20 a.m. on late-start Wednesdays)
8:25 a.m.	Second Bell – Class Begins (9:25 a.m. on late-start Wednesdays)
11:15 a.m. – 1:00 p.m.	Lunch/Recess Periods
3:20 p.m.	Dismissal Bell for all students–buses load

Greenvale Park Elementary School (Grades K-5)

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

Spring Creek Elementary School (Grades K-5)

8:15 a.m.	First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
11:00 a.m. – 1:05 p.m.	Lunch
3:15 p.m.	Dismissal Bell for all students–buses load

Teacher's Hours:

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

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

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

Links to Staff Directory

[Bridgewater Elementary](#)

[Greenvale Park Elementary](#)

[Spring Creek Elementary](#)

NOTES

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

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 9:00 a.m. or ~~8:45~~ 8:55 a.m. for breakfast.

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

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

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

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

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

ATTENDANCE INFORMATION

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

Bridgewater507-664-3306

Greenvale Park.....507-645-3506 or attendancegvp@northfieldschools.org
gvpattendance@northfieldschools.org

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

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

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

Note: Parents/Guardians **may not** take their child from the school premises without notifying the office. For students to leave school early, parents/guardians must send a note to the classroom teacher and call the front office or attendance line. **When leaving early, parents/guardians 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/guardians should contact their child's teacher so that class work that is missed can be made up. Because it is difficult to predict exactly how instruction will be paced during a student's absence, it may be necessary for students to make up work after they return.

Attendance Areas

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

Walk Zone

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

Non-Resident Students (Open-Enrolled)

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

After School Activities

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

Safety

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

Parents/Guardians should review the following safety rules with their children.

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

Behavior, Bus Incident Reports

If a student is involved in a behavioral incident on a school bus or at a school bus stop or transfer point, a bus incident report form is issued by a driver, the bus company safety director, or school employee. The purpose is to provide communication to parents/guardians 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/guardians 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 parent/guardian communication with the school on or before the day of absence or tardiness. If such communication takesplace, 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 parent/guardian 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/guardians 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/guardians requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
5. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

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

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCEPTABLE USE POLICY FOR THE NETWORK/INTERNET/E-MAIL SYSTEM

Student use of technology and the Internet is governed by [district policy 524-2](#). ~~The policy can be viewed at <https://northfieldschools.org/wp-content/uploads/board-policy-524.pdf>.~~

ACCESS TO STUDENT RECORDS

The law allows the parent/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/guardian/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 their regular after school destination, a note signed by the parent/guardian must be sent to school. **REMINDER:** Once school is dismissed, there is NO supervision on the playground. It is required that all students go home after school.

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

ART

The goal of the art education program in grades K-5 is to introduce students to a wide variety of art media and materials while teaching basic art concepts such as line, shape, color, space and texture. Students are also taught skills in painting, drawing and construction, which direct them to use their visual senses. Viewing, discussing, and appreciating famous art works are also an important part of the art program.

ASSESSMENT

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

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

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.) You may contact Director of Instructional Services Hope Langston at hlangston@northfieldschools.org with any questions.

BAND

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

BEFORE SCHOOL PLANS

There is no supervision on the playgrounds at Greenvale Park until ~~7:50~~ 8:00 a.m., Spring Creek until ~~7:55~~ 8:00 a.m., and Bridgewater until 8:00 a.m. (all one hour later on Wednesdays). Please DO NOT send your student to school before that time unless they are having breakfast at school. See Breakfast Program.

BICYCLES/OTHER POSSESSIONS

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

Other Possessions

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

BIRTHDAY INVITATIONS

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

BREAKFAST PROGRAM

Bridgewater, Greenvale Park and Spring Creek Elementary Schools provide the opportunity for all children to have ~~purchase~~ breakfast at their school on a daily basis. ~~Breakfast will not be available at Longfellow for the Ventures Pre-K programs. Breakfast is served at Greenvale from 7:45 - 7:50 a.m. until school begins, Spring Creek from 7:55 - 8:00 a.m. until school begins, and at Bridgewater from 7:45 a.m. until school begins. The cost for a student breakfast is \$1.70. All children who qualify for the free or reduced meal benefits receive a free breakfast daily. All kindergarten students receive free breakfast daily. The cost for an additional student breakfast is \$1.75. Adult breakfasts are also available and cost \$2.25.~~

BULLYING PROHIBITION

Bullying is defined as behavior that is:

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

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

BUS TRANSPORTATION

Transportation is an essential part of the school district services to students and parents/guardians. 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/Guardians 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/guardians, it is the safest for students. If a child lives at two different addresses due to shared custody arrangements, please contact Benjamin Bus.

Students should be at the bus stop five minutes before the scheduled bus arrival time. They should stay out of the street so that they do not become a traffic hazard. Parents/Guardians 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/guardian can come to school to retrieve it.
- 3rd infraction – student will no longer be allowed to bring a device to school until a parent/guardian conference with the Principal is held.

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

CHOIR

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

CITIZENSHIP

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

COMMUNICATION BETWEEN SCHOOL AND HOME

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

COMMUNITY EDUCATION

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

CROSSING GUARDS

Bridgewater

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

Greenvale Park

Crossing guards are on duty at the corner of Linden Street and Lincoln Parkway, at the west end of the school at Lincoln Parkway and at the entrance of the staff parking lot from ~~7:50~~8:00-8:15 a.m. and 3:15-3:25 p.m. Students are expected to cross at these crossings when the guards are present. Students who walk to Greenvale Park are asked to arrive **no earlier** than ~~7:50~~ 8:00 a.m. (Mon., Tues., Thurs. & Fri.) and ~~8:50~~ 9:00 a.m. (Wednesdays), when the crossing guards go on duty.

Spring Creek

Crossing guards will be available from ~~7:55~~ 8:00-8:20 a.m. and 3:15-3:25 p.m. on the corners of Maple and Sibley Drive, Maple and Ames, and Ames and Nevada. Students are expected to cross when guards are present. Students who walk to Spring Creek are asked to arrive no earlier than ~~7:55~~ 8:00 a.m. (Mon., Tues., Thurs. & Fri.) and ~~8:55~~ 9:00 a.m. (Wednesdays), when the crossing guards go on duty.

504 PLAN

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if they: 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/guardians 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 (set forth on the next page) will be available in the fall. In completing this form, please read it carefully. If you sign and return this form, you are stating that you do not want the information made public, which includes your child's photo in the Class Picture and School Memory Book/Yearbook.

DRESS POLICY FOR STUDENTS

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

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

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

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

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

APPENDIX C: DENIAL OF RELEASE OF DIRECTORY INFORMATION

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

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

Directory Information:

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

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

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

Signed _____ Address _____
(Parent/Guardian/Eligible Student)

Date _____

Student Affected _____ Address _____

School Currently Attending: _____
5/12; Updated 06/2018; Updated 02/2021

EMERGENCY CLOSING OF SCHOOLS

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

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

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

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

E-LEARNING DAYS

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

ENVIRONMENTAL EDUCATION

Greenvale Lone Oak Nature Area (GLONA)

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

Rachel Carson Nature Area at Bridgewater

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

Sibley Marsh and Prairie

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

FIELD TRIPS

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

FIRE DRILLS

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

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

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

Such reports should be made to:

Molly Viesselman

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

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

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

HEALTH POLICY

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

1. The school district acknowledges that students have a right to developmentally appropriate information about their health care in accordance with state and federal laws. The school recognizes the right of a student and the student's parents/guardians, 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/guardians 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/guardian, ambulance, or rescue squad will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the student Health and Emergency Form on file in the office to make whatever arrangements necessary to provide health services to the student or call the rescue squad.

Fragrances

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

Illness

To help assure good health care for students and alert health authorities to the presence of specific disease, parents/guardians 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/Guardians are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. Their temperature should be normal at least 24 hours **BEFORE** a student returns to school. The parent/guardian will be called if a student becomes ill at school. It is their responsibility to take the student home.

Temperature Guideline

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

COMMON CONCERNS IN SCHOOL-AGE CHILDREN

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

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

COMMON CONCERNS IN SCHOOL-AGE CHILDREN, cont'd

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

COMMON CONCERNS IN SCHOOL-AGE CHILDREN, cont'd

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
Fifth Disease	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	<ol style="list-style-type: none"> 1. If other rash-causing illnesses are ruled out, there is no need to exclude. 2. Treat fever and sore throat with over the counter pain medicine (non aspirin). 3. Pregnant women exposed to Fifth Disease should contact their health care provider. 	Most contagious before onset of rash. Spread from nose and throat discharge. Thoroughly wash hands with soap and warm running water. Dispose of soiled tissues.
Hand, Foot and Mouth Disease	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	<ol style="list-style-type: none"> 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 06.08.2020

HOLIDAYS

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

KIDVENTURES "Where learning and fun are one!"

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

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

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

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

LOW COST HEALTH INSURANCE FOR FAMILIES

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

- Have gross income that does not exceed 275 percent of the federal poverty guidelines (FPG) for families and children (\$58,308 for a household of four), and 200 percent of FPG for adults without children (\$20,808 for a household of one and \$28,008 for a household of two). Parents/Guardians with annual gross incomes over \$50,000 are ineligible, whether or not they otherwise meet the 275 percent of FPG standard; this income cap does not apply to pregnant women and minor parents.
- Have assets that do not exceed \$10,000 for a household of one and \$20,000 for a household of two or more, after certain exclusions. This asset standard does not apply to pregnant women and children.
- Not have access to employer-subsidized health care coverage, and not have had access to this coverage through the current employer for 18 months prior to application or renewal. This

requirement does not apply to children with incomes that do not exceed 150 percent of FPG and certain other children.

- Have no health care coverage at the time of application and for four months prior to application or renewal. Children with incomes that do not exceed 150 percent of FPG and certain other children considered to be “underinsured” are exempt from this requirement.
- Be a resident of Minnesota. Pregnant women, families, and children must meet the residency requirements of the Medical Assistance (MA) program; adults without children must satisfy a 180-day residency requirement.
- Since September 1, 2006, certain General Assistance Medical Care applicants and recipients have been enrolled in Minnesota Care as adults without children and are exempt from premiums and certain eligibility criteria until six-month renewal.

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

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

MEDIA CENTER

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

MEDICATIONS

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

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

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

MUSIC

The general classroom music curriculum in the Northfield Public School District is based on the approaches of Carl Orff, Zoltan Kodaly, and Emile Dalcroze. In accordance with Minnesota standards, students learn to:

CREATE - generate, revise, and complete original artistic works

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

RESPOND - analyze, interpret, and evaluate artistic work

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

ORCHESTRA

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

OUTSIDE RECESS

Fresh air and exercise are very important. If a child has a cold or other illness or injury and the parent/guardian wants them to stay in during recess one day, the parent/guardian needs to send a signed note requesting that and stating the reason. If a parent/guardian 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/GUARDIAN INVOLVEMENT/PTO

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

All parents/guardians 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/guardians are welcome to attend. Parents/Guardians 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/guardian involvement. Plans for this year include strengthening the relationship between the elementary buildings to support the total elementary program. Parent/Guardians also have opportunities to attend open houses, parent/guardian/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/guardians.
- Promotion of all parent/guardian or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

PETS

If you are bringing a pet of any kind to school, please first let the child's classroom teacher know and also check in with the nurse's office so that she can check out any possible allergies in that particular classroom. Dogs on school grounds, including before and after school, need to be on a leash and muzzled for safety purposes.

PHONE CALLS

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

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

PHYSICAL EDUCATION

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

Students will:

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

REPORTING TO PARENTS/GUARDIANS

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents/guardians information on whether or not their child is progressing appropriately. Parents/guardians are invited to attend individual student conferences two times during the year in October/November and March.

Reporting Grades to Parents/Guardians

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

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

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

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

N/A=Not assessed at this time

SCHOOL RULES

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

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

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

SPECIAL SERVICES

Special supportive services are provided to teachers, parents/guardians, 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/guardians 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/Guardians may initiate an assessment by contacting the building Principal or classroom teacher. When school personnel wish to initiate an assessment, parents/guardians 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. Only students enrolled in a Northfield elementary school are allowed in the school building.~~

SUPPLIES

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

~~STUDENT USE OF THE TELEPHONE~~

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

TECHNOLOGY USE

Computer literacy is essential in a society shaped to a large degree by technological developments. Each classroom has devices (iPads) for student use. ~~Computers are located in our Media Centers, on mobile carts, and in some lab settings.~~ Student use of technology and the internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. ~~The policy can be viewed at <https://northfieldschools.org/files/board-policy-524.pdf>.~~

TITLE I

Title I is part of the federal Improving America's School Act that supports state and local reform of teaching and learning carried out under Every Student Succeeds Act (ESSA). The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

TORNADO EMERGENCY PLAN

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

VISITORS

Parents/Guardians are always welcome to visit school when COVID restrictions are not in place. We ask that you contact the classroom teacher two days in advance. For the security of students, all visitors are required to sign in and out at the office. A visitor's badge will be given to you to wear while at our school.

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

VOLUNTEERS

Parents/Guardians 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/Guardians and community members who volunteer on a regular basis must complete a background check each school year before serving students affiliated with Northfield Public Schools. This is subject to change depending on the public health situation.

WELLNESS

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

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

Offer vs. Serve

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

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible.

For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval.

Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.**

Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

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

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Payments

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

Payments using a credit or debit card can be made online through Family Access located on the bottom of the screen. Steps for making online payments through Family Access are as follows:

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

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

- Go to <https://northfieldschools.revtrak.net>
- Click Food Service Payments then follow prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

Refunds

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

Questions/Comments		
Spring Creek 645-3490	Bridgewater 664-3324	Greenvale/Longfellow 645-3509
Middle School 663-0668	District Office 663-0618	High School 663-0604

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

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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

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

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019



Northfield High School

Student Handbook 2021-2022

1400 Division Street South

Northfield, MN 55057

Main Office: 507.~~663.0630~~ 645.3473

Attendance Line: 507.663.0616

Fax: 507.645.3455

Principal: Joel Leer

Assistant Principals: Nancy Veverka and Rico Bohren

www.northfieldschools.org

Northfield Public Schools: Our Vision

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

Northfield Public Schools: Our Mission

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

Beliefs

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

Strategies

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

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

WELCOME TO NORTHFIELD HIGH SCHOOL

This handbook has been designed to be helpful in answering questions about Northfield High School's programs, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

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

Our best wishes are for a productive positive school year.

MISSION STATEMENT

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

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

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





Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020

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

School Cancellation Procedures:

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

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

Student Days:

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

Summary:

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

NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

New Teacher Inservice

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

Teachers Back-to-School Workshop Week

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

September 6 **No School.** Labor Day
September 7 First Day of School. Beginning of 1st Quarter

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

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

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

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

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

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

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

May 30 **No School.** Memorial Day

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

School Cancellation Procedures for 2021-2022

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

~~2020-2021~~ 2021-2022 DAILY SCHEDULE

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

MEDIA CENTER HOURS

Monday - Thursday 7:15 am – 3:15 pm

Friday 7:15 am – 3:00 pm

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

Ms. Legros A-G

Mr. Ensrud H-O

Ms. Rasmussen P-Z

HIGH SCHOOL CODE FOR ACT/SAT 241-855

GRADUATION REQUIREMENTS

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

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

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE 663-0616
Activities Hotline for each day's activities 645-3456
Main Office to contact teachers ~~663-0630~~ 645-3473
Counseling Office counselors, grades, transcripts 663-0636
Assistant Principal discipline, attendance 663-0635
Nurse's Office 663-0634
Activities Office 663-0632

GRADE POINTS

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

~~"A" Honor Roll = 3.6 - 4.0 g.p.a.~~

~~"B" Honor Roll = 2.6 - 3.59 g.p.a.~~

ATTENDANCE INFORMATION

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

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

Absence Procedure

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

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

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

Any student who leaves the building for any reason, without checking out, is considered unexcused. Checking out means contact between parent/guardian and school official before the student leaves the building.

Excessive Absences

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

Absence Appeal

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the excused/unexcused absence limit to be exceeded; an appeal may be filed with the Assistant Principal. The student/parents/guardians are responsible for filing an appeal by contacting the Assistant Principal's Office at 663-0635.

Athletic & Academic Activities

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

Attendance Policy - Student Activities

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of the **last 4 periods of the day**. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused.

Unexcused Absences:

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

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

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

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

Students must have their parent/guardian excuse them *before* the day of the event. ***No phone calls or notes will be accepted the day of the event*** The absence must be pre-excused.

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

Eligibility for Activities

Academic Eligibility Policy Adopted June, 2008-2019

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. Please reference the [Co-Curricular Handbook](#) for academic eligibility details.

Excused/Unexcused Absences

Excused absences include:

- illness
- medical appointment (that cannot be made outside of the school day)
- post-secondary school visits
- family vacations/outings (with a parent/guardian)
- family emergencies verified by a parent/guardian (serious family illness, injury or death)
- absences caused by participation in school sponsored activities

Unexcused absences include but are not limited to-

- oversleeping
- car trouble

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

Missing Classes - Students are not allowed to miss classes in order to make-up or complete work for another

class. Parents/Guardians may not excuse students from classes to make-up or complete work for another class. The school reserves the right to require medical verification in cases where student absences are excessive.

Homework Make-Up Policy

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

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

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

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

Passes to Leave Campus

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

Tardiness

Anyone not in the room at the bell is considered tardy. Two tardies are allowed per quarter. The third, fourth and fifth tardy will result in disciplinary consequences. The sixth may result in permanent removal from class. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

ACADEMIC INFORMATION

ACADEMIC HONOR ROLL

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

AUDITING CLASSES

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

COURSE INCOMPLETES

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

COURSE STRUCTURE

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

COURSE DROP/ADD POLICY

Course requests in early spring lead to schedules that are very difficult to adjust - especially when it comes to electives. If a scheduling conflict occurs, one or more student-selected alternate courses will be added to student schedules as necessary. If a schedule change is necessary for graduation or in order to carry at least six classes, students can initiate these changes on the designated schedule change day the week before school begins. Once the school year begins, the only allowed changes will be to drop a class for a study hall if there are seven classes in place or to add a class that is for required graduation credits. Students who have seven classes on their schedule and drop one in order to take a study hall must do so via a Drop/Add form before the midquarter point of the semester, which is approximately four weeks into the semester. Students who have six classes and wish to drop one must also add a replacement course via a Drop/Add form by the end of the fifth day of the semester. Students may not have two study halls/open hours (Senior Transition, TA) in the same semester. Dropping a course after the deadline results in a failing semester grade for the class.

FINAL EXAMS

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

GRADING SYSTEM

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

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

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

A=5.0

B=3.75

C=2.5

MID-YEAR GRADUATES

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

MINIMUM CLASS LOAD

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

PASS-FAIL

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

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

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

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

REPORT CARDS

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

SCHEDULE CHANGES

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

SENIOR HONORS PROGRAM

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

SPECIAL EDUCATION PROGRAMS

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

GENERAL STUDENT INFORMATION

SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACADEMIC HONESTY

All students are expected to:

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

All parents/guardians are expected to:

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

All teachers are expected to:

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

All administrators are expected to:

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

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and ~~contact~~ notify parents/guardians.
2. The student ~~will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.~~ can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision.
3. ~~The teacher will file an incident referral form with the Assistant Principal. The Assistant Principal will conference with the student and notify parents.~~

Incident 2:

1. All of the ~~above~~ disciplinary action of the first offense will occur.
2. ~~The Assistant Principal will initiate a parent/student/counselor conference. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.~~
3. ~~The teacher and/or assistant principal will determine additional consequences. The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians.~~

ACADEMIC ELIGIBILITY STANDARDS

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

ACADEMIC AWARDS

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

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

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

A transfer student to NHS who has a weighted 3.5 cumulative grade point average after five semesters at an accredited high school must have completed at least one semester at NHS.

- Once a student has received the chenille “N” letter and certificate, a “bar” and certificate will be awarded for each successive semester that the student continues to maintain a weighted 3.5 cumulative grade point average.
- All college courses taken for high school credit will be included in determining each student’s grade point average. However, students taking college courses must be enrolled in at least four Northfield High School courses to qualify for an academic award.

A commended student award will be presented to ~~those students nominated and selected according to the criteria indicated below~~. Commended students ~~are~~ nominated by teachers who wish to recognize a student’s work in a particular department. Criteria include: most improved, making great progress, responsible, hard-working, and achieving up to potential.

ACCESSIBILITY

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

BULLYING PROHIBITION

Bullying is defined as behavior that is:

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

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

CELL PHONES

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

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

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

~~3rd offense: — Confiscate phone and hold for three days~~

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

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

CHEMICAL HEALTH

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and alcohol. Students should report any presence of chemicals on school grounds. Students with a chemical violation will be referred to the Student Support ~~Service~~ Team. A chemical health counselor is available to students. Call the Counseling Office for more information.

CHILD NUTRITION DEPARTMENT

See Appendix A

CLOSING OF SCHOOL

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

DETENTION

Detention will be held during ~~flex~~ FLEX hour. Students must check with the Attendance office to reschedule. A student may change their scheduled detention only once. Students must come into the attendance office prior to the scheduled detention to make the change.

Detention and Rules

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

DISCIPLINE GUIDELINES

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

DRUG DOG SEARCHES

The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff, and when possible, the school resource officer. In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the

search of the locker or vehicle.

E-LEARNING DAYS

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

EIGHTEEN-YEAR OLDS

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

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s)/guardian(s) of an adult student, provided that the parent(s)/guardian(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/guardians, the student may submit a written request for the district to end all communications with the parent(s)/guardian(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)/guardian(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/guardians.

FAMILY ACCESS/GRADES ONLINE

Parents/Guardians are encouraged to apply for a family access number. This will allow parents/guardians to view attendance, food service accounts, schedules and grades. Go to northfieldschools.org to apply.

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

FLEX PERIOD

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

FREEDOM OF EXPRESSION

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

The administration will make judgments based on the following criteria:

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

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

GRADUATION/COMMENCEMENT

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

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

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

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

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

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

Such reports should be made to:

Molly Viesselman

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

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

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

HONOR STUDENT DESIGNATION

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

LAW ENFORCEMENT AGENCIES

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

Generally, law enforcement will not be present during an administrator’s interview of a student. If a student violates a district policy that also violates a law, the student may be referred to the police. A district administrator may be present during a search and related questioning by law enforcement.

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

Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview as described in Board of Education Policy 519.

LOCKERS

~~Freshmen are assigned a locker. Sophomores, juniors and seniors~~ Students can be assigned a locker upon request. While students have the right to expect some privacy, lockers remain the school’s property. School officials reserve the right to search a student’s locker at any time.

LOCKER ROOMS

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

NATIONAL HONOR SOCIETY

National Honor Society is an organization designed to recognize scholarship, stimulate a desire to give service to others, promote leadership and develop character in students. Students participate in activities providing service to the school and community. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Students in grades 11-12 who have a cumulative unweighted grade point average of 3.6 are eligible.

NURSE – CALL 507.663.0634

The nurse is on duty each day from 7:30 a.m. until 3:00 p.m. Students **must** have a pass from a teacher in order to visit the nurse. All students who become ill during the school day are required to check out with the

nurse's office, prior to leaving the building. Check out must include parent/guardian contact between school officials and parents/guardian **prior to leaving the building**. Failure to properly check out with the nurse's office will cause the student to be unexcused.

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

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

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

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

See Appendix **E**B

PARKING LOT/VEHICLE POLICY

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

Permitted Vehicles

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

Non-Permitted Vehicles

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

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway, failure to park in the lot(s) designated by your permit number (permits 1-159 H-wing lot, permits 160-600 remaining lots), or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving

carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. All vehicles on school property are subject to search. Bicycles and mopeds are to be parked in the rack provided.

PERSONAL SEARCHES

A school official, or a law enforcement officer acting at the request of a school official, may search a student's person and belongings on school property if the school official has a reasonable suspicion that the search will produce evidence showing the student has violated or is violating the law or a school rule. For example, a school official may search a student's backpack or purse if the school official has reasonable grounds to believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

POSTING OF INFORMATION

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

PROM

The prom is a special event specifically designed for juniors and seniors. Only juniors and seniors, graduates of NHS under 21, and juniors and seniors from other schools with approved guest applications are allowed to attend. NO EXCEPTIONS. Freshmen and sophomores will not be allowed to attend the prom under any circumstances.

SCHOOL DANCES

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

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

SCHOOL DISTRICT POLICIES

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

SENIOR FEES

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

SENIOR TRANSITION

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

SPORTSMANSHIP STATEMENT

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

Students representing NHS are expected to conduct themselves in a manner that will not cause the school parents/guardians, 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/Guardians, who are role models for their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

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

STUDENT DRESS POLICY

~~Any student who feels offended by any individual's apparel may report their concern to the administration. Students have the right to choose their manner of dress and personal grooming on school property unless it:~~

- ~~1. presents a danger to the students' health~~
- ~~2. exhibits profanity, lewd or vulgar expressions~~
- ~~3. can be construed as gang related, including bandanas~~
- ~~4. is found to be offensive~~
- ~~5. interferes with the educational environment of the school or classroom.~~
- ~~6. advertises products that are illegal for minors including weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors~~
- ~~7. symbolizes racism (i.e. the Confederate flag)~~

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

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

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

STUDY CENTER INFORMATION AND STRUCTURED STUDY CENTER GUIDELINES

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

Structured Study Center Placement

Counselors and teachers may place students for academic reasons. (i.e. If a student receives an “F” for a quarter or semester grade, or if a student receives one failing midquarter or two or more D’s.). Individual Structured Study Center teachers may implement further guidelines

VISITOR POLICY

All visitors, upon entering the building, are to check in via the secure entrance. Students wishing to bring friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitor's pass is for a guest to visit our school and learn more about NHS. Visits to NHS should be limited to one visit during any school year. Students may not have visitors during the last two weeks of the semester or school year.

VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY

Parents/Guardians 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/Guardians and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

WEBSITE

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

WELLNESS

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

USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. ~~The policy can be viewed at~~ <https://northfieldschools.org/files/board-policy-524.pdf>.

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

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

Offer vs. Serve

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

Food Allergies and Special Dietary Needs

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

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

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

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Payments

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

Payments using a credit or debit card can be made online through Family Access located on the bottom of the screen. Steps for making online payments through Family Access are as follows:

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

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

- Go to <https://northfieldschools.revtrak.net>
- Click Food Service Payments then follow prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

Refunds

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

Questions/Comments

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

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

Appendix B

Discipline Guidelines

Abuse, Verbal —The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.	2	2-3 day suspension	3-5 day suspension
Alcohol or Chemicals, Possession or Use —Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.	3-5 day susp. Referral for chemical evaluation Police referral	Social worker intervention 5-10 day susp. Chemical assessment Police referral Possible recommendation for expulsion	10 day susp. Recommendation for expulsion Police referral Chemical assessment
Alcohol or Chemicals, Possession With Intent to Distribute or Sell —Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic or controlled substance is prohibited.	10 day susp. Recommendation for expulsion Police referral		
Bullying —Bullying is defined as behavior that is intimidating, threatening, abusive or hurtful conduct, objectively offensive, or involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities. Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.	2	Detention Possible suspension	1-3 day OSS Possible expulsion
Disruptive Behavior —Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	2	2	1-3 day susp.
Driving, Careless or Reckless —Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	2	Revocation of parking permit to identified time period Police referral	2 day susp. Permanent revocation of parking permit Police referral
Fighting —Engaging in any form of fighting where blows are exchanged is prohibited	1-3 day susp.	2-5 day susp.	10 day susp. Possible recommendation for expulsion
Firearms —Firearms are prohibited in all school district locations. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.	10 day susp. Recommendation for expulsion Police referral		
Gang/Threat Group Activity —Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.	2	1-5 day susp. Police referral	5-10 day susp. Possible recommendation or expulsion Police referral
Harassment & Violence —Racial, gender, religious, age, disability, sexual orientation, marital status, & public assistance harassment & violence as defined by District Policy 413 is prohibited. Retaliation or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime: "Harassment" includes all forms of racial, religious & sexual harassment Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcome pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos.	1-3 day susp. Police referral	2-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion

Insubordination —Deliberate refusal to follow an appropriate direction or identify self when requested.	*	1-day susp.	1-3 day susp.
Records or Identification Falsification —Falsifying signatures or data, forging notes to prohibited.	*	1-3 day susp.	3-5 day susp.
Safety —Any behavior that threatens the safety of another person or oneself is not tolerated. —Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.	*	*	*
Sexual Misconduct —Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.		10-day susp. Possible recommendation for expulsion Police referral	
Technology and Telecommunication Misuse —Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. Parents are expected to read & discuss this guideline with their child.	*	*	*
Theft, Receiving or Possessing Stolen Property —The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving or such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.		1-3 day susp. Police referral Restitution	2-6 day susp. Police referral Restitution 6-10 day susp. Recommendation for expulsion Police referral Restitution
Threat, Direct/Indirect —Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$40,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an "all clear" may not return that day for school sponsored or co-curricular activities.		Up to 10 day susp. Recommendation for expulsion Police referral	
Tobacco, Smoking and Vaping —Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.		1-day susp Police referral	2-3 day susp. Police referral 3-5 day susp. Police referral
Transportation District Policy —All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy. Students endangering persons and/or property may lose bus riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)	*	Parents contacted Up to 5 days off the bus	Parent meeting Up to 10 days off the bus
Truancy —Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.	Detention	Detention	Loss of credit Notify county
Unauthorized Areas —Students in areas that are off limits or where students are not authorized to be.	*	Detention	Detention
Unexcused Absence		<u>Detention</u>	<u>Potential loss of credit</u>

Vandalism — Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.	²	4-5 day susp. Restitution Police referral	5-10 day susp. Possible recommendation for expulsion Restitution Police referral
Vehicle, Unauthorized Parking (Policy 527) — Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.	² Written parking violation warning	Administrative Referral	Loss of parking permit or tow at owner's expense
Weapons (exclusive of firearms) — The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the MN Dept. of Education.	2-10 day susp. Police referral Possible recommendation for expulsion	5-10 day susp. Police referral Possible recommendation for expulsion	10 day susp. Police referral Recommendation for expulsion

* Indicates disciplinary action assigned by the building administrator

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

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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

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

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

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

Parent/Guardian Name (print) _____

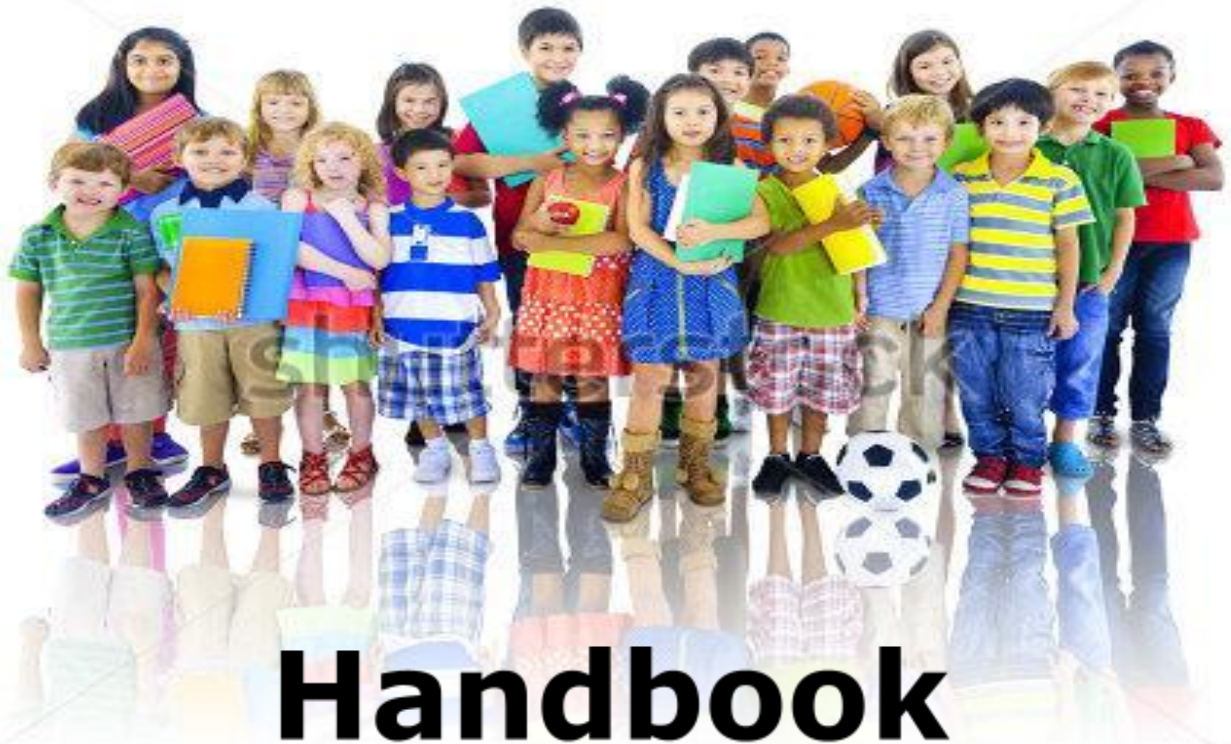
Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

KidVentures



Handbook

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

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



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Welcome to KidVentures!

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

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

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

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

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

Program Mission

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

KidVentures Sites

Bridgewater Elementary

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

Greenvale Park Elementary

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

~~Sibley Elementary~~ Spring Creek Elementary

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

Ventures Main Office:

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

Breezy Barrett -Ventures Coordinator:

507-645-1245

BBarrett@northfieldschools.org

Mary Hansen-Administrative Assistant:

507-664-3750

MHansen@northfieldschools.org

Erin Bailey -Director of Community Services Division

EBailey@northfieldschools.org

Registration

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

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

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

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

Family Involvement

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

Communication to Families

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

Communicating Concerns/Suggestions to Staff

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

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

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

Family Responsibility Checklist

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

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

General Information

Lunch/Snack

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

Energy Curtailment

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

Apparel

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

Personal Property

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

Transportation

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

Severe Weather

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

Notification

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

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

Radio and Television Stations

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

Release Days/Late Start/Early Release

Release Days

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

Late Start Wednesdays

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

Summer Programming

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

Security and Safety

Child Protection

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

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

Signing In and Out

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

Our program opens at 6:30 AM

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

Release of Children

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

Custody Issues

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

Late Pick Up

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

Attempt to Contact Time frame:

After 15 minutes: Call parent/guardian

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

Absences

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

Legal Custody

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

Building and Physical Premises

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

Emergency Preparedness

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

KidVentures must inform the commissioner within 24 hours of:

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

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

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

The Emergency Preparedness Plans include the following:

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

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

Illness/Medical Conditions

Illness

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

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

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

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

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

Medication

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

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

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

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

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

Allergies

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

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

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

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

Immunizations

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

Absences/Sick Leave

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

Accommodations/Program Qualifications

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

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

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

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

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

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

Release of Information

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

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

Billing

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

KidVentures Billing Information

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

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

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

Year End Financial Information

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

School Year Enrollment Options

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

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

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

Option Two

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

Release Days

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

Wednesday Late Start

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

Contract Terms

Schedule Changes/ Add Ons/ Withdrawal

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

Additional Fees

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

Additional Contract

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

Sick/Vacation Leave

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

Staff Responsibilities

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

Staffing

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

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

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

Behavior Expectations

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

Behaviors which are considered inappropriate and harmful include:

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

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

Behavior Management

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

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

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

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

Suspension from School

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

Behavior Incident Reports

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

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

1st Behavior Incident Report:

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

2nd Behavior Incident Report:

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

3rd Behavior Incident Report:

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

4th Behavior Incident Report:

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

5th Behavior Incident Report:

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

6th Behavior Incident Report:

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

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

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

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

Dismissal from the Program

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

Child-related probable cause for dismissal:

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

Parent/Guardian-related probable causes for dismissal:

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



Northfield Middle School

Student Handbook 2021-2022

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

Principal: Greg Gelineau
Assistant Principal: Michael O'Keefe
District Website: www.northfieldschools.org

Northfield Public Schools: Our Vision

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

Northfield Public Schools: Our Mission

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

Beliefs

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

Strategies

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

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

WELCOME TO NORTHFIELD MIDDLE SCHOOL

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

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

Our best wishes are for a productive positive school year.

MISSION STATEMENT

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

2020-21 NORTHFIELD MIDDLE SCHOOL STAFF/ADMINISTRATION

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





Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020

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

School Cancellation Procedures:

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

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

Student Days:

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

Summary:

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

**NORTHFIELD PUBLIC SCHOOLS
2021-2022 Calendar**

Approved by the School Board on March 9, 2020

New Teacher Inservice

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

Teachers Back-to-School Workshop Week

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

September 6 **No School.** Labor Day
September 7 First Day of School. Beginning of 1st Quarter

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

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

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

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

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

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

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

May 30 **No School.** Memorial Day

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

School Cancellation Procedures for 2021-2022

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

ATTENDANCE INFORMATION

Compulsory Attendance Law

Minnesota State Law provides that children enrolled in school after 1988 shall attend a public school or a private school, for a period of not less than nine months during any school year until age 18 or until they graduate. Both parents/guardians 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/Guardians call in, send a note, or the Attendance Office calls home.

Absence Procedure: if a student must be absent from class or arrive late to school, the student's parent/guardian must call the Attendance Line at 507-663-0655 the day of the absence or earlier.

The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused. School personnel will make every effort to contact the parent/guardian of absent students if the school has not received a telephone call from the parent/guardian on the day the student is absent. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the morning the student returns.

3. Definition of Excused/Verified Absences

- *School activities

- *Illness

- *Non-illness absences requested by parent/guardian

- *Out-of-school suspension

- *In-school suspension

4. Definition of Unexcused Absences

- *Leaving school without permission

- *Any absence that does not meet the criteria specified in excused/verified absences

5. Consequences of Tardies

Students may receive a detention or a lunch detention for a set of 3 tardies in any class. If the detention is served within five school days, the student's tardies are erased for that class. If the detention is not served, detention will double or a full day of in-school detention may be assigned.

6. Consequences of Abuse of Attendance Policy

When students have accumulated an excessive amount of *excused* absences, the following steps are followed to attempt to have the student improve attendance:

- a. Guidance counselors are made aware of the concern about absences.

- b. Guidance counselors meet with the student and contact parents/guardians about the concern.

- c. The student and his/her family receive a notification letter of the attendance concern.

- d. The student and his/her family receive a notification letter noting that school officials will no longer accept excuses from the parent/guardian. A doctor's written verification for each absence will then be required.

7. Consequences of Unexcused Absence

Truancy. When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the student's resident county.

8. Possible Loss of Credit

In general, students who are absent 12 or more times (excused or unexcused) or have 5 unexcused absences during a semester may have credit withheld for that semester. The Student Support Team will monitor this by sending a notification before students reach this level so students and parents/guardians 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/guardian disagrees with the decision they may request a review. The review committee will consist of the Principal, Assistant Principal, a Counselor and a teacher of the student/parents/guardians 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/guardian sign them out. Failure to do the above will result in an unexcused absence.

10. Appeal

Parents/Guardians 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/guardians are not satisfied with the decision of the Appeal Committee, the decision may be appealed to the administrator.

11. Exceptional Attendance

Guidelines to qualify for perfect attendance:

1. No tardies excused or unexcused for the full academic year.
2. No more than two periods of excused absence for the full academic year. This does not include school related activities.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ANNOUNCEMENTS

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

ATTIRE

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

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

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

Dress and Grooming Guidelines

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

~~Students are to follow Dress and Grooming guidelines as outlined in the District Student Citizenship Handbook 2021-22.~~

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

~~• Girls' tops, shirts or dresses must have 2-inch straps and cover any undergarment straps. Tops must have a full back and must be long enough to tuck in when sitting, standing or reaching.~~

~~• Undergarments must not be visible at any time, when standing, sitting or stretching. Boys' trousers must be kept high enough so undergarments do not show. Girls' undergarment straps must be covered at all times.~~

~~• Shorts and skirts must be long enough so that all undergarments are covered when sitting, standing or reaching. Clothing should extend as far as fingertips when arms are extended along the side of the body.~~

~~• Shoes with wheels are not allowed inside the school building.~~

Students in violation will be given an opportunity to correct their attire. Students in question can be sent to the office where a counselor and/or administrator will determine acceptability. If there are repeat offenses by a student, parents/guardians will be contacted. Continued violations will result in detention and/or suspension. If you have questions, please contact Greg Gelineau (principal) or Michael O'Keefe (assistant principal) at 507-663-0650 or a Counselor at 507-663-0664.

ATHLETIC & ACADEMIC ACTIVITIES

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

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

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

District #659 Activities Fee Information 2020-2021

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.

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

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

Family Limit - Includes High School and Middle School			
Full Fee - 100%	Reduced Meal - 40%	Free Meal - 20%	
\$605	\$242	\$121	Athletics, Academic & Fine Arts Combined

Refunds

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

Activity Attendance Policy

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

Travel Release

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

Co-Curricular Eligibility Requirements

The same behavioral expectations, which students have in the classroom, will also be in effect while participating in any activity. Behavior problems during the school day can result in losing the privilege of participating in co-curricular activities. Minnesota State High School League rules will be followed regarding training and violations; e.g., academic probation, the use of alcohol and drugs is prohibited. Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.

Northfield Middle School Athletic Activities Offered

Fall Sports

Football

Boys Soccer

Girls Soccer

Winter Sports

Wrestling

Fitness Center

Spring Sports

Boys Tennis

Boys Track

Girls Track

Girls Tennis

Fitness Center

Volleyball

Boys Golf

Girls Golf

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

Northfield Middle School Academic Activities Offered

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

BICYCLES AND SKATEBOARDS/LONGBOARDS

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

BOOKS, MATERIALS AND EQUIPMENT

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

BULLYING

Bullying is defined as behavior that:

- Is intimidating, threatening, abusive or hurtful
- Is objectively offensive,
- Involves an imbalance of power and is repeated, or
- Materially and substantially interferes with a student's education or ability to participate in school activities.

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form is encouraged](#) to assist in a prompt investigation.

CELL PHONES

Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. If any staff member sees a phone out in classrooms, during transition times, or in the

lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

DANCES

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

DETENTION

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

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

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

DISCIPLINE

See District's "Student Citizenship Handbook".

E-LEARNING DAYS

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

FRAGRANCES

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

GRADES

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

Access to Grades Online

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

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

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

Such reports should be made to:

Molly Viesselman

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

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

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

HEARING AND VISION SCREENING

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

HONOR ROLL

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

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

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

IMMUNIZATIONS

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

INTERNET

Student use of technology and the Internet is governed by [District Policy 524-2](#) regarding the use of technology and telecommunications systems. ~~The policy can be viewed at~~

~~<https://northfieldschools.revtrak.net/District-Fees/#!/f/2017-ipad-protection-plan>~~. See the Student iPad Loan Agreement for additional details about iPad implementation.

LASER PENS

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

LOCKERS

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

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

damaged locks.

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

LOST AND FOUND

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

MAKE-UP WORK

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

MEDIA CENTER

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

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

NURSE -- Call 507-663-0656

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

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

Emergency Forms are updated annually and turned in to the nurse's office. Individual health care plans are written when appropriate.

OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, putdowns, inappropriate language, coercive behavior or other

mean-spirited behavior is prohibited. This includes the displacement of another student's clothing. Depending upon the circumstance, these behaviors could constitute harassment (see also Bullying).

PLEDGE OF ALLEGIANCE

Students are invited to join in the Pledge of Allegiance during announcement time on Monday mornings. Students and staff will respect an individual's right to choose not to participate.

RETENTION

Any student who fails to earn credit for two or more core courses will be considered for retention. The Student Support Team will review each case individually and develop a contract to earn promotion to the next grade.

RIGHT TO KNOW

The Northfield Public School recognizes the importance of our students' and employees' health and well-being. Therefore, we are examining and reducing our use of pesticides and utilizing Integrated Pest Management techniques in our school buildings and on school grounds to minimize the possible long-term unknown health effects of pesticides.

The Northfield Public Schools will make available, in the school offices, for parents/guardians 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/Guardians may also request that the school notify them prior to the application of such pesticides on a day different from the days specified in the notice.

SAFETY EXERCISES

Emergency safety exercises will be conducted so that every person in the building knows the procedure to be followed in the event of an emergency. Fire and severe weather procedures are posted in each room.

SCOLIOSIS SCREENING

Scoliosis screening for all 7th & 8th graders is held every February.

SEARCHES/CANINES

The district believes strongly in implementing and utilizing policies and procedures that work toward keeping its schools safe, and drug & tobacco free. To this end, the district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least two school district staff and when possible, the school resource officer. In the event of a positive identification by the canines, school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

SPECIAL EDUCATION

Northfield Middle School has a full range of Special Education Services. Contact Student Support Services for further information about assessment and eligibility.

STUDENT RIGHTS

- The District will accord students the following rights:
- The right to a free and full education.
- The right to equal educational opportunity and non-discriminatory treatment.
- The right to participate in student activities.

- The right to due process of law.
- The right to freedom of inquiry and expression.
- The right to privacy.
- The right to personal property.
- The right to be informed of district and school rules.

STUDENT SUPPORT SERVICES

The Student Support Office offers students an opportunity to receive assistance with academic and/or personal problems. Parents/Guardians are also encouraged to call or set up an appointment with one of the counselors if they have academic or other concerns/questions about their student. Students are assigned to a counselor by alphabet. Please call our Student Support Office at 507-663-0664. Our Student Support Office Secretary will assist you in connecting with the appropriate staff member.

Students whose last name begins with A through L – Jenny Streefland

Students whose last name begins with M through Z – Cori Yamry

Social Worker – Heather Stanton-Ims

Psychologist – Marcy Korynta

STUDENT SUPPORT GROUPS

The Middle School offers a number of support groups for students. If students or parents/guardians would like more information about these or any other groups, please contact Student Support Services.

TEXTBOOKS

Textbooks are furnished by the School District. Students are expected to take care of books and they will be expected to pay for any lost or damaged books.

VISITORS

Parents/Guardians are always welcome to visit Northfield Middle School. ~~Students must complete the following:~~
Classroom visits require administrative approval.

Student-Visitors Requirements:

1. Only one visitor per student.
2. A written request must be given to administration 48 hours in advance and permission will be granted or denied based on the educational value of the visit.
3. All visitors must have a visitor's pass from the Administration.
4. No visitors within the last two weeks of any quarter.
5. No visitors within a week of any breaks.

VOLUNTEERS

Parents/Guardians and community members are always encouraged to volunteer at their student's school and/or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires that parents/guardians and community members who volunteer on a regular basis complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

WELLNESS

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents/guardians.

Appendix A

Child Nutrition Department

Child Nutrition information is available on the school website at northfieldschools.org. Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

Offer vs. Serve

The "offer vs. serve" federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible.

For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval.

Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.**

Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

Meal prices are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Payments

Families may pay for meals by using cash, check or Revtrak online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 1400 Division Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

Payments using a credit or debit card can be made online through Family Access located on the bottom of the screen. Steps for making online payments through Family Access are as follows:

- Go to northfieldschools.org and click on the button that says "Family Access" located on the bottom of the screen. You can either log-in to Family Access to continue or apply for a Family Access account if you do not have one.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to <https://northfieldschools.revtrak.net>
- Click Food Service Payments then follow prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>.

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.

Questions/Comments		
Sibley 645-3490	Bridgewater 664-3324	Greenvale/Longfellow 645-3509
Middle School 663-0668	District Office 663-0618	High School 663-0604

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

CO-CURRICULAR ACTIVITIES HANDBOOK



**Northfield Public Schools
2021-2022**

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INTRODUCTION

The intent of this handbook is to provide parents/guardians with the policies and procedures of the Northfield Public Schools' Activity Program.

We believe in co-curricular activities and the positive effect they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

Handbook adopted by the Board of Education: INSERT DATE HERE

NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

The athletic program at Northfield High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The athletic program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically, which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components are necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
3. In Sophomore (B-Squad) programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at the middle school and/or freshman levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1-15 is encouraged. "Playing time" shall go to the athlete who is most-able to make a positive contribution to the "best effort to win."
6. Coaches must maintain communication with athletes, parents/guardians, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for players, parents/guardians, coaches, and spectators.
8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
9. No student will be denied participation because of inability to pay the athletic fee.

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

Objectives of the Northfield Athletic Program

For the Student/Athlete:

1. Acquire fundamental athletic skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.
4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible; both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

For the School/Student Body:

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the athletic program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.

For the Northfield Community:

1. Enjoy High School athletics as a recreational opportunity and recognize that the program is primarily for the benefit of the student athlete participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting student athletes through attendance at athletic events.

For the Northfield School District:

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

DEPARTMENT ORGANIZATION:

The Activities Department is under the direction of the Activities Director. The Activities Director reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. **Coaches Advisory Council** - This council is made up of the head coaches of all varsity athletic teams and the cheerleading advisor. This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings. **(Spring)**
2. **Activities Advisory Council** - This council is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.

3. **Activities Advisory Committee** - This committee is made up of parents/guardians, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.

4. **R.A.L.I.E.** (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.

ACTIVITIES PROGRAM

Fall Athletics	Winter Athletics	Spring Athletics	<u>Activities</u>
Bowling	B/G Alpine Ski (7-12)	Baseball	Band
B/G CC (7-12)	B/G Basketball	Clay Target (7-12)	Chess Club (6-12)
Football	Cheer	Boys Golf	Choir
B/G Soccer	Dance Team (7-12)	Girls Golf	Fall Musical
G Swim/Dive (7-12)	Gymnastics (7-12)	Boys/ Girls Lacrosse (Girls' 7-12)	Knowledge Bowl
G Tennis	B/G Hockey Girls' (7-12)	Softball (7-12)	Math Team
Volleyball	B/G Nordic Ski (7-12)	Boys Tennis	Mock Trial
Cheer	B Swim/Dive (7-12)	Boys/Girls Track	Music Listening
	Wrestling	<u>Robotics</u>	One-Act Play
	Weightlifting		Orchestra
			Rock 'n Roll Revival
			Science Olympiad
			Spring Drama
			Speech

MINNESOTA STATE HIGH SCHOOL LEAGUE CALENDAR 2021-22

Activity	Weeks	Games	Start Date Condition/Practice	
Fall				
Tennis, Girls'	11	16	August 16	
16 contest dates - Number of matches not to exceed 28				
Soccer	12	16	August 16	
Cross Country	12	10	August 16	
Volleyball, Girls'	13	17	August 16	
Swimming & Diving, Girls'	14	16	August 16	
Football	15	9	August 16	
One week of conditioning followed by two weeks of practice				
Activity	Weeks	Games	Start Date Condition/Practice	
Winter				
Debate				
Alpine Skiing	14	16	November 15	
Nordic Ski	14	16	November 15	
One Act Play				
Dance Team	17	15	October 25	
Hockey, Girls'	17	25	November 1	
Gymnastics, Girls'	15	16	November 15	
Wrestling	15	18	November 16	
Wrestling: 16 contest dates. Number of individual matches not to exceed 45				
Hockey, Boys'	17	25	November 15	
Swimming and Diving, Boys'	14	16	November 29	
Basketball, Girls'	18	26	November 15	

Basketball, Boys'	18	26	November 22	
Activity	Weeks	Games	Start Date Condition/Practice	
Spring				
Speech				
Robotics				
Tennis, Boys'	11	16	March 21	
Boys' Tennis: 16 contest dates. Number of matches not to exceed 28.				
Softball, Girls'	13	20	March 7	
Track & Field, Boys' and Girls'	13	14	March 7	
Lacrosse, Boys' and Girls'	11	13	March 28	
Baseball	13	20	March 14	
Golf, Boys and Girls'	13	16	March 14	

[Tournament Dates and Sites](#)

Northfield High School and the Big Nine Conference

Purpose: To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.

Fundamentals of Good Sportsmanship

1. Know, understand, and appreciate the rules of the contest.
2. Show respect for the officials. Good sportsmanship implies willingness to accept and abide by the decisions of the officials.
3. Show respect for opponents at all times. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate the skill of a performance regardless of team affiliation.
5. Maintain self-control at all times. Good sportsmanship is a responsibility for all who are involved in the game.
6. Show a positive attitude in cheering refraining from intimidation or negative cheering. Good sportsmanship is cheering your own team "to a victory".

Acts of Misconduct

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of alcohol, drugs, or other chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters or banners which show disrespect for opponents, officials, band, or other performing groups.
5. The use of noise makers.

6. Entry onto the playing surface at any time.

These acts of misconduct will not be tolerated and will result in automatic removal without refunded admission!

Responsibilities of Sportsmanship

Coaches shall

1. Follow rules of the sport during the progression of the game.,
2. Accept the decision of officials without showing inappropriate emotions,
3. Keep players together in entering or leaving the playing area, and
4. Avoid public display of criticism in front of players or spectators.

Participants should

1. Display at all times the qualities of sportsmanship,
2. Display respect for opponents at all times, including injured players,
3. Avoid unsportsmanlike gestures or language,
4. Respect the judgment of game officials,
5. Concentrate on playing the game with as little regard to spectators as possible, and
6. Accept both victory and defeat with pride and compassion, never being boastful or bitter.

Spectators should be expected to

1. Cooperate with cheerleaders,
2. Respect property,
3. Respect the judgment of the coach and game official, and
4. Avoid abusive and vulgar language and obnoxious behavior.

Big Nine Conference Membership:

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester John Marshall
Rochester Mayo	Winona

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play.

We ask you to join with us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!

ACCESS POLICY: The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator's expectations and a program's limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: Criteria for participation will be developed and communicated prior to decisions regarding participation being made. The advice of the Activities Director would be sought prior to a decision being made. Previous participation in a "non-school" program will not be criteria for participation. In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

STUDENT SELECTION: Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activities individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at

coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

INCLUSION OF 7th AND 8th GRADE STUDENTS IN HIGH SCHOOL PROGRAMS: Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7th and 8th grade students may not displace 9th grade students on 9th grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

Participation in athletics/activities for all secondary students is limited by interest, ability, Minnesota State High School League (MSHSL) rules and policies regarding eligibility and the following guidelines:

Category I Activities:

1. Sports - football, soccer, volleyball, basketball, boys' hockey, wrestling, baseball, ~~softball~~, tennis, track and boys' lacrosse.
2. Fine Arts Activities - Speech, debate, one-act play, high school musicals/plays, band and choir.
3. Grade 7 & 8 students will participate at the middle school and in organized programs external to the school (e.g. hockey).
4. An athlete/participant in grade 7 or 8 who has the skill level and maturity will be allowed to participate at the varsity (includes junior varsity) level according to the process and criteria set forth in this policy.

Category II Activities:

1. Sports: cross-country, dance team, swimming, gymnastics, nordic skiing, alpine skiing, girls' golf, softball
2. All participation is at the high school level.
3. Level of competition is determined by ability.

Criteria and Process for Approval of 7th or 8th Grade Move Ups

1. Requests for allowing a student to participate in other than their assigned grade or designated level will be limited to varsity participation (includes junior varsity) and are not to consider promotion of the best athlete/participant of one grade level to the next grade level. *Athletes may move up to the next grade level if the Activities Director sees the need. In that case, first consideration will be given to 9th graders moving up before an 8th grader.*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. Requests will be considered by the: parents/guardians, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties for a 7th/8th student to move up to JV or Varsity. Final approval is made by the Activities Director.
 - a. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the student.
 - b. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

PARTICIPATION AFTER INJURY REPORT: Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This signed release is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

ADVERTISING: The use of advertising of products within the schools is a decision of the appropriate building principals or program level administrators. The bias in these decisions should be toward limiting the growth of advertising within the schools and prohibiting advertising that would alter or change the schools' curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

AWARDS - Letter Requirements: Every Head Coach/Advisor must submit "Specific Requirements" for awards in his/her sport/activity. These requirements are kept on file in the Activities Office. In setting the requirements each coach/advisor should be within the framework of the philosophy of the Activities Department.

AWARDS SYSTEM: The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Science Olympiad, and Speech. Music activities such as pep band that are considered co-curricular and outside the curricular requirements may also use this system.

Participation Certificates: Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.

Letters: A chenille "N" will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

Metal Pin Inserts: ~~Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.~~

Metal Bar Inserts: ~~Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.~~

Captain's Awards: Captains will receive a captain's certificate ~~and a metal star insert~~ for each "season" in which they are elected as a captain. The selection of captains is covered under special awards.

State Letter: A specially-designed, white letter "N" with the word "**STATE**" will be awarded to those who qualify for the state tournament or earn All State Honors. Coaches determine who receives the white "N". Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

ADDITIONAL AWARDS: Any other awards presented must be in accordance with the Minnesota State High School and League and Big 9 Conference rules and must have the prior approval of the Activities Director. Any costs incurred for additional awards will be the responsibility of the sport or activity.

AWARDS FOR ACTIVITIES: All activities under the supervision of the Activities Director will use the awards system as described. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Any costs incurred for additional awards will be the responsibility of the sport or activity.

Northfield Booster Club Scholarship

1. The committee selecting the recipient shall consist of the Scholarship Selection Committee organized by the High School Principal. The Activities Director should be allowed to provide guidance in the final selection.
 - a. The recipient must be a graduating senior of Northfield High School and in at least one sport; multiple sport athletes will be given special consideration.
 - b. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
 - c. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

End of Season Program: Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities. This program may be done in various ways.

- There may be a meal involved or there may simply be “coffee and dessert.” The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May.
- Individual award programs are not to rival this event. Programs may be held at the school, local churches or other restaurants or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. *There is to be no alcohol served or consumed at the event.*
- When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program.
- Coaches/Advisors are reminded that all programs are to be self-supporting. All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program.
- If possible other awards such as all-conference or all-state should also be presented at this program. ~~Note that the MVP medallion is not to be awarded until the Maroon and Gold Awards Reception.~~
- All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

ATTENDANCE POLICY - STUDENTS: In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance all periods of the school day. ~~that the day for a minimum of four classes and the last 4 periods of the day.~~

Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused and/or truant.

EXCUSED ABSENCES

The school reserves the right to require medical verification in cases where student absences are excessive. The amount of classroom instruction and work missed can be overwhelming and is critical for future success.

Families are encouraged to notify the school in the event of a pending absence. It is the student's responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

EXCUSED/UNEXCUSED ABSENCES

Excused absences include - illness or medical appointment (that cannot be made outside of the school day), post-secondary school visits, family vacations/outings (with a parent/guardian), family emergencies verified by a parent/guardian (serious family illness, injury or death), absences caused by participation in school sponsored activities.

Unexcused absences include but are not limited to oversleeping, car trouble, non-medical or dental appointments. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

If absences are Unexcused or Truant:

*Students that have an unexcused or truant absence will receive no credit from their teachers for the activities performed on the day of the absence.

*Students with unexcused absences or truanacies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and truanacies.

ELIGIBILITY REQUIREMENTS

Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:

All Athletic Activities	Chess	Math Team	Student Council	Speech
Science Olympiad	Band	Choir	Orchestra	
Knowledge Bowl	Drama	RALIE / LOA	Music Listening	Cheerleading

Academic Eligibility Policy-Adopted June, 2008 (Revised 2019)

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1st & 3rd quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
 - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
 - i. Students will be assigned for a specific amount of time and/or class grade with our academic support staff.
 - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
 - b. If the student is failing in one or more classes they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, the student will be ineligible once again.
4. **Academic Ineligibility**
 - a. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.
5. **Enforcement Procedures:**
 - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester by the Activities Office.
 - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.
 - c. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.
6. **Additional ALC Policy:**
 - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.
 - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
 - c. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.

- d. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
 - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.
 - f. The person responsible for the education of a homeschool student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity
 - g. Incompletes: An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.
7. Exceptions to the above will be made in the following circumstances:
- a. Students on 504 plans or in special education may have different standards written into their plan upon the approval of the student's counselor, special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
 - b. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved by the parents/guardians, Activities Director and Principal.

CHEMICALS - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

Chemical Eligibility Rules-adopted June 2008

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, vaping devices, nicotine, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide fair and meaningful consequences when the rules are broken, with the main intention being to help the student.

In addition, students who receive a chemical violation, and are named a captain in that school year, will have the captain designation removed. Students who receive a violation during the season, will be ineligible for postseason awards.

Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.

Teams shall not have the latitude to implement consequences that deviate from MSHSL [Bylaw 205](#).

CODE OF RESPONSIBILITIES: Adopted June 2008

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules,

local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

MSHSL Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will show respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty: A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

POLICY

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else they are apart from team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents/guardians or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school. If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Bullying
- Hosting a party where alcohol or other drugs are being used

- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

ATTENDANCE BOUNDARIES/ELIGIBILITY:

- Students who attend Northfield Middle School, Northfield High School, ~~St. Dominic's~~, ALC or who live in the Northfield district and are home schooled are eligible for 9th Grade, B Squad/JV/Varsity competition.
- Students attending St. Dominic's on the "Shared-Time" program may compete in Middle School programs if that sport is not offered at St. Dominic's.
- Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School ~~and 9th grade levels~~. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the 9th, B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

EMERGENCY CLOSING OF SCHOOL: In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director and will be voluntary for participants. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

SCHEDULING CONFLICT RESOLUTION: ATHLETICS AND FINE ARTS/ACTIVITIES

At Northfield High School we work hard to avoid scheduling conflicts between fine arts events and athletic events so that students may feel encouraged to participate in both. The following hierarchy has been established to help decide which event a student should attend when athletic events and music events conflict. This is listed from highest priority to lowest:

1. MSHSL State Tournaments/scheduled music performances.
2. Section games/scheduled music performances/once in a year performances i.e. band trips etc.
3. Big 9 Conference games/scheduled music performances.
4. Non-Conference games.
5. Scrimmages/dress rehearsals.
6. Athletic practices/music rehearsals.
7. Informal team/group gatherings i.e. Pizza Parties, Pre-game Meals.

In the case of a "tie" in the hierarchy above, the following factors will assist in making logical choices for all involved:

Additional Factors To Help Make a Logical Decision

ATHLETICS

1. The athlete is a starter
 2. The athlete is a likely sub
 3. The athlete is not likely to play
- * Absence of this athlete might negatively affect game outcome

MUSIC

1. The musician is part of a very small section, or an integral member (first chair)
 2. The musician is part of larger section
 3. The musician participates
- * Band/Choir is a graded, curricular class

When the hierarchies above cannot determine a clear-cut decision, students, coaches, music directors, and parents/guardians will agree:

1. Neither the student or parent/guardian shall participate in deciding which event will be missed and which event will be attended.
2. A neutral person/mediator (administrator) will guide the final decision. (Administrator may ask the student for his/her preference of the activity he/she may want to attend. Even though a student may indicate a preference, it may or may not be granted).
3. Neither the athletic coach nor the music director shall penalize the student in any way when the decision made is not to attend the event that they supervise.
4. A decision for one conflict resolution is not precedent setting; each situation is unique.

FAN BUSES: Fan buses will be provided for team state tournament participation, however, the minimum number of students to send a fan bus is 45. Non-supervising adults and Middle School students are not eligible to ride a HS fan bus.

DISTRICT #659 ACTIVITIES FEE INFORMATION

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
 - a. *Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.*
 - b. *Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.*
 - c. *Students who do not qualify for Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 40% toward the activity fee. A waiver form must be submitted for each activity, each season.*
 - d. *Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.*
2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees are as follows. (Fees help cover the costs of equipment, apparel, transportation, and officials.)

Athletics - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball, Basketball, Dance Team, Football, Softball, Swimming, Volleyball, Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

Academic and Fine Arts Activities - High School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening, Speech-Drama-One-Act Play-Science Olympiad

Athletics - Middle School

Full Fee – 100%	Reduced Meal – 40%	Free Meal – 20%	
\$95	\$38	\$19	7th & 8th Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6th Grade Middle School Athletics

Academic and Fine Arts Activities – Middle School

Full	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

*****Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

WAIVER: School District Policy allows athletic fees to be partially waived in the case of low income or undue hardship. Any student who receives free or reduced lunches also qualifies for the athletic waiver. The waiver can be in effect for an entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office. A waiver form must be submitted for each activity, each season.

REFUND: A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until the student has turned in all equipment issued and has been cleared by the coach). After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- Full refund up until the first contest/public appearance.
- One-half refund after the first contest/public appearance through the first one-quarter of the season.
- One-fourth refund through the first half of the season. (Length of season is the first practice date through the first scheduled game of postseason competition).
- Refund must be requested during the academic year of the activity.

FUNDRAISING – HANDLING OF FUNDS: The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money. Failure to comply with this process could result in disciplinary action and/or termination.

- Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. "Fundraiser Request" forms are available in the Activities Office. (A sample form is located in Appendix B).
- All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (within 24 hours) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
- Resale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
- Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
- Gift Cards may NOT be purchased from Activity Account funds. In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
- Under no circumstances should money be collected or spent without it being "run through" the activity account and the appropriate procedures.

GIFTS AND DONATIONS: There is a School Board Policy which governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$1,000, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Director should be consulted early in the process so that proper procedures are followed.

INITIATIONS/TEAM GATHERINGS (POLICY): No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, initiation events must not be held. Team gatherings can be held and are encouraged ~~but only under the supervision of a coach.~~ ~~All activities at these gatherings must be supervised by a coach.~~ Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. Students who violate this rule – both those who conduct the initiation and those who take part will be suspended from competition for a minimum of two events/contests. This suspension will be enforced during the next two (or more) consecutive contests.

MAROON AND GOLD RECEPTION: The Maroon and Gold Reception is the annual athletic awards event sponsored by the Northfield Booster Club. The reception is held in May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. ~~All MVP medallions will be presented and~~ The Outstanding Male and Female Athletes will be announced. All head coaches will be involved in the presentation of these awards.

PARTICIPATION IN MORE THAN ONE SPORT: In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered. The first step is for the student and parents/guardians 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/guardians and students before dual participation will be allowed. Detailed processes and procedures for this policy are available in the High School Activities Office.

EVENTS/PRACTICES - SUNDAYS/WEDNESDAYS: No practices and/or games are to take place on Sunday per MSHSL rules. Other school activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all practices must end by 6:30 p.m. Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

PRACTICES - HOLIDAY/VACATION PERIODS: Middle School teams will not hold practice or have events on any day school is not in session, with a rare exception of a Saturday and perhaps a few days prior to the start of school. 9-12 grade coaches will not conduct practices or have any event(s) scheduled on Thanksgiving Day and/or Christmas Day. Additionally, coaches are encouraged to avoid practices on New Year’s Day, when possible. Any participants who are involved in family activities are to be fully excused from practices with prior notification. Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents/guardians.

*While the school recognizes the value of family time and trips, we encourage parents/guardians and families to schedule trips to coincide with scheduled school vacations.

** Some sports do practice and compete during natural school breaks or holidays; there will be an expectation in some of those sports for athletes to be in attendance. Coaches will communicate the schedule and expectations to families prior to the start of the season. Varsity athletes are expected to attend practices and games during school holidays and breaks if applicable.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT'S BOUNDARIES (exception Clay Target)-~~THIS IS CHANGED DUE TO COVID~~

SCRIMMAGES

When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

TICKET POLICIES/CONFERENCE:

Athletics: Ticket prices, as established by the Big Nine Conference, for all regular season home athletic events are \$4.00 for students and \$6.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate. Students and adults tickets/passes will be purchased online through the [Activities Website](#). There are a variety of passes to purchase that meet your individual needs. The pass allows admittance to all home regular season athletic events.

Activity Events: Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$8 for adults and \$6 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

COMMUNICATIONS BETWEEN STAFF AND PARENTS/GUARDIANS

Parenting, coaching, and directing are all extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to your child. When parents/guardians have a child involved in our programs, they have a right to understand what expectations are placed on them. This begins with clear communication from the coach or director.

Communication to expect from the Coach or Director:

- Philosophy of sport or activity
- Expectations for your child, including sportsmanship and MSHSL rules/policies
- Location and times of all practices, games or events, and transportation expectations
- Team requirements, i.e. practices, special equipment, out of season training, lettering policy
- Procedures to follow – should your child be injured, attendance at school on practice/game days
- Discipline that may result in the denial of your child's participation
- Regular, individual meetings with students regarding role, how to improve, etc.
- Consistent, timely, thorough communication throughout the season (email, website, etc)

Communication that coaches and directors may expect from parents/guardians:

- Concerns expressed directly to the coach or director
- Specific concerns with regard to philosophy and or expectations
- Notification of any illness or injury of missed practices

Students involved in the programs at Northfield High School will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way they or their parents/guardians had hoped. At these times, discussion with the coach or director is encouraged.

Issues appropriate for parents/guardians to bring forward as part of a discussion with coaches/directors:

- Treatment of a student, mentally and physically
- Ways to help a student improve
- Concerns about a student behavior

It is very difficult for parents/guardians to accept their child not participating as much as they may hope. The aim of the NHS Athletic/Activities Department is to support coaches and directors as teachers. A coach or director will make judgment decisions based on what they believe to be best for all students involved. As you can see from the above list, certain things can and should be discussed with parents/guardians. Other things, such as the ones listed below, must be left to the professional judgment of coaches and directors.

Issues not appropriate for parents/guardians to bring forward as part of a discussion with coaches/directors:

- Team or group selection
- Team strategy
- Play calling
- Other students

There are often situations that may require a conference between the coach or director and the parents/guardians. **The student should be, and is requested to be involved in these meetings.** To resolve the problem, we must have everyone's help and involvement.

RESOLVING CONFLICTS

There are situations that may require a conference between the coach or director and the parent/guardian. These are encouraged. However, it is requested that all parties follow professional dialogue expectations. It is very important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following steps are expected to be followed in order to promote resolution. Note: This process is not intended to provide grievance of rule(s) of the Minnesota State High School League.

If there is a problem:

- **STEP 1:** The student should talk directly to the captain, coach or director, one on one

If the problem is not resolved:

- **STEP 2:** Parents and student will contact the coach or director for their insight into the problem. Parents/Guardians are welcome to provide support for the student through conversations with the coach or director after the initial player/coach or director discussion. Coaches or Directors shall respond within 24-48 hours to all inquiries. There will be no correspondence from a coach or director after 7 pm each day.
- **STEP 3:** Parents/Guardians set-up a face-to-face meeting with the coach or director. Requests should be directed to the coaches' or directors' school phone number/email. Inquiries will be returned in a timely fashion – minimum expectations are for a return call/email within 24-48 hours. It is expected that the head coach or director and at least one assistant are involved in the conference. This meeting is expected to take place at Northfield HS at a mutually agreeable time.

Parents/Guardians, students and coaches or directors are to address themselves to problems/concerns related to them only. In order to be in compliance with the "Privacy in Information Act" problems/concerns related to other students will not be discussed.

Parents/Guardians Should Not:

- Call the Activities Director or NHS administration without participating in the first 3 steps.
- Confront the coach or director before or after practice, game, event or banquet. These can be emotional times for both individuals. Meetings of this nature do not promote resolution.

Coaches or Directors Should Not:

- Engage in email “discussion” of an issue unless it is for routine absences or concerns due to illness, injury, etc. Phone calls and in-person meetings (as necessary) are expected.

If the meeting with the coach or director does not provide a satisfactory resolution:

- **STEP 4:** Parents/Guardians are asked to contact the Activities Director and request a meeting with all parties. If steps 1-3 have been followed appropriately, the AD will mediate a resolution between the student, coach or director, and parent/guardian.

Focused dialogue is a crucial part of conflict resolution. Your willingness to support students and parents/guardians when they follow the expectations is paramount to successfully resolving potential issues and ensuring positive outcomes.

All information and forms can be found on the Activities Website at <https://activitiesnorthfieldschools.sportngin.com/>

COVID RESOURCES

Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020

July 2021							July		January 2022							January	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2	3								1	1	New Year's Day
4	5	6	7	8	9	10	4	Independence Day	2	3	4	5	6	7	8	3	School Resumes
11	12	13	14	15	16	17	5	Independence Day Holiday	9	10	11	12	13	14	15	17	No School, Dr Martin Luther King Jr Day
18	19	20	21	22	23	24			16	17	18	19	20	21	22	27	End of Second Quarter
25	26	27	28	29	30	31			23	24	25	26	27	28	29	28	No School, Teacher Preparation Day
									30	31						31	School Resumes; Beginning of Third Qtr
August 2021							August		February 2022							February	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7					1	2	3	4	5		
8	9	10	11	12	13	14			6	7	8	9	10	11	12		
15	16	17	18	19	20	21			13	14	15	16	17	18	19		
22	23	24	25	26	27	28	24	New SpEd/Elem Inservice	20	21	22	23	24	25	26	21	No School; Staff Development Day
29	30	31					25-26	New teacher Inservice	27	28							Presidents Day
							30-31	Staff Development Days									
September 2021							September		March 2022							March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	1, 2	Staff Development Days			1	2	3	4	5		
5	6	7	8	9	10	11	3	Teacher Preparation Day	6	7	8	9	10	11	12	7-11	No School; Spring Break
12	13	14	15	16	17	18	6	Labor Day	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	7	First Day of School/ Beginning of First Quarter	20	21	22	23	24	25	26		
26	27	28	29	30					27	28	29	30	31				
October 2021							October		April 2022							April	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2								1	2	1	End of Third Quarter
3	4	5	6	7	8	9			3	4	5	6	7	8	9	4	No School; Teacher Preparation Day
10	11	12	13	14	15	16			10	11	12	13	14	15	16	5	School Resumes; Beginning of Fourth Quarter
17	18	19	20	21	22	23	21-22	No School; Fall Break (MEA)	17	18	19	20	21	22	23		
24	25	26	27	28	29	30			24	25	26	27	28	29	30		
31																	
November 2021							November		May 2022							May	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	5	End of First Quarter	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	8	No School; Teacher Preparation Day	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	9	School Resumes	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	24-26	No School, Thanksgiving Break	22	23	24	25	26	27	28		
28	29	30							29	30	31					30	No School, Memorial Day
December 2021							December		June 2022							June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4						1	2	3	4		
5	6	7	8	9	10	11			5	6	7	8	9	10	11	5	Graduation
12	13	14	15	16	17	18			12	13	14	15	16	17	18	8	Last Day of School (2-hr early dismissal)
19	20	21	22	23	24	25	Dec 23-Dec 31	No School; Winter Break	19	20	21	22	23	24	25		
26	27	28	29	30	31		Dec 31	New Year's Day Holiday	26	27	28	29	30				

School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

 Holidays, No School  Holidays

 No School

 No School, Teacher Preparation or Staff Development Days

Student Days:

Term 1: 42 days
Term 2: 47 days
Term 3: 39 days
Term 4: 46 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contract days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
89 days - first semester; 85 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the School Board on March 9, 2020

New Teacher Inservice

August 24 New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC
August 25, 26 All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug 30 - Sept 2 Staff Development Days
September 3 Teacher Preparation Day

September 6 **No School.** Labor Day
September 7 First Day of School. Beginning of 1st Quarter

October 21-22 **No School.** Fall Break (MEA)
October 25 School Resumes

November 5 End of 1st Quarter (42 days)
November 8 **No School.** Teacher Preparation Day
November 9 School Resumes. Beginning of 2nd Quarter
November 24-26 **No School.** Thanksgiving Break

Dec 23 - Dec 31 **No School.** Winter Break

January 3 School Resumes
January 17 **No School.** Dr. Martin Luther King Jr. Birthday
January 27 End of 2nd Quarter (47 days); End of First Semester (89 days)
January 28 **No School.** Teacher Preparation Day
January 31 School Resumes. Beginning of 3rd Quarter and Second Semester

February 21 **No School.** Presidents Day. Staff Development Day

March 7-11 **No School.** Spring Break

April 1 End of 3rd Quarter (39 days)
April 4 **No School.** Teacher Preparation Day
April 5 School Resumes. Beginning of 4th Quarter

May 30 **No School.** Memorial Day

June 5 Graduation
June 8 **Last Day of School.** 2-hour early dismissal
End of 4th Quarter (46 days); End of Semester (85 days)

School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:
<https://northfieldschools.org/parents/school-closings/>.



STUDENT CITIZENSHIP HANDBOOK

2021 - 2022

RIGHTS
RESPONSIBILITIES
OPPORTUNITIES
SUCCESS
CONSEQUENCES
CITIZENSHIP
DISTRICT POLICIES

**A Policy Guide for Student Management in Instructional
and
Co-Curricular Activities in Northfield Public Schools**

~~Spanish translation available online.~~
~~For immediate assistance, please contact Joan Lizaola at 507.663.0662.~~
~~Hay una traducción al español en las oficinas escolares. Favor de llamar a la Sra. Joan Lizaola~~
~~al 507.663.0662 para ayuda de inmediato.~~

A Message From The Superintendent

Dear Northfield School District Parents and Students: **THIS LETTER WILL BE UPDATED**

~~The 2020-2021 school year will not be like any other year. The uncertainty resulting from the COVID-19 global health pandemic will challenge us like we have not been challenged before.~~

~~Regardless of the learning model we use throughout the year, our educational team is committed to working with all students to develop the skills, knowledge and unique talents that will prepare them for the future and serve them long after they leave the classroom. We work to provide learning opportunities and challenges so each learner can experience the satisfaction derived from achieving excellence. Please take time to review the information in this handbook with your children. The material will also be reviewed with students at the start of the school year.~~

~~It is essential that we provide as safe and as secure an environment as practicable for every student. A clear, consistent, comprehensive policy on student behavior is an important first step toward assuring our schools are safe for every student. Students need to know that the District and parents are united in making sure that our schools are safe and supportive places for maximum learning. Our schools teach, practice and expect productive and responsible behavior.~~

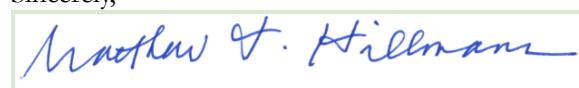
~~This K-12 handbook describes policies, procedures, and the consequences for violating these policies and procedures. The handbook includes the district's policies on bullying, hazing, personal possessions/lockers, technology use, harassment, possession of controlled substances, student use and parking of motor vehicles (including patrols, inspections, and searches), and weapons. The handbook is designed to help students and parents understand the District's guidelines for acceptable behavior in these and other areas. It also includes a chart that outlines offenses that could possibly lead to expulsion.~~

~~While it is essential to provide students and parents with clear expectations and consequences regarding student behavior, Northfield Public Schools are committed to creating a positive and supportive instructional environment designed to help our students become self-disciplined contributing members of school and community. Our team provides intentional learning experiences to strengthen students' social and emotional skills through use of the Responsive Classroom approach (elementary), Second Step curriculum (elementary and middle school), and use of Positive Behavior Interventions and Supports (PBIS) (middle school and high school.)~~

~~Of course, student activities are one of the uncertainties resulting from COVID-19. We know students involved in school activities beyond the instructional day tend to develop positive attitudes about their school. We encourage all students to participate in activities to make their educational experiences in Northfield Public Schools some of the most beneficial and memorable of their lives. Northfield offers a tremendous number of activities through the school co-curricular programs, community education, and other local organizations. In Northfield, there is truly an out-of-school activity for everyone. If we are not able to run traditional activities due to COVID-19, our district will seek innovative ways to connect our students.~~

~~We look forward to a great school year! We ask your support, assistance and involvement in maintaining a safe and orderly school environment for our students to learn, grow and excel.~~

Sincerely,



Matthew J. Hillmann, Ed.D.
Superintendent of Schools

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STUDENT DISCIPLINE PHILOSOPHY

It is the responsibility of the school board to make reasonable policies and rules for maintaining a safe and supportive school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity, participating in school activities through a digital platform, and while traveling on school buses. Students are expected to behave in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

While this policy pertains to all schools in District 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead towards self-control and respect for law, authority, property and the rights of others.

Restorative Practices will be used to address negative situations while restoring the school climate to a respectful one. The approach of restorative practice builds community and strengthens relationships to create safe and supportive environments.

While student self-discipline is the ideal, it is understood that fair and appropriate corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a consequence. Discipline...

- helps the student learn a lesson that will positively affect his or her present and future behavior.
- is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

ROLES AND RESPONSIBILITIES

School Board

The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent

The superintendent shall establish guidelines and directives to carry out this policy; hold all school personnel, students and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principal and Assistants

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistants shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline guidelines.

Other School District Personnel

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students' behavior shall be authorized and directed by the superintendent.

All school district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents or Legal Guardians

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students

All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

Community Members

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable district policies are identified where appropriate and can be found in their entirety on the [district's website](#).

ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws. Students have the right to privacy regarding school records. Disclosure of information from student records will be consistent with legal requirements and the guidelines established by the school district.	Students have the responsibility to follow established building and district procedures regarding access to their school records.

DRESS CODE

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.	Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, <u>including gang and/or hate symbols</u> . Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

EQUAL OPPORTUNITY

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 Educational & Employment Opportunity)	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.

FAIR TREATMENT

Rights/Opportunities	Responsibilities
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.

Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

FREE SPEECH

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such speech does not violate the rights of others.	Students are responsible to express opinions, publish written materials, distribute literature in such a manner that is not libelous, obscene or discriminatory, including but not limited to symbols of hate or gang-related symbols, that does not interfere with the rights of others or disrupt the atmosphere of learning in the school and follows school regulations regarding time, place and manner.

HARASSMENT

Rights/Opportunities	Responsibilities
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Student Sex Nondiscrimination)	The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints. Such reports should be made to: Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057 Phone: 507.663.0600 Email: mviesselman@northfieldschools.org While not required, <u>individuals can make complaints using this form.</u>

LEARNING

Rights/Opportunities	Responsibilities
Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 Educational & Employment Opportunity)	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.
Students have the opportunity to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

NONDISCRIMINATION

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or disability. (Policy 522 Student Sex Nondiscrimination)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.

PLEDGE OF ALLEGIANCE

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate.

PRIVACY

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure the safety of students, staff, buildings and grounds. (Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person)	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.

Students have the right to confidentiality regarding personal matters in discussion with school personnel. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.
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STUDENT GOVERNMENT

Rights/Opportunities	Responsibilities
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent and to be responsive of the needs of all students.	Student government representatives have the responsibility to communicate and work with student body, faculty and administration and to be aware of and comply with any policies of the school district that may affect the formation of procedural aspects of the student government.

STUDENT SAFETY

Rights/Opportunities	Responsibilities
Students have the right to a safe, inviting school environment, free of drugs, tobacco, e-cigarettes, and alcohol. Students should expect the schools to utilize a variety of prevention techniques to ensure chemical-free school grounds.	Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco and alcohol. Students should report any presence of chemicals on school grounds. Students should also understand the use of prevention techniques (e.g. drug dogs) as a partnership between students, staff and law enforcement designed to keep our schools safe for everyone.

DISCIPLINE GUIDELINES & DISCLAIMER

Every student and employee of District 659 is entitled to learn and work in a safe school environment. To ensure this, the district and each school has established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 Student Discipline)

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present on a district school location or participating in a school-sponsored activities. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. a student with a disability whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District 659 school board policies are located on the [school district's website](#).

ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

(*) *Principal discretion per building discipline plan.*

ALCOHOL OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none">• 3-5 day suspension• Referral for chemical evaluation• Police referral	<ul style="list-style-type: none">• Social worker intervention• 5-10 day suspension• Chemical assessment• Police referral• Possible recommendation for expulsion	<ul style="list-style-type: none">• 10 day suspension• Recommendation for expulsion• Police referral• Chemical assessment

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral

ARSON

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral • Restitution

ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense
Grades K-5	<ul style="list-style-type: none"> • 5-10 day suspension • Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral

ASSAULT, PHYSICAL

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral 	<ul style="list-style-type: none"> • 5-10 day suspension • Police referral 	<ul style="list-style-type: none"> • 10 day suspension • Possible recommendation for expulsion • Police referral

BODILY HARM, INFLICTING

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	1 day suspension	3 day suspension

(*) Principal discretion ~~per building discipline plan~~.

BULLYING

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive

- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.

Grades	First Offense	Second Offense	Third Offense
K-5	*	*	*
Grades 6-8	*	*	<ul style="list-style-type: none"> • 1-3 day OSS Possible expulsion
Grades 9-12	*	<ul style="list-style-type: none"> • Detention • Possible suspension 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 5 day suspension • Police referral 	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral

CELL PHONES & PERSONAL DEVICES-SECONDARY

Causing a disruption with personal electronic devices, cell phones, universal remote controls, laser pointers, speakers, headphones, Bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without staff permission. Students who violate this provision may be prohibited from possessing their device in school for up to 30 days in addition to the disciplinary responses listed below. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse. Cell phone use is not allowed in classrooms during class without teacher permission.

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and returned at end of day	Confiscated parent pick up	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for three days
Involving Staff (6 - 12)	1-3 day suspension	3-5 day suspension	5-10 day suspension

CELL PHONES & PERSONAL DEVICES-ELEMENTARY

Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or hand-held electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess.

Consequences for not following the rules are as follows:

- 1st infraction-student will have the device taken away and can pick it up in the office at the end of the day.
- 2nd infraction-student will have their device taken away and placed in the office until a parent can come to school to retrieve it.
- 3rd infraction-student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.

Please note: Bridgewater, Greenvale Park and Spring Creek Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Grades	First Offense	Second Offense	Third Offense or More
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"> • <u>The teacher will address the student with evidence when the infraction occurs and notify parents</u> • <u>The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision</u> 	<ul style="list-style-type: none"> • <u>All of the disciplinary action of the first offense will occur</u> • <u>The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points</u> • <u>The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents</u> 	<ul style="list-style-type: none"> • <u>All of the disciplinary action of the first offense will occur</u> • <u>Assistant Principal will initiate a parent/student/counselor conference</u> • <u>The student will receive 1 day of ISS</u>

(*) Principal discretion ~~per building discipline plan~~.

DISRESPECTFUL BEHAVIOR

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others. The videoing of staff members or students without permission is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(*) Principal discretion ~~per building discipline plan~~.

DISRUPTIVE BEHAVIOR

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(*) Principal discretion ~~per building discipline plan~~.

DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none">● Revocation of parking permit to identified time period● Police referral	<ul style="list-style-type: none">● 3 day suspension● Permanent revocation of parking permit● Police referral

(*) Principal discretion *per building discipline plan*.

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

(*) Principal discretion *per building discipline plan*.

FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none">● 10 day suspension● Possible recommendation for expulsion

(*) Principal discretion *per building discipline plan*.

FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none">● Suspension● Restitution	<ul style="list-style-type: none">● 2-3 day suspension● Police referral● Restitution
Grades 6-12	<ul style="list-style-type: none">● 3-5 day suspension● Police referral● Restitution	<ul style="list-style-type: none">● 5-10 day suspension● Police referral● Restitution	<ul style="list-style-type: none">● 10 day suspension● Possible recommendation for expulsion● Police referral● Restitution

(*) Principal discretion *per building discipline plan*.

FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1 day suspension	<ul style="list-style-type: none">● 2 day suspension● Restitution

Grades 6-12	*	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 10 day suspension ● Police referral ● Restitution
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(*) *Principal discretion per building discipline plan.*

FIREARMS

Firearms are prohibited in all school district locations. A “firearm” is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral

FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity, ~~and teach tolerance~~ appreciation of others’ cultures and ideas, and to prepare students to participate in our democratic society. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated, regardless of learning modality (in-person or digital).

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 – hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

The above criteria also apply to school-sponsored forums/events in physical or digital format and the use of school issued devices, and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(*) *Principal discretion per building discipline plan.*

GAMBLING

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) *Principal discretion per building discipline plan.*

GANG/THREAT GROUP ACTIVITY

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	<ul style="list-style-type: none">• 1-5 day suspension• Police referral	<ul style="list-style-type: none">• 5-10 day suspension• Possible recommendation for expulsion• Police referral

(*) *Principal discretion per building discipline plan.*

HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources

Human Rights Officer/Title IX Coordinator

Northfield Public Schools

201 Orchard Street South, Northfield, MN 55057

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day Dismissal	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none">• 1-3 day suspension• Police referral	<ul style="list-style-type: none">• 3-5 day suspension• Police referral	<ul style="list-style-type: none">• 5-10 day suspension• Police referral

			<ul style="list-style-type: none"> ● Possible recommendation for expulsion
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(*) *Principal discretion per building discipline plan.*

HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce Policy 526 vigorously.

INSUBORDINATION

Deliberate refusal to follow an appropriate direction or identify self when requested.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

(*) *Principal discretion per building discipline plan.*

OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the removal of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

(*) *Principal discretion per building discipline plan.*

RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(*) *Principal discretion per building discipline plan.*

ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Possible recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Restitution 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral ● Restitution

(*) *Principal discretion per building discipline plan.*

SAFETY

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(*) *Principal discretion per building discipline plan.*

SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources
Human Rights Officer/Title IX Coordinator
Northfield Public Schools
1400 Division Street S, Northfield, MN 55057
Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none">• 10 day suspension• Possible recommendation for expulsion• Police referral		

(*) *Principal discretion per building discipline plan.*

TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by [Policy 524-2 Use of Technology and Telecommunications Systems By Students](#). Parents are expected to read and discuss this policy with their child.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	<ul style="list-style-type: none">• 3-5 day suspension• Restitution
Grades 6-12	<ul style="list-style-type: none">• 1-3 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 3-5 day suspension• Police referral• Restitution	<ul style="list-style-type: none">• 5-10 day suspension• Recommendation for expulsion

			<ul style="list-style-type: none"> ● Police referral ● Restitution
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(*) *Principal discretion per building discipline plan.*

THREAT, DIRECT/INDIRECT

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an “all clear” may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense
Grades K-5	<ul style="list-style-type: none"> ● 5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Possible recommendation for expulsion
Grades 6-8	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Recommendation for expulsion ● Police referral
Grades 9-12	<ul style="list-style-type: none"> ● Up to 10 day suspension ● Recommendation for expulsion ● Police referral 	

TOBACCO, SMOKING, AND VAPING

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. **This includes the use and/or possession of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"> ● 1 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 2-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral

(*) *Principal discretion per building discipline plan.*

TRANSPORTATION-DISTRICT POLICY

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	● Parent contacted	● Parent meeting

			● 1-3 days off the bus
Grades 6-12	*	<ul style="list-style-type: none"> ● Parent contacted ● Up to 5 days off the bus 	<ul style="list-style-type: none"> ● Parent meeting ● Up to 10 days off the bus

(*) *Principal discretion per building discipline plan.*

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. **Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	<ul style="list-style-type: none"> ● 1 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral

(*) *Principal discretion per building discipline plan.*

TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than seven unexcused absences may be referred to the student's home county social services programming or Student Attendance Review Board (SARB).

UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

(*) *Principal discretion per building discipline plan.*

UNEXCUSED ABSENCE

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

(*) *District School Attendance/ Diversion Plan procedures will be followed*

VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	● 5-10 day suspension	● 10 day suspension	● 10 day suspension

	<ul style="list-style-type: none"> ● Recommendation for expulsion ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● Recommendation for expulsion ● Restitution ● Police referral 	
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VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	<ul style="list-style-type: none"> ● 1-5 day suspension ● Restitution ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Possible recommendation for expulsion ● Restitution ● Police referral

(*) *Principal discretion per building discipline plan.*

VEHICLE, UNAUTHORIZED PARKING

(Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	<ul style="list-style-type: none"> ● Written parking violation warning 	<ul style="list-style-type: none"> ● Administrative referral 	<ul style="list-style-type: none"> ● Loss of parking permit or tow at owners expense

(*) *Principal discretion per building discipline plan.*

WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"> ● 3-10 day suspension ● Possible recommendation for expulsion ● Police referral 	<ul style="list-style-type: none"> ● 10 day suspension ● Police referral ● Recommendation for expulsion
Grades 6-12	<ul style="list-style-type: none"> ● 3-10 day suspension ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion 	<ul style="list-style-type: none"> ● 10 day suspension ● Police referral ● Recommendation for expulsion

(*) *Principal discretion per building discipline plan.*

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been

suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT

District 659 strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

DISCIPLINE PROCEDURES

All disciplinary actions shall be processed pursuant to District 659's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

DRUG DOG SEARCH - PURPOSE AND PROCEDURE

The District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527.

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

MODIFICATION OF CONSEQUENCES

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

PARENTAL QUESTIONS ABOUT DISCIPLINE

Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

PHYSICAL RESTRAINT

Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others or property.

POLICE REFERRAL

~~Administrators will involve the police or other law enforcement authorities as necessary. Generally, law enforcement will not be present during an administrator's interview of a student.~~ If a student violates a district policy that also violates a law, the student ~~will~~ may be referred to the police. A district administrator may be present during a search and related questioning by law enforcement interviews.

Law enforcement and other external agencies are permitted to interview students on campus as described in [Board of Education Policy 519.](#)

PUBLICATION OF DISCIPLINE POLICY

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents will be informed of these guidelines at the beginning of the school year or when they enroll in a District 659 school.

SCHOOL DISTRICT LOCKER POLICY

It is the policy of District 659 (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.**

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

SPECIAL EDUCATION OR DISABLED STUDENTS

Consequences for Special Education or Disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

UNIQUE SITUATIONS

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

DEFINITIONS

“Dismissal” means dismissing a student from school for one school day or less.

“Exclusion” means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

“Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

“School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

POSSIBLE DISCIPLINARY CONSEQUENCES

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- **Student Conference**
- **Parent/Guardian Conference**
- **Restorative Practices** – This includes community-building circles, norm setting, and restorative conversations.
- **Detention** – Requirements for a student to remain in school or attend school outside normal school hours.
- **Fine** – A financial penalty assessed of a student by the school.
- **Restitution** – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- **Truancy Referrals** – Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from Class** – Removal from a particular class for up to five class periods due to inappropriate behavior.
- **In-School Suspension (ISS)** – Removal from classes to an in-school suspension room under the direction of staff.
- **Dismissal from School** – Dismissing a student from school for one day or less.
- **Out-of-School Suspension** – Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police Referral** – ~~Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.~~ If a student violates a district policy that also violates a law, the student will may be referred to the police.
- **School Transfer** – Transfer from the student's home or neighborhood school to another similar district school.
- **Exclusion** – Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- **Expulsion** – Action taken by the school board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled.
 - Agreement to Withdraw (in lieu of expulsion)– The student and his/her family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
 - Abeyance (in lieu of expulsion) – The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
 - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus Suspension** – Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- **Restriction or Loss of School Privileges**
- **Suspension from Extra Curricular Activities.**
- **Other Disciplinary Action Deemed Appropriate by District 659.**

EXPELLABLE OFFENSES

While it is the Northfield School District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

R – Recommended; P – Possible; H – High School; M – Middle School

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	X	X
Arson	YES - R	X	X
Assault, Aggravated	YES - R	X	X
Assault, Physical	NO	NO	YES - P
Bullying	NO	NO	YES - P
Burglary	NO	YES - R	X
Fighting	NO	NO	YES - P
Fire Alarm, False	NO	NO	YES - P
Firearms	YES - R	X	X
Gang/Threat Group Activity	NO	NO	YES - P
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R
Sexual Misconduct	YES - R	X	X
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R
Threat, Direct/Indirect	YES - RH	YES RM	X
Vandalism, Major Acts	YES - R	X	X
Vandalism, Minor Acts	NO	NO	YES - P
Weapons	YES - P	YES - P	YES - R

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

Parents and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522.

Reports should be made to:

Molly Viesselman, Director of Human Resources
Human Rights Officer/Title IX Coordinator
Northfield Public Schools
201 Orchard Street South
Northfield, MN 55057
Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

SCHOOLS AND ADMINISTRATION

<u>School</u>	<u>Phone</u>	<u>Email</u>
<u>District Offices</u>	507.663.0600	
201 Orchard Street South, Northfield	507.663.0611 (fax)	
Superintendent: Dr. Matt Hillmann	507.663.0629	mhillmann@northfieldschools.org
Executive Admin Asst: Anita Aase	507.663.0629	aaase@northfieldschools.org
<u>Bridgewater Elementary</u>	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	nantoine@northfieldschools.org
Admin Asst: Jessica Huebsch	507.664.3301	jhuebsch@northfieldschools.org
<u>Greenvale Park Elementary</u>	507.645.3500	
500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	507.645.3501	srichardson@northfieldschools.org
Admin Asst: Renee Malecha	507.645.3501	rmalecha@northfieldschools.org
<u>Sibley Spring Creek Elementary</u>	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	507.645.3471	ssannes@northfieldschools.org
Admin Asst: Kim Cecil	507.645.3471	kcecil@northfieldschools.org
<u>Northfield Middle School</u>	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	ggelineau@northfieldschools.org
Assistant Principal: Michael O'Keefe	507.663.0667	mokeefe@northfieldschools.org
Admin Asst: Amy Stowe	507.663.0651	astowe@northfieldschools.org
<u>Northfield High School</u>	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal: Joel Leer	507.645.3400	jleer@northfieldschools.org
Assistant Principal: Rico Bohren	507.645.3401	rbohren@northfieldschools.org
Assistant Principal: Nancy Veverka	507.645.3450	nveverka@northfieldschools.org
Admin Asst: Lori Christophersen	507.645.3473	lchristophersen@northfieldschools.org
<u>Area Learning Center</u>	507.645.1201	
201 Orchard Street South, Northfield	507.645.1250 (fax)	
ALC Director: Daryl Kehler	507.645.1201	dkehler@northfieldschools.org
Admin Asst: Mary Huberg	507.645.1201	mhuberg@northfieldschools.org
<u>Northfield Community Education Center</u>	507.664.3650	
700 Lincoln Parkway, Northfield	507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3650	ebailey@northfieldschools.org
Admin Asst: Sara Boran	507.664.3657	sboran@northfieldschools.org
<u>Special District Services</u>	507.663.0600	
201 Orchard Street, Northfield	507.663.0611 (fax)	
Director of Instructional Services: Hope Langston	507.645.3436	hlangston@northfieldschools.org
Admin Asst: Debbie O'Meara	507.663.0622	domeara@northfieldschools.org
Director of Special Services: Cheryl Hall	507.645.3410	chall@northfieldschools.org
Assistant Director of Special Services: Sara Pratt	507.645.1234	spratt@northfieldschools.org
Admin Asst: Jordan Streiff	507.645.3410	jstreiff@northfieldschools.org
Director of Technology Services: Kim Briske	507.664.3399	kbriske@northfieldschools.org
Admin Asst: Debbie O'Meara	507.663.0622	domeara@northfieldschools.org

Northfield Public Schools

2021-2022

School Calendar

Approved by the School Board
March 9, 2020
Revised XX.XX.2021

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
4	Independence Day
5	Independence Day Holiday

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January	
1	New Year's Day
3	School Resumes
17	No School, Dr Martin Luther King Jr Day
27	End of Second Quarter
28	No School, Teacher Preparation Day
31	School Resumes; Beginning of Third Qtr

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
24	New SpEd/Elem Inservice
25-26	New teacher Inservice
30-31	Staff Development Days

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February	
21	No School; Staff Development Day Presidents Day

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September	
1-2	Staff Development Days
3	Teacher Preparation Day
6	Labor Day
7-8	Family Conferences
9	First Day of School/ Beginning of First Quarter

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March	
7-11	No School; Spring Break

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October	
21-22	No School; Fall Break (MEA)

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April	
1	End of Third Quarter
4	No School; Teacher Preparation Day
5	School Resumes; Beginning of Fourth Quarter

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November	
5	End of First Quarter
8	No School; Teacher Preparation Day
9	School Resumes
24-26	No School, Thanksgiving Break

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May	
30	No School, Memorial Day

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	






December	
Dec 23-Dec 31	No School; Winter Break
Dec 31	New Year's Day Holiday

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June	
5	Graduation
9	Last Day of School (2-hr early dismissal)

School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		Kickoff Family Conferences
	No School, Teacher Preparation or Staff Development Days		

Student Days:

Term 1: 40 days
Term 2: 47 days
Term 3: 39 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
11 non-student contract days
3 contract days off calendar (3 conferences)
TOTAL: 187 contract days
87 days - first semester; 86 days - second semester

Northfield Public Schools 2022-2023 School Calendar DRAFT 4

Approved by the School Board
XXXXX, 2021

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

4 Independence Day

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

23 New SpEd/Elem Inservice
24-25 New teacher Inservice
29-31 Staff Development Days

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

1 Staff Development Days
2 Teacher Preparation Day
5 Labor Day
6-7 No School; Family Conferences
8 First Day of School
Beginning of First Quarter

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

20-21 No School; Fall Break (MEA)

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

4 End of First Quarter
7 No School; Teacher Preparation Day
8 Beginning of Second Quarter
23-25 No School, Thanksgiving Break






December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

Dec 23-Jan 2 No School; Winter Break

School Cancellation Procedures:

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		Kickoff Family Conferences
	No School, Teacher Preparation or Staff Development Days		



Holidays, No School



Holidays



No School



Kickoff Family Conferences



No School, Teacher Preparation or Staff Development Days

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

2 New Year's Day Holiday
3 School Resumes
16 No School, Dr Martin Luther King Jr Day
20 End of Second Quarter
23 No School, Teacher Preparation Day
24 Beginning of Third Quarter

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

20 No School; Staff Development Day
President's Day

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March

24 End of Third Quarter
27-31 No School; Spring Break

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

3 No School; Teacher Preparation Day
4 School Resumes;
Beginning of Fourth Quarter

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

29 No School, Memorial Day

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

8 Last Day of School (2-hr early dismissal)
End of fourth quarter
11 Graduation

Student Days:

Term 1: 40 days
Term 2: 43 days
Term 3: 43 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
11 non-student contact days
3 conference days off calendar
TOTAL: 187 contract days
83 days - first semester; 90 days - second semester

In January, the board approved the submission of the pay equity report. This report is submitted to the state every three years. There are three tests that employers must pass:

- Salary range test
- Statistical analysis test
- Exceptional pay test

The district did not pass the salary range test. The salary range test assesses the length of time that it takes employees to reach their maximum salary. Right now, our female-dominated job classes take longer to attain their top pay than male-dominated classes. This issue is primarily due to the number of steps in our collectively bargained contracts. We have worked with our consultant, Kathleen Murphy of Murphy Management Consultants, to identify a pathway to passing this test.

According to our letter of non-compliance from Minnesota Management and Budget, we can accomplish this by:

“...reducing the average number of years required for female classes to achieve maximum salary, increasing the average number of years for male classes to achieve maximum salary or some combination of the two to narrow or eliminate the difference in the number of years needed to reach maximum salary for male and female classes.”

The district plans to request an extension for correcting this issue to work with the Northfield Education Association during the upcoming negotiations process to fix the problem.

The pay equity report process also can uncover other issues related to compensation. In this round of the pay equity analysis process, our consultant identified Directors of Finance, Human Resources, Instructional Services, and Special Services as being significantly underpaid based on their pay equity points analysis. All four of the positions have been assigned the same job points. In researching this issue, we found it results from the reorganization of district administrative duties following the reduction of the previous Director of Administrative Services position. The Finance and Human Resources Directors were assigned more responsibilities as a result of the reduction. While their salaries were increased, the increase was not enough to align with their revised pay equity point assignment. The updated salary recommendations are below.

Position	Currently Approved 2021-22 Salary	Proposed 2021-22 Salary
Director of Finance	\$131,600	\$149,500
Director of Human Resources	\$131,600	\$149,500
Director of Instructional Services	\$143,483	\$149,500
Director of Special Services	\$143,483	\$149,500

These proposed salary increases will align these positions with their pay equity points and make these salaries more comparable within the region.